



Adding a Profile picture to the Members Only site*

*instructions are for PCs; sorry, Mac users!

1. Sign in to the Members Only site, click **My Account** (A), then click **Edit** (B). You should now be at your Profile page.
2. **Scroll down to the Picture section (C)** and follow these steps:
 - 2a. Click **Browse** (C); this will open your File Upload dialog box.
 - 2b. Navigate to the photo you want to use (JPG, PNG or GIF file formats allowed) and select it. Then click **Open** on the dialog box.
 - 2c. Now you should be back at your Profile page. In the box next to Browse, you should see the name of your file (but NOT the actual photo).
 - 2d. Scroll down to the bottom of the screen and **click SAVE**.

It will take a couple of seconds for your page to refresh with this new information, but after that you should see your photo when you click **My Account** (A). If not, try holding down the CTRL key on your keyboard while you type the letter R [CTRL+R]. That will force a refresh.

If you want to delete a photo so you can add another one, click **My Account** (A), then scroll down to the Picture section. Check the box that says "Delete your current picture." Now follow Steps 2a-2d to add your new photograph. Don't forget to click **SAVE**!

Ta da!

A screenshot of a web browser showing the "My account" page of the NxNW website. A red arrow labeled "A" points to the "My Account" link in the top navigation bar. The main content area shows a banner with a choir and the text "Education Opportunities". Below the banner, there's a section titled "The RMT Wants YOU!" with some text and a small photo of a woman. The URL in the address bar is "http://www.nxnw.org/members-only/account.php".

A screenshot of the "Edit" page for a user named "Molly Member". A red arrow labeled "B" points to the "Edit" button. The page displays basic member information like username, email, and birthdate. On the right, there's a "Group Information" section showing "Member since: Aug 27, 2014" and "Dues paid until: Aug 27, 2014". The URL is "http://www.nxnw.org/members-only/account.php?edit&id=1".

A screenshot of a "Confirm password" dialog box. A red arrow labeled "C" points to the "Upload picture" button. The dialog includes fields for first name, last name, nickname, and address. At the bottom, there's a "Delete" checkbox. The URL is "http://www.nxnw.org/members-only/account.php?edit&id=1".