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.

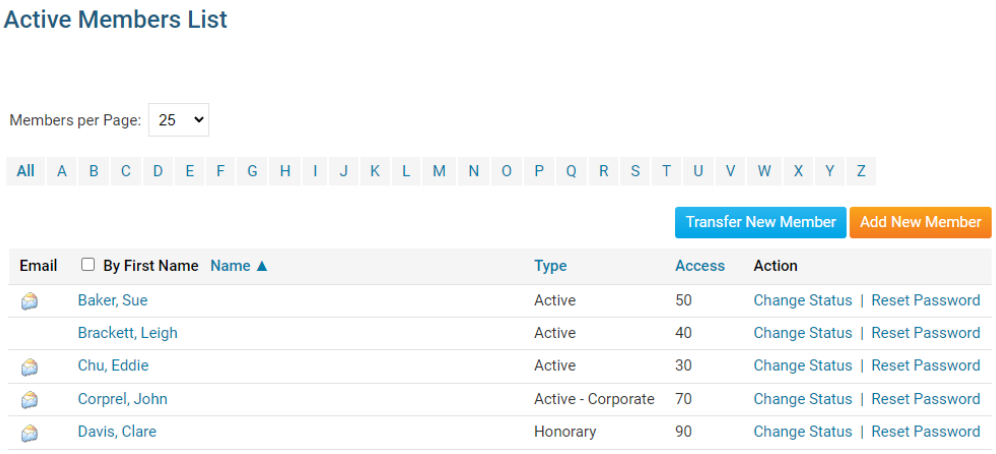
1. To add a member photo, you must go to your club homepage and log in. Click **Member Login** near the top right of the page.

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

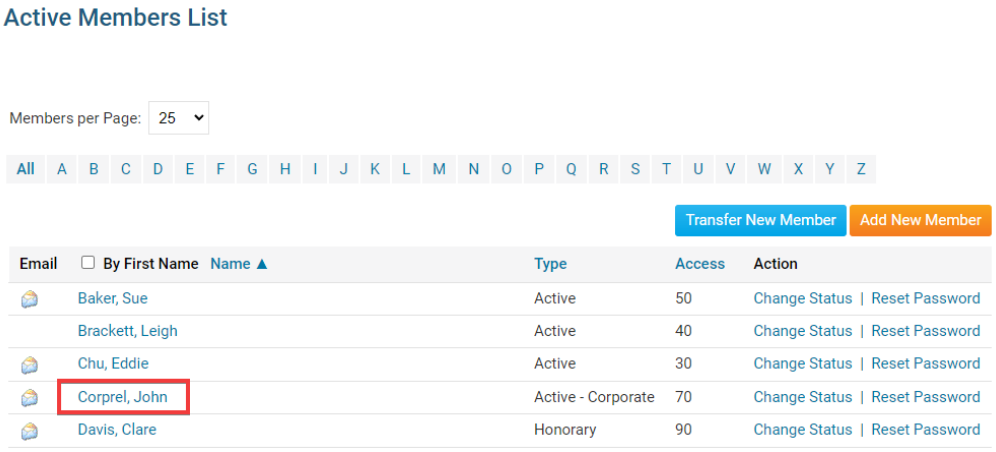
3. Along the top of the screen you will see several tabs. Click on the **Membership** tab.

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

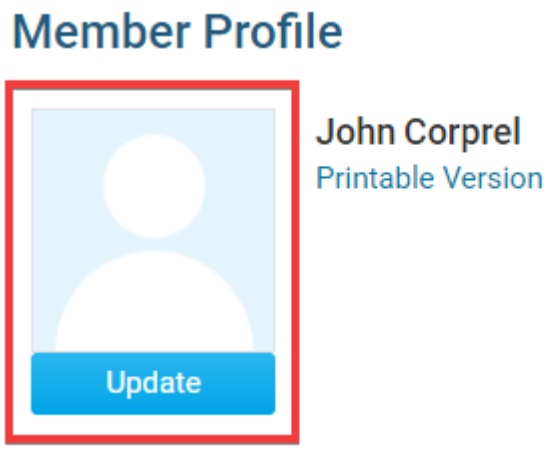
5. This will open the member list, displaying basic details of each member of the club.



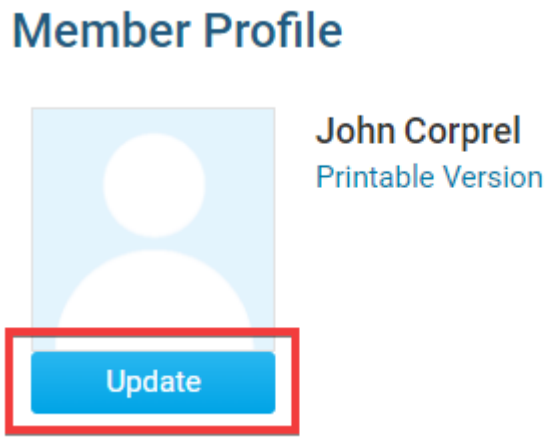
6. Select a member of the club who does not have a photo, or a member who wishes to change their photo. Click on their name.



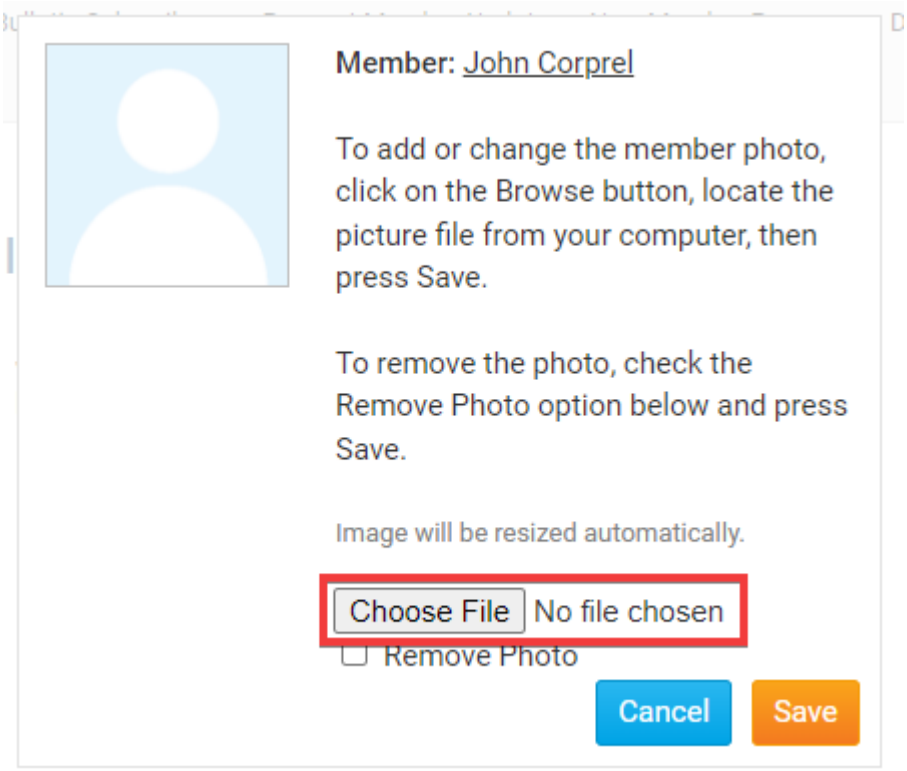
7. You are now on the **Member Profile** screen. If the member does not have a photo, you will see a generic icon displayed next to their name.



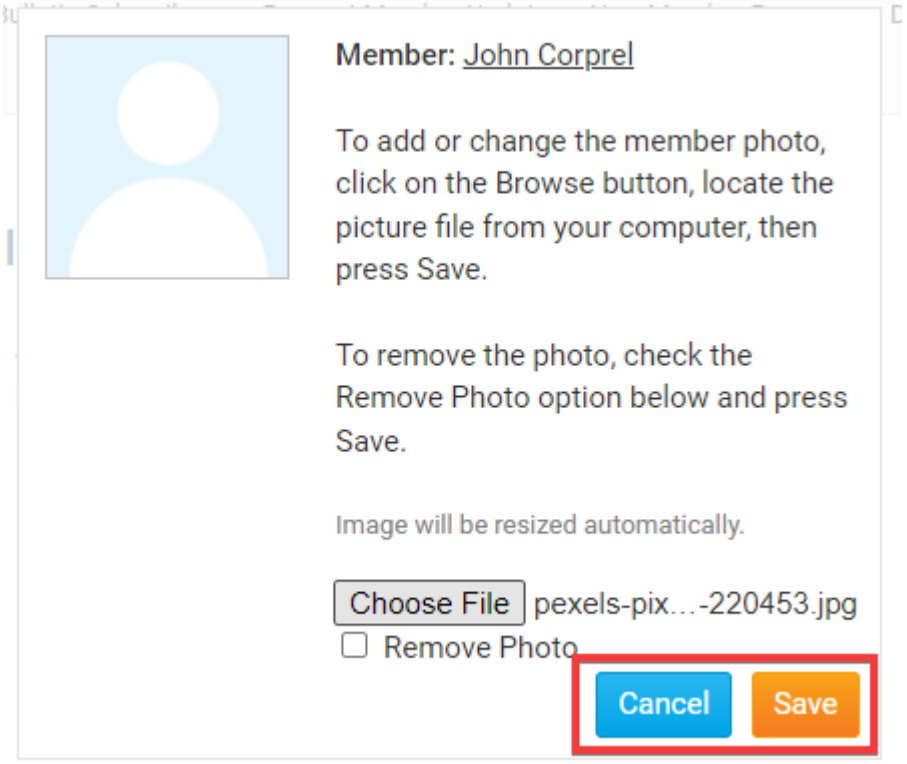
8. Click **Update** under the member photo to upload or change their profile photo.



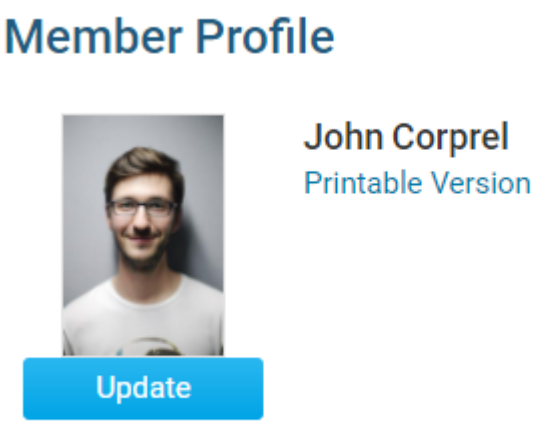
9. You are now presented with a file upload window. Click **Choose File** to select a new image from your folders. **gif, jpg, & png are the only supported file types.*



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

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