

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!

