

How do I upload a profile photo for a member?

Michael C. - 2021-12-24 - 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: 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

Transfer New Member Add New Member

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Baker, Sue	Active	50	Change Status Reset Password
		Brackett, Leigh	Active	40	Change Status Reset Password
		Chu, Eddie	Active	30	Change Status Reset Password
		Corpnel, John	Active - Corporate	70	Change Status Reset Password
		Davis, Clare	Honorary	90	Change Status Reset Password

6. 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 ▼

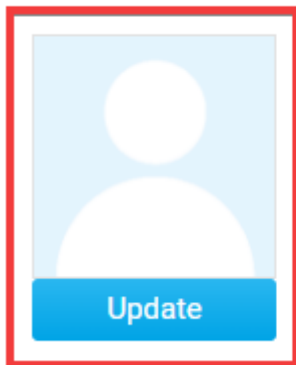
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

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7. 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.

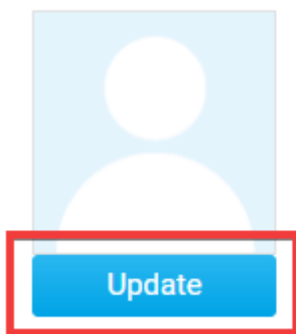
Member Profile



John Corpel
[Printable Version](#)

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

Member Profile



John Corpel
[Printable Version](#)

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: John Corpnel

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**

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

Member: John Corpnel

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 pexels-pix...-220453.jpg

☐ Remove Photo

Cancel **Save**

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

Member Profile



John Corpel
[Printable Version](#)

Update

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