

Guide – Add a photo

This is a guide how to upload a photo to Eventgo for your SOSIG accreditation.

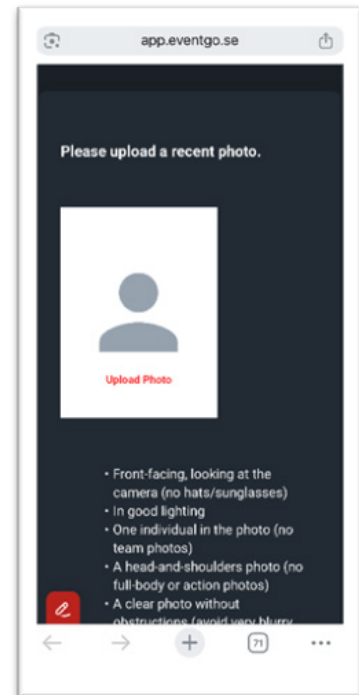


There are two occasions when it is possible to upload a photo for accreditation.

You can either upload a photo when a person is being registered or when we have sent a photo request to you.

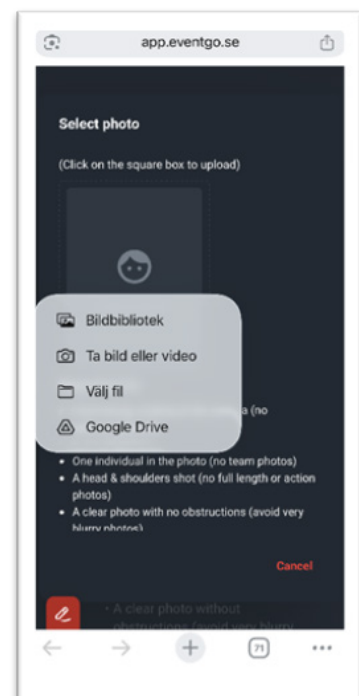
Step 1. Tap upload photo

Important: The photo must show only you, and you should not be wearing glasses, a cap, or a hat. Only your face should be visible for this process.



Step 2. Choose the source

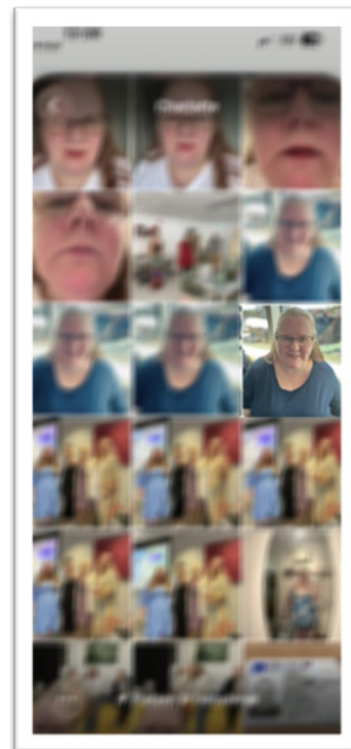
Choose from the dropdown menu from where you want to upload the photo. You can also take a new photo at this step if you do not already have one.



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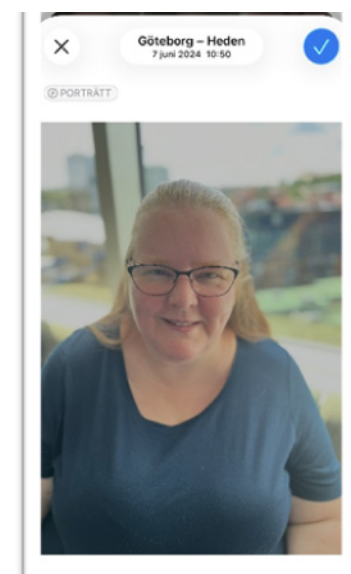
Step 3. Select your photo

Select a photo from your camera roll.
For this example, we selected a photo that was already saved on the phone.



Step 4. Confirm

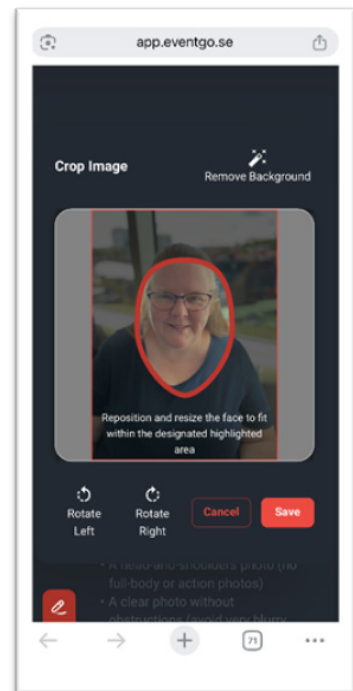
Tap the button to confirm the photo, which in this case is the blue checkmark top right.



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Step 5. Remove Background

Tap “Remove Background”. The background will automatically be removed.



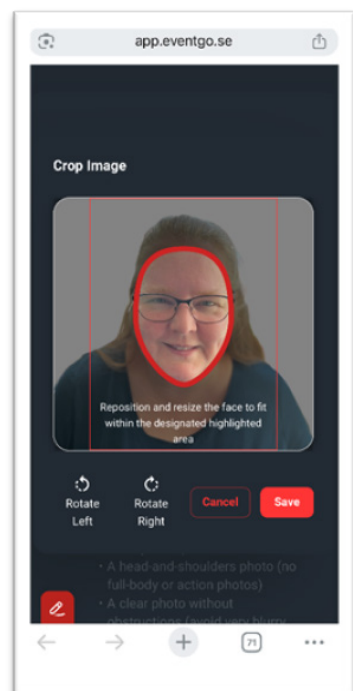
Step 6. Adjust position

Zoom in: Place two fingers close together on the screen, then move them apart (the reverse of a pinch gesture).

Zoom out: Place two fingers apart on the screen, then pinch them together.

Your face should be positioned within the frame as shown here.

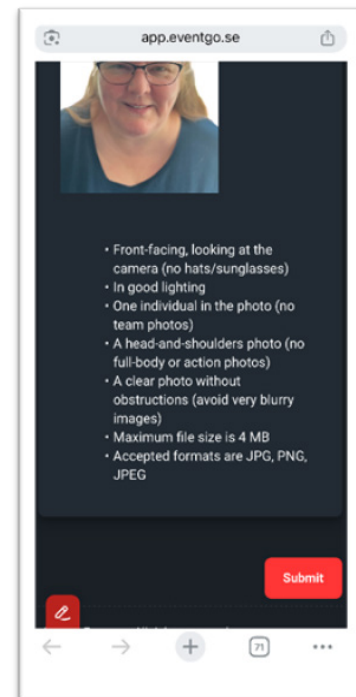
When finished, press “Save”.



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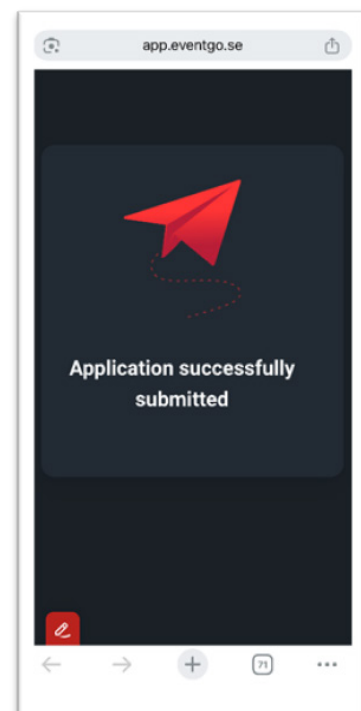
Step 7. Submit Photo

Make sure your photo meets the requirements. Tap “Submit,” and the photo will be uploaded.



Step 8. All done!

The process is now complete when you get this message on the screen.





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