

# ClubRunner

Help Articles > Club Help > Club - Administration Guide > Membership Management > How do I upload a profile photo for a member?

## How do I upload a profile photo for a member?

Michael C. - 2021-12-24 - Membership Management

If you are a club site administrator, you have the ability to add member photos on their behalf. This is useful when populating the club photo directory.





1. To add a member photo, you must go to your club homepage and log in. Click **Member Login** near the top right of the page.
2. Then, click on **Member Area** near the top right of the page.
3. Along the top of the screen you will see several tabs. Click on the **Membership** tab.
4. Next, click on **Members List**.
5. This will open the member list, displaying basic details of each member of the club.

### Active Members List

Members per Page: 25

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Transfer New Member Add New Member

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Baker, Sue	Active	50	Change Status   Reset Password
		Brackett, Leigh	Active	40	Change Status   Reset Password
		Chu, Eddie	Active	30	Change Status   Reset Password
		Corprel, John	Active - Corporate	70	Change Status   Reset Password
		Davis, Clare	Honorary	90	Change Status   Reset Password





6. Select a member of the club who does not have a photo, or a member who wishes to change their photo. Click on their name.

### Active Members List

Members per Page: 25

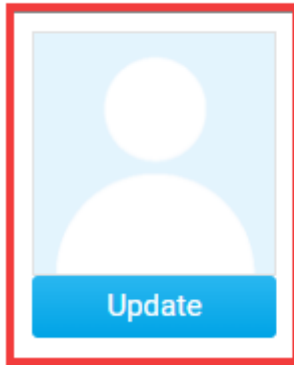
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Transfer New Member Add New Member

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Baker, Sue	Active	50	Change Status   Reset Password
		Brackett, Leigh	Active	40	Change Status   Reset Password
		Chu, Eddie	Active	30	Change Status   Reset Password
		Corprel, John	Active - Corporate	70	Change Status   Reset Password
		Davis, Clare	Honorary	90	Change Status   Reset Password

7. You are now on the **Member Profile** screen. If the member does not have a photo, you will see a generic icon displayed next to their name.

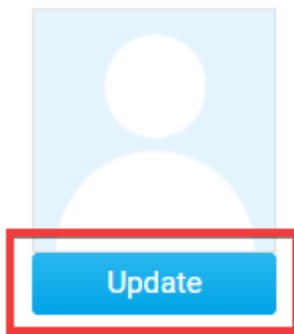
## Member Profile



**John Corprel**  
[Printable Version](#)

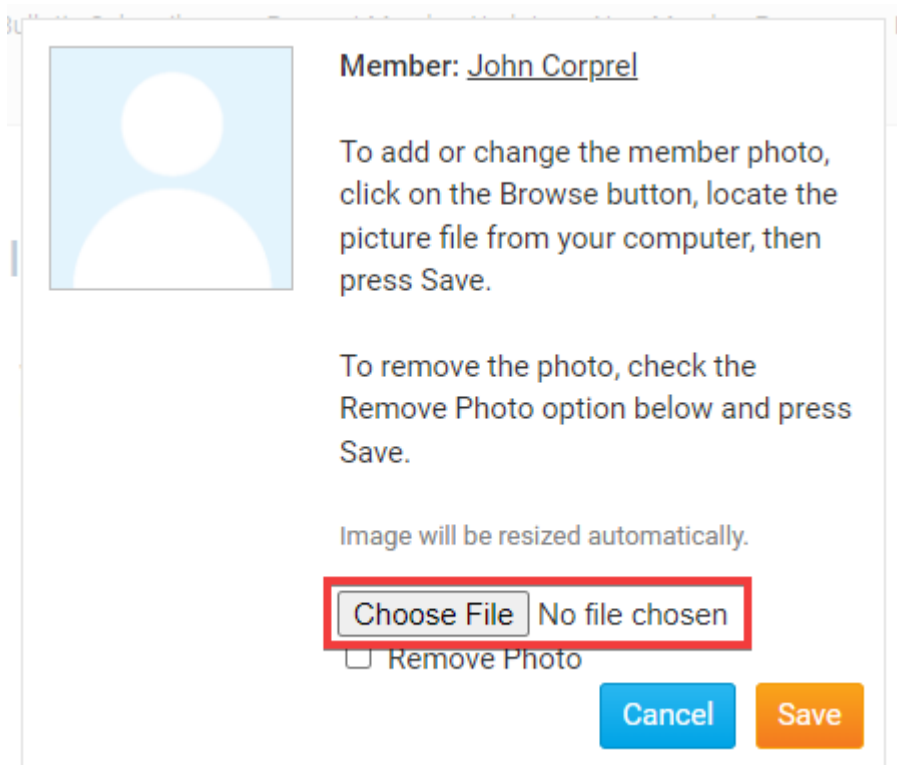
8. Click **Update** under the member photo to upload or change their profile photo.

## Member Profile

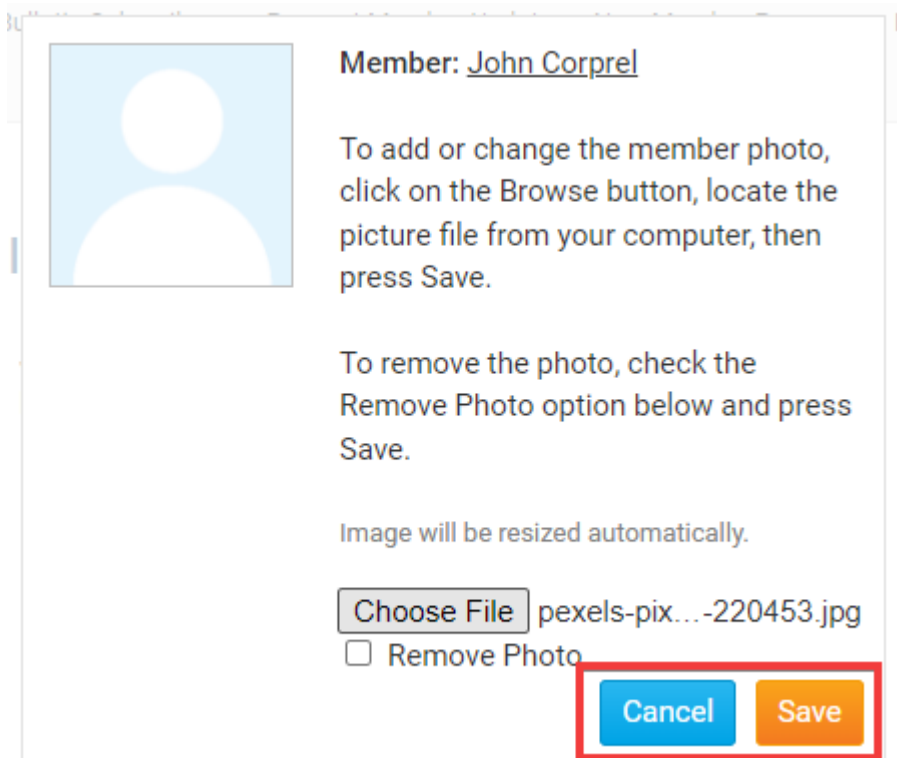


**John Corprel**  
[Printable Version](#)

9. You are now presented with a file upload window. Click **Choose File** to select a new image from your folders. *\*gif, jpg, & png are the only supported file types.*



10. Once you have selected the file, the file name will appear. Click **Save** to keep this file, or **Cancel** to discard it.



11. If you have chosen to keep the file, the new image will appear on the member's profile page.

## Member Profile



**John Corprel**  
Printable Version

Update

### Related Content

- [What is the member profile, and how do I edit it?](#)