

How to Upload, Edit, or Delete a Photo to “My Profile” (A Feature of “My Profile”)

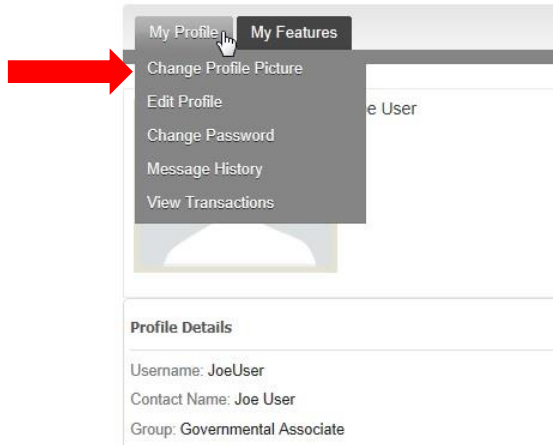
The “**My Profile**” page is part of the member’s-only portion of the website. One of the features of the profile is the ability to upload a photo to your profile. Your photo is visible when other members view the Member Directory. (The directory is available after a member has logged into the member-only portion of the website.) You can also edit your current photo, delete a photo and upload a new photo. The size limits for photos are 8 MB.

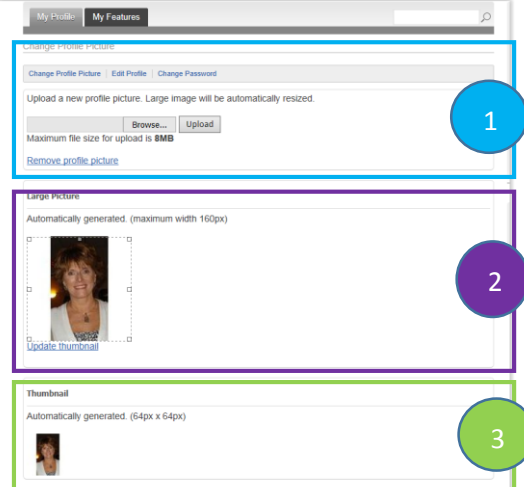
1. Go to www.nappa.org.
2. Log in with your current **Username** and **Password**.
3. If you have forgotten your password, see the instructions for “How to Login” located under the Website Help menu item.

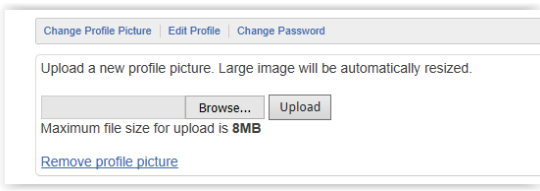
1. When you see “Hello My Name Is ...” you have reached the “Member Landing Page.”
2. Click **My Profile**.

Your member profile will look similar to this. If NAPPAs does not have your photo, you will see a placeholder for the photo.

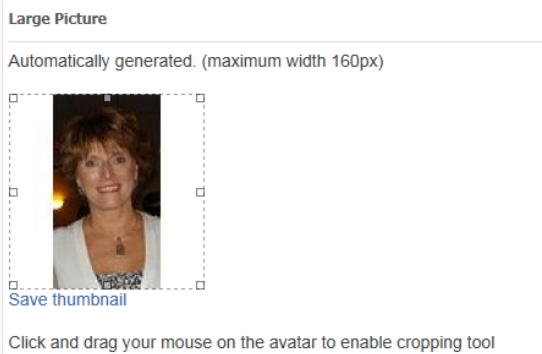
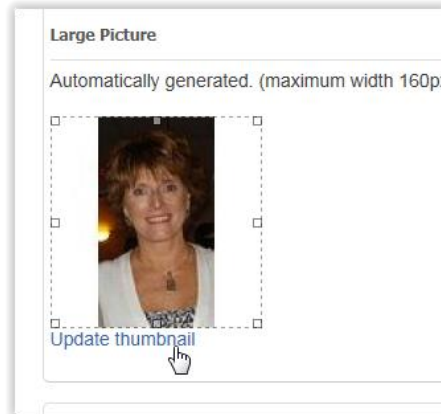
You can upload a photo, or replace an existing one from **My Profile**.

	<ol style="list-style-type: none"> 1. Hover the mouse over the My Profile tab and the drop-down menu will appear. 2. Click Change Profile Picture to add, edit or delete your photo for the NAPPA website.
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<p>3. The Change Profile Picture window will open.</p> <p>Next we'll break it down and look at different segments of this feature. It is divided into three (3) sections.</p>	
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	<ol style="list-style-type: none"> 1. Section 1 (see above) of the window allows us to upload a new profile picture or remove a profile photo. 2. Photos are limited to 8 MB in size. 3. Browse to where your photo is saved. 4. Click Upload to load the photo to your profile.
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5. The middle section (Section 2) of the window shows the photo you uploaded.
6. Click **Update Thumbnail** to access the edit features (resize, reposition, or crop).



7. After clicking on **Update Thumbnail**, there is an option below the photo to **“click and drag your mouse on the avatar to enable the cropping tool.”**
8. You can resize, crop, and reposition the photo to your liking.

9. Section 3 shows you a preview of what your photo **thumbnail** looks like.
10. If you're not satisfied, go back to Section 2 to **“click and drag”** until satisfied.
11. Then click **Save Thumbnail** in Section 2.

