

Instructions for Submitting Photos and Data for NH-ARES ID Cards

Submissions must be by the EC or their pre-authorized alternate

1. Set your digital camera for 640x480 resolution or smaller, and the white balance for indoors or automatic.
2. Use flash on all photos, regardless of lighting conditions. Stand far enough away that the flash does not wash out facial details.
3. Find a solid light-to-medium colored indoor wall to use as a backdrop. A medium blue or gray is best. Avoid white or glossy surfaces.
4. Take a vertical head and upper shoulders picture, using the sample photo below as a guide for positioning the face in the frame. The choice to smile or not is up to the individual. If glasses are worn regularly, they should be worn for the photo. **Avoid auto-darkening lenses when possible!** (Eyeglass reflections can be minimized by either tilting the glasses slightly forward by raising the temple pieces behind the ears, or by tipping the head slightly forward.)
5. Review the photo for closed eyes, reflections, strange expressions, etc. If not acceptable, delete and retake the picture.
6. Keep a list of the camera's shot number and name/call sign.
7. Transfer the pictures to your computer and re-name each file with the call sign.
8. Fill out the MS Excel ID submission form for all IDs. Verify training information when possible. (Contact Dave WA1ZCN or Larry KA1VGM for a copy of the Excel form file. It is not posted on the website for security reasons.)
9. Email the photos and database sheet to Cheshire County EC Larry KA1VGM. The finished cards will be mailed to the EC or his/her designee for local distribution, or delivered at the next Section meeting or event. Be patient – Larry's a busy guy.

Sample photo



Smilin' Scott, KC2JCB