

# ClubRunner

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## How do I change my profile picture? (District)

Michael C. - 2021-04-09 - [My ClubRunner](#)

You have the option to upload your own photo to your member profiles. This photo will be visible to your fellow club members and is a good way to match faces to names.

1. To access your profile for editing, you must go to your District's homepage and log in. Then, click on **Member Area** on the top right.
2. Along the top of the screen you will see several gray tabs. Click on the **For Members** tab.
3. Next, click on **Edit My Profile** on the blue menu bar.
4. You are now on your **Member Profile** screen, where you may edit your personal data. At the top left of this screen, under the heading **Member Profile**, you will see an image. If you (or a club Officer) have not yet uploaded an image, this will be a default member icon, as displayed in the example below.

### Member Profile



Edward Chu  
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[Personal](#) [Rotary](#) [Biography](#) [Commitments](#) [Settings](#) [Privacy](#)

5. In order to change the image and upload your own picture, click on **Update** just below the image.

## Member Profile

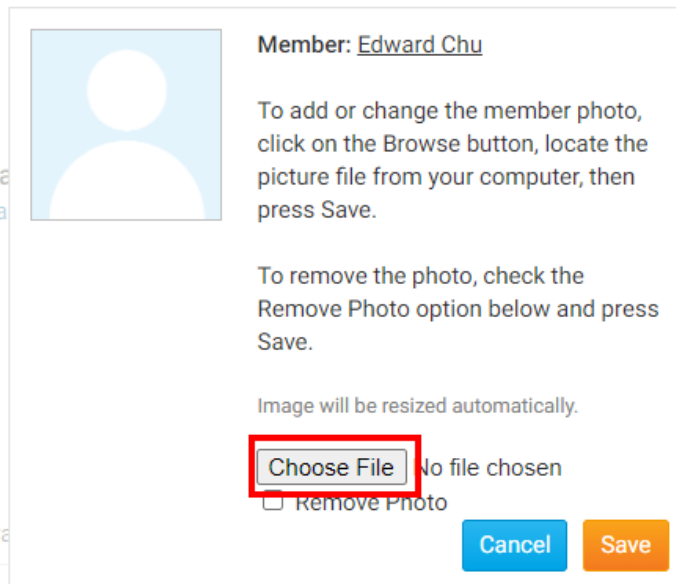


Edward Chu  
Printable Version

Update

Personal Rotary Biography Commitments Settings Privacy

- When you click Update, a pop-up window appears. Select **Choose File** to choose a new image.

A pop-up window titled "Member: Edward Chu" with a photo placeholder on the left. The text inside reads: "To add or change the member photo, click on the Browse button, locate the picture file from your computer, then press Save." Below this, it says "To remove the photo, check the Remove Photo option below and press Save." A note states "Image will be resized automatically." At the bottom, there is a "Choose File" button (highlighted with a red box), a "Remove Photo" checkbox, and "Cancel" and "Save" buttons.

Member: Edward Chu

To add or change the member photo, click on the Browse button, locate the picture file from your computer, then press Save.

To remove the photo, check the Remove Photo option below and press Save.

Image will be resized automatically.

**Choose File** No file chosen

Remove Photo

Cancel Save

- You may now browse your computer for an appropriate image. Your image will be automatically resized to fit the box when you upload it. Once you have selected an image, click **Open**.

**Note:** As the image box is fairly small, it's a good idea to select a headshot or other closeup image that will be still be clearly visible after resizing!

- If you are happy with your selection, click **Save**.

Member: Edward Chu

To add or change the member photo, click on the Browse button, locate the picture file from your computer, then press Save.

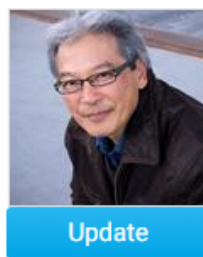
To remove the photo, check the Remove Photo option below and press Save.

Image will be resized automatically.

ProfilePic.png  
 Remove Photo

9. You now have a custom member profile photo. You can change this profile photo again at any time by following the steps above.

## Member Profile



Edward Chu  
[Printable Version](#)

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