



To: ID Badge Program
From: Brenda Monahan
Re: ID Badge Instructions

Thank you for your interest in our ID Badge Program. You will find instructions, sample cards and tips for getting back quality ID cards. If you have any questions or concerns, please don't hesitate to call me.

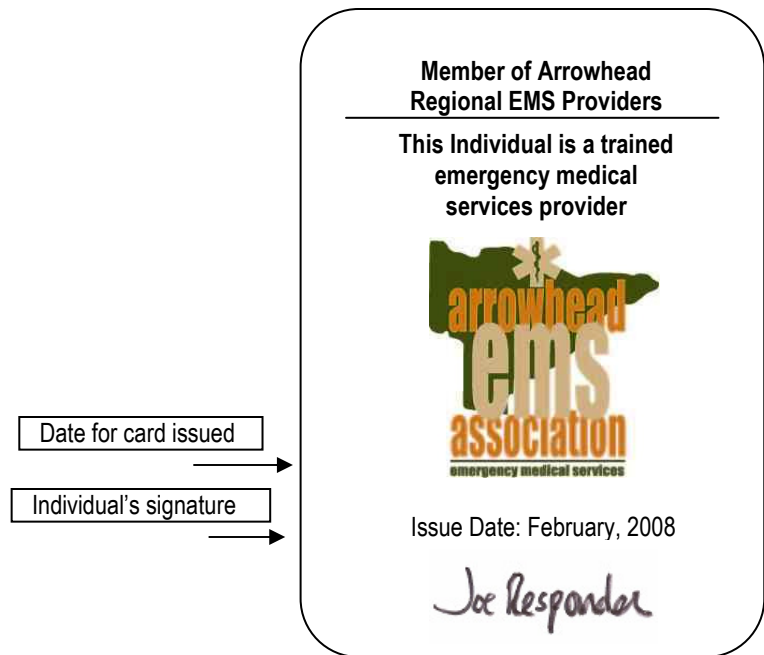
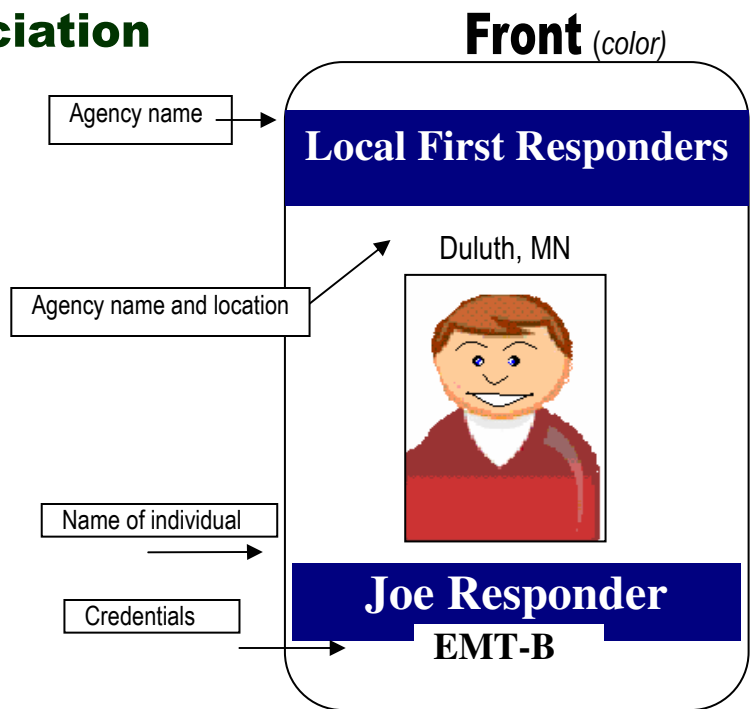
You will be returning to me the roster sheet with signatures and corresponding photo file names/numbers. Digital photos can be sent (depending on size) via e-mail or on a CD. Thank you again!

Brenda Monahan

Brenda Monahan
218-726-0070
bdmonahan@arrowheadems.com

Arrowhead EMS Association ID Project

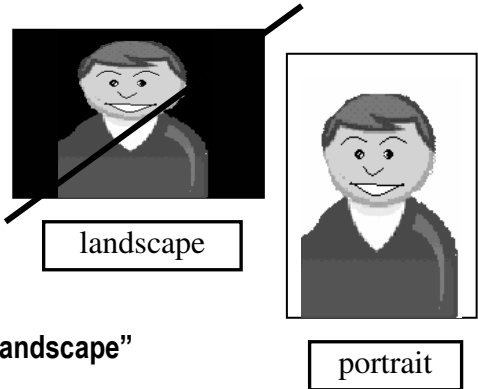
Sample of ID card design



Back (black & white)

Tips for taking a good photo:

1. Use a solid colored background-opposite of the clothing color
2. Frame the person's shoulders and head
3. Avoid shaded glasses or caps that hide or shade the face
4. Set dial to "portrait mode" (usually a person's head symbol)
5. Take the photo in a "portrait" or vertical position rather than "landscape"
6. Make the flash go off to avoid shadowing on the face.
7. The mode indicator should display the "will flash no matter what" icon (usually a lightning bolt) as opposed to the "will flash if necessary" icon (a lightning bolt with an "A" next to it)
8. In general, stand 3-5 feet from the individual to avoid using zoom for high resolution
9. With camera steady, push shutter button halfway down to auto-focus (after usually a green light or beep) then you can push it all the way down
10. Take several shots! Remember to take more than one in case one or two didn't turn out



Renaming the photos on the CD

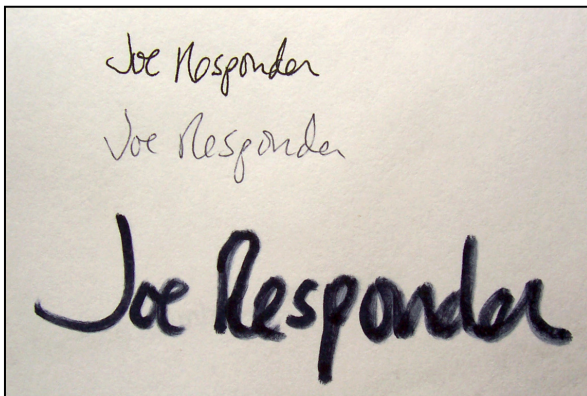
Once the photos have been saved, each photo can be renamed by;

1. Highlight the photo file number
2. Right click
3. Select rename
4. Type the name of the individual in the photo

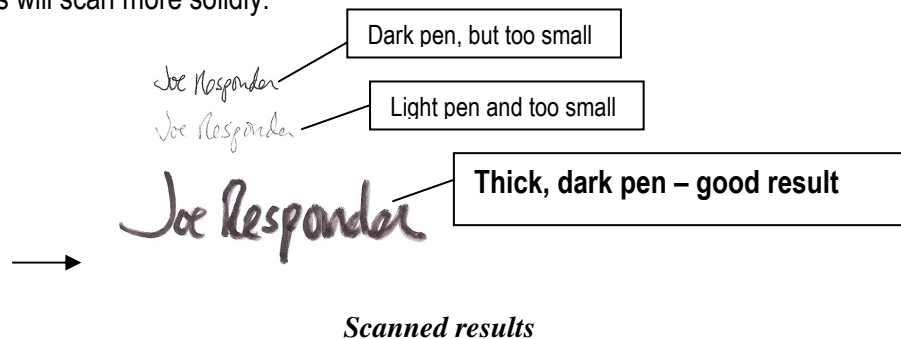
To avoid confusion, rename photos before you save them to a CD.

Tips for a signature that will scan well:

1. Sign your name as you would any letter or document - your name will also be typed under your photo.
2. Sign your name in a large white space, larger than you normally do.
3. Use a thicker lined pen or marker, this will scan more solidly.



Original signatures



Each member of your agency will receive 2 ID badges
With 1 badge sleeve and 1 badge clip

Arrowhead EMS Association ID Project Roster

Agency Name: _____

Date: _____

Agency City, State: _____

ID Project Contact: _____

Contact Phone: _____

Contact E-mail: _____

Circle Card Color:
Red Green Blue

Individual's Name Joe Responder (Please print)

Training Authorization Level: EMT-B [Example: EMT-B, First Responder, etc.]

Photo file **name** or numbers for this individual Responder, Joe 10-123, 10-124, 10-125

*Please have individual sign
inside this box with a dark
pen or marker*



Example
Joe Responder

Individual's Name _____ (Please print)

Training Authorization Level: _____

Photo file name or numbers for this individual _____

*Please have individual sign
inside this box with a dark
pen or marker*

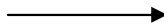


Individual's Name _____ (Please print)

Training Authorization Level: _____

Photo file name or numbers for this individual _____

*Please have individual sign
inside this box with a dark
pen or marker*

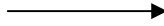


Individual's Name _____

Training Authorization Level: _____

Photo file name or numbers for this individual _____

*Please have individual sign
inside this box with a **dark
pen** or marker*



Individual's Name _____ (Please print)

Training Authorization Level: _____

Photo file name or numbers for this individual _____

*Please have individual sign
inside this box with a **dark
pen** or marker*

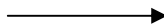


Individual's Name _____ (Please print)

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Photo file name or numbers for this individual _____

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