



CHAPTER FOUR

PICTURE STATION SETUP AND PROCESS



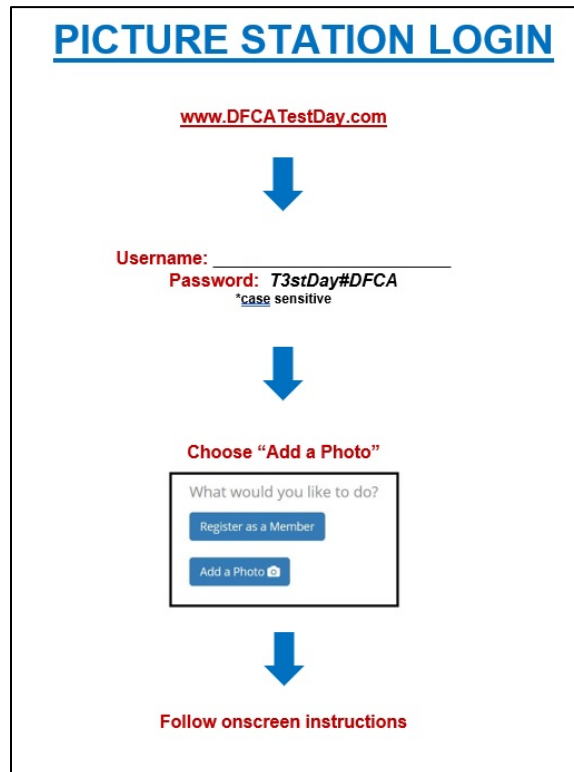
FOR INITIAL TEST DAY ONLY

1. Volunteer follows directions to log in to www.drugfreeclubs.com
2. Volunteer selects "Add a Photo"
3. Volunteer familiarizes themselves with webcam operations and where the photos are saved
4. Volunteer searches for student's profile
5. Volunteer adds photo to student profile
6. Volunteer directs student to restroom

STATION NOT NEEDED FOR **RANDOM TEST DAYS**

supplies needed for this station: laptop with a webcam or iPad on your school's network

Give one of these signs to the volunteer overseeing the picture taking station



PICTURE STATION LOGIN

www.DFCATestDay.com



Username: _____
Password: *T3stDay#DFCA*
*case sensitive



Choose “Add a Photo”

What would you like to do?

[Register as a Member](#)

[Add a Photo !\[\]\(fda0ff34b2d3397ea4bab79510e07b70_img.jpg\)](#)



Follow onscreen instructions

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Using an iPad (preferred)

- Hold iPad in landscape mode
- Keep Home Button on your right
- Search for student by their last name
- Highlight student's name by selecting it
- Click "Choose File"
- Select "Take Photo"
- Take Student's photo
- Select "Use Photo"
- Click "Update Member's Picture"

Using a Laptop with Webcam

- Grant permission for the webcam to be accessed, if necessary
- Search for student by their last name
- Highlight student's name by selecting it
- Select "Take Photo"
- Take Student's photo
- Click "Update Member's Picture"

Helpful Tips

The list of names that you see automatically populating are student's names that did the computer station portion immediately before coming to your station

You can sort the populating list by first or last name by clicking on that header at the top of the list

If a student's name cannot be found, refresh the page, and if it still cannot be found, close your browser and log in again

If a student's name cannot be found after refreshing and logging in again, send the student back to the computer station to enter their information again (this does not happen unless they mistakenly skipped this part)

The student's name **MUST** be highlighted so that their picture is changed-double check that it is before clicking "Update Member's Picture"

Thank you for believing in the power of this effort and for taking action to make it happen today! You truly made a difference today!