How to Send us your Photographs

You and your team spent all week with a great bunch of children and young people, but what to do with all those photos?

Scripture Union Scotland uses an online resource library to store and manage our photographs. We love it when staff and volunteers send in their best photo to us, as it lets us share the story much more effectively – a picture is worth 1,000 words and all that!

If you'd like to share your photos with us, here's how…

1. **Pick out the *best* photos from your event** – could be just 1 or 2 or **up to 50 max**.
2. **Upload them to our resource library** at resources.suscotland.org.uk.
   Please give them an appropriate name (e.g. LM1, Whiting Bay Mission, Ayrshire Weekend), add some appropriate keywords (e.g. Lendrick Muir, mission, archery), the date of your event and your name as the Credit. Please ignore the 'Add to collection' option.
3. **When your files have been uploaded,** they will be review by the communications department before being made available for use. You are free to navigate away from the site.

Here's a few things to look for when picking out your best photographs…

- A mix of individual, group, and activity shots.
- That the subjects look interested in what they are doing!
- Pictures of people studying the Bible, worshipping, and engaging in discussion times.
- That no one in the photograph is giving an inappropriate gesture.
- That no one in the photograph is wearing revealing clothing, or is in a position that makes the clothing revealing – this can happen during some of the activities!
- *That no one in the photograph has requested their picture not be used* (in accordance with our Photo and Video Policy – copies available on request).

Remind me - how will I and my team know if a child, young person or volunteer is not to appear in photos used by SU Scotland?

1. If you have children under 16 attending a holiday event, a note will appear on your pre-event report against the name of any child under 16 to that effect;
2. All event Team Leaders must ask everyone at the beginning of an event to let them (the TL) know if they do not wish to appear in photos used by SU Scotland.
3. The Volunteers Handbook asks volunteers to let the TL know if they don't want to appear in photos used by SU.
4. The names of anyone who has refused permission should be shared with other team members who may be taking photos at the event which could end up being sent in to us.

Thanks again for helping us share the story of what God is doing through your great photography!

Emma Boyd
Communications & Marketing Coordinator