

ClubRunner

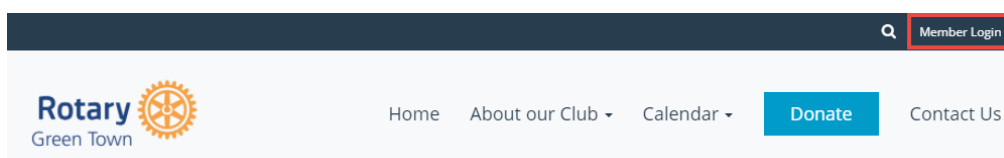
Help Articles > Club Help > Club - Administration Guide > Membership Management > How do I upload a profile photo for a member?

How do I upload a profile photo for a member?

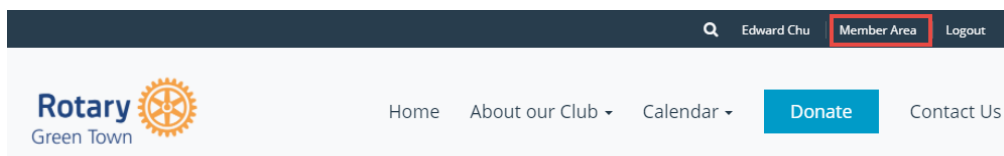
Michael C. - 2021-02-22 - Membership Management

If you are a club site administrator, you have the ability to add member photos on their behalf. This is useful when populating the club photo directory.

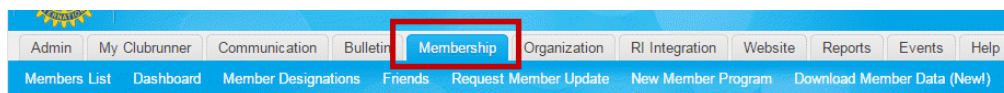
1. To add a member photo, you must go to your club homepage and log in. Click **Member Login** near the top right of the page.



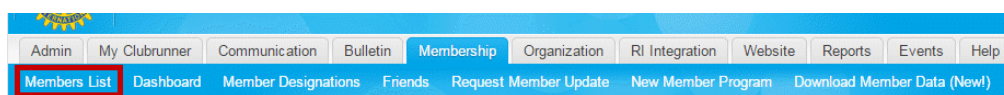
2. Then, click on **Member Area** near the top right of the page.



3. Along the top of the screen you will see several tabs. Click on the **Membership** tab.



4. Next, click on **Members List**.



5. This will open the member list, displaying basic details of each member of the club.

Active Members List

Members per Page:

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Add New Member](#)

Email	<input type="checkbox"/> By First Name	Name ▼	Type	Access	Action
		Baker, Sue	Active	40	Mark Ex Reset Password
		Barnes, Bill	Honorary	70	Mark Ex Reset Password
		Barnes Jr., Bill	Active	70	Mark Ex Reset Password
		Jackson, Eva	Active	70	Mark Ex Reset Password
		Salvador, Carlos	Active	30	Mark Ex Reset Password
		Tang, Simon	Active	70	Mark Ex Reset Password

Total Members: 6 (5 Active + 1 Honorary)






- Select a member of the club who does not have a photo, or a member who wishes to change their photo. Click on their name.

Active Members List

Members per Page: 25 ▼

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)


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		Salvador, Carlos	Active	30	Mark Ex Reset Password
		Tang, Simon	Active	70	Mark Ex Reset Password

Total Members: 6 (5 Active + 1 Honorary)

- You are now on the **Member Profile** screen. If the member does not have a photo, you will see a generic icon displayed next to their name.

Member Profile



Simon Tang

[Printable Version](#)

[Update](#)

Personal
Rotary
Biography
Commitments
Settings
Privacy


[Edit](#)

Member Details

Title	Gender
First Name Simon	Date of Birth
Middle Name	Anniversary
Last Name Tang	Spouse/Partner First Name
Nickname	Spouse/Partner Last Name
Suffix	Spouse/Partner Nick Name
Preferred Address Home	Spouse/Partner Date of Birth
Preferred Phone Home	
E-mail simon134@freegreennet.com	Alternate E-mail

- Click **Update** under the member photo to upload or change their profile photo.

Member Profile



Simon Tang
[Printable Version](#)

[Update](#)

Personal | **Rotary** | **Biography** | **Commitments** | **Settings** | **Privacy**

[Edit](#)

Member Details

Title		Gender	
First Name	Simon	Date of Birth	
Middle Name		Anniversary	
Last Name	Tang	Spouse/Partner First Name	
Nickname		Spouse/Partner Last Name	
Suffix		Spouse/Partner Nick Name	
Preferred Address	Home	Spouse/Partner Date of Birth	
Preferred Phone	Home		
E-mail	simon134@freegreennet.com	Alternate E-mail	

9. You are now presented with a file upload window. Click **Choose File** to select a new image from your folders. **gif, jpg, & png are the only supported file types.*

Member: Simon Tang

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.

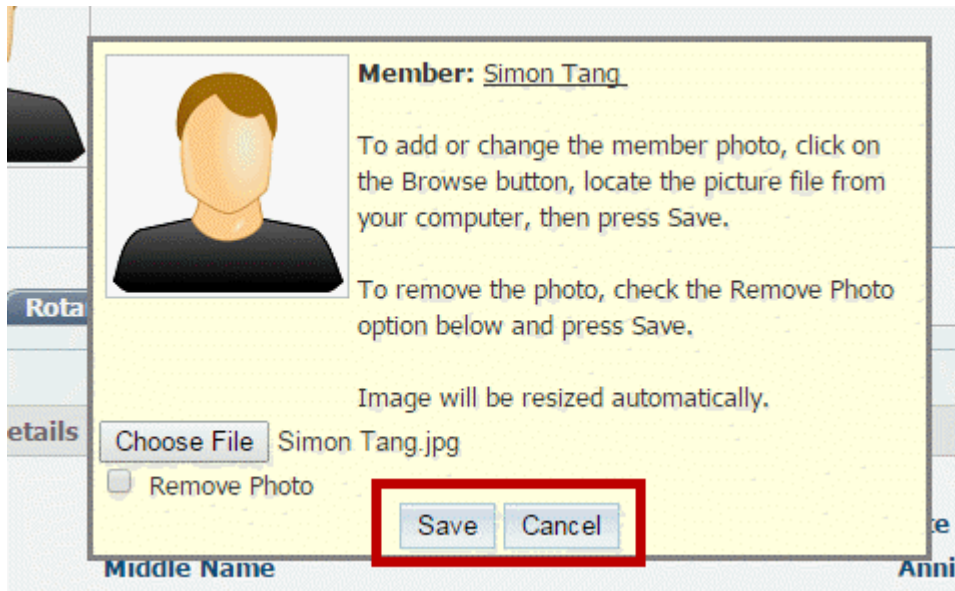
Image will be resized automatically.

[Choose File](#) No file chosen

Remove Photo

[Save](#) [Cancel](#)

10. Once you have selected the file, the file name will appear. Click **Save** to keep this file, or **Cancel** to discard it.



11. If you have chosen to keep the file, the new image will appear on the member's profile page.



Related Content

- [What is the member profile, and how do I edit it?](#)