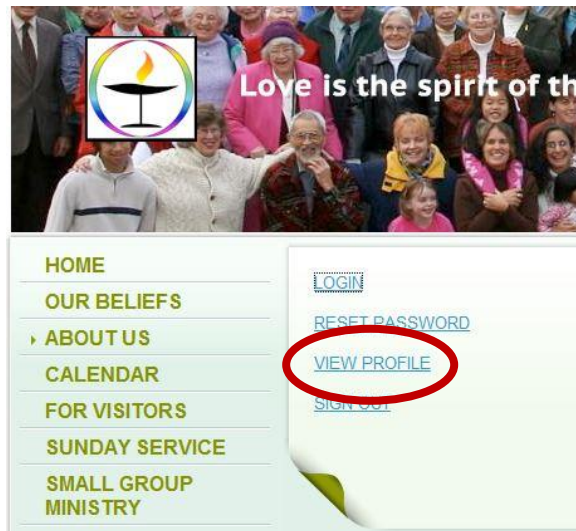


# How to: Edit My Profile

Go to Login tab



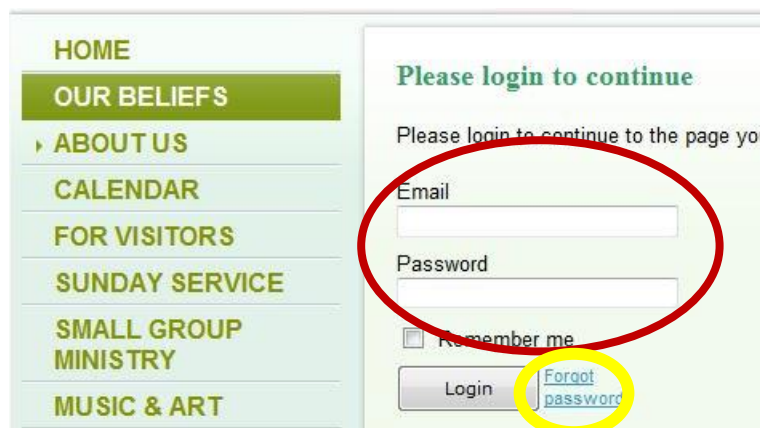
Go to View Profile on this Login page



Populate the Email and Password fields and then press Login

If you have forgotten your password, hit the Forgot Password tab (in yellow)

All members were sent a computer generated password in an email last year. If you did not receive one, please contact Charlotte Harris or Jane Jackson.



You will be at the **My profile** page where you will be able to edit personal information which can also be displayed in the directory. Hit the Edit Profile tab and edit your information



You will now be able to change information in each field displayed

The screenshot shows the 'My profile' page with the edit form. The form includes fields for: User ID (7259839, mandatory, cannot be changed); First name (Odin); Last name (Tidemand); Mailing Address (28 Pebble Beach Ave Mashpee, MA 02649); Phone (5086818991); e-Mail (odintidemand@gmail.com); Picture (with a 'Remove / change' link); and Committee memberships (Adult Education checked, Art program unchecked). A note below the photo field states: 'Max size 110 x 110 pixels, larger images will be resized.'

Example: Add or change photo

Above is the original personal photo for this member.

Below is the photo the member wanted to display.

This screenshot is identical to the previous one, but the photo field now displays a different image of a man with grey hair, representing the updated profile picture.

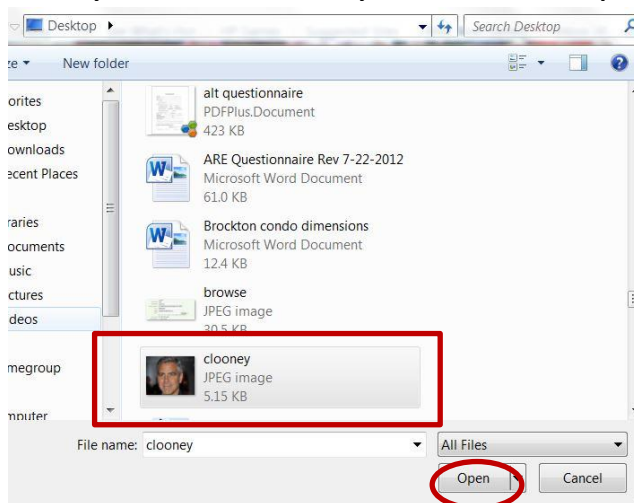
## To make this change:

Hit Remove/change

Hit Browse tab



Highlight the picture you want from your files and press Open



The New Picture will appear on the website as seen above.

To add interests, work status, etc., populate the last field on the page.

**Additional information**

How Did You Hear About Us?  Internet  Referral

cell phone

**New field**

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

To save the information, Press the Save tab.

Below is how the information appears in the directory with the original picture of the member.

## Odin Tidemand

[Send message](#)

### Member

#### Member profile details

Membership level **Member**

First name **Odin**

Last name **Tidemand**

Mailing Address **28 Pebble Beach Ave Mashpee, MA 02649**

Phone **5086818991**

e-Mail [odintidemand@gmail.com](mailto:odintidemand@gmail.com)

Picture



Committee memberships  **Adult Education**

Time Availability for volunteering  **Several hours a month**

#### Personal information

Family Status  **Single**

Children enrolled in Religious Education **None**

#### Contact data

Address **28 Pebble Beach Ave**

City **Mashpee**

Postal code **02649**

Province/State **MA**

Country **USA**

#### Additional information

How Did You Hear About Us? **Referral**

cell phone **5085241181**

New field **Retired Real Property Appraiser, Hobbies and Interests include Genealogy, Environment, Religion**