

Adding Your Photo to the Church Secure Website and Directory

1. Login to the Church Secure Website. Remember you will need your user name and password. If you have not already registered, please do so by reading the instructions on logging in.
2. Once you have logged into the system, Click on **My Complete Profile** Button.



3. When your profile appears, you may already have a photo in your profile. If you do and want to change it or if you do not yet have a photo then you can do the following steps. You will see on the right side of the screen two buttons: Edit and Print. Click on EDIT to go into the edit function.

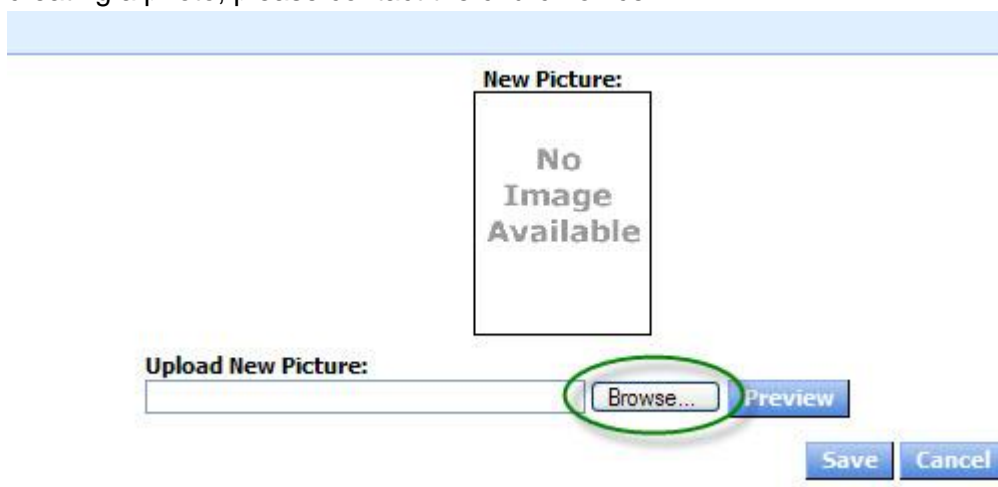


4. Once in the Edit screen, you will see on the right side of screen: Family and Picture. Click on the **Picture** button.

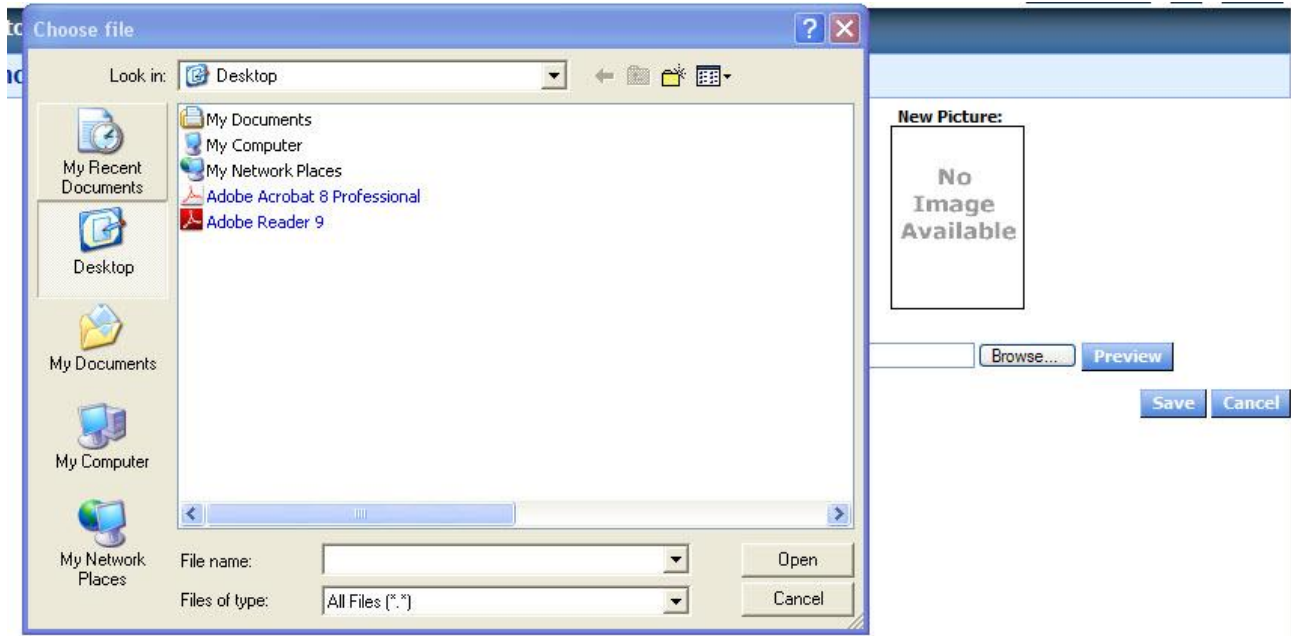


5. When you click on the Picture button, the following screen will appear. To add a photo, click on the browse button to browse your computer to find your photo.

NOTE: you photo must be a .jpg format. If you do not know what format your photo is or need help creating a photo, please contact the church office.



6. When you click the **Browse** button, your computer desktop will appear. Find where your photo is and either click on the file. The name of the file should appear in the box called File Name at the bottom. Once you have your file name in, click on **Open** to select this file.



7. Your file name should appear in the box on the Photo screen and your picture should appear in the New Picture box. Click **Save** to request that this picture be added to your profile.



8. Your picture request will be sent to the church secretary who is approve the photo and it will now appear in your profile.
9. If your photo does not appear in your profile, you will need to check your preferences.
10. Click on **HOME** in the menu and scroll down and select **My Personal Preferences**.



11. In your personal preferences screen, unclick the item under Viewing Preferences. This will allow your photo to display when viewing your information.

Personal Preferences

Family Privacy Preferences

- Include my family in the Family Directory
- Allow other members to view our address
- Allow other members to view our phone number
- Allow other members to view our photo

Individual Privacy Preferences

- Allow other members to view my address in group directories.
- Allow other members to view my e-mail address in group directories.
- Allow other members to view my phone number in group directories.
- Allow other members to view my photo in group directories.

Viewing Preferences

- Do not display photos when viewing individual or family information

Save

CONGRATULATIONS, YOU HAVE NOW ADDED YOUR PHOTO TO THE CHURCH DIRECTORY!