

ClubRunner

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How do I upload member profile photos on the district's website?

Omar S. - 2021-03-31 - Membership Management

You can assign profile images to each of your club members on your District home page, through the use of the **For Clubs** feature.

1. To upload member photos, go to your district webpage and click on the **Login** link at the top right of the page. Then, enter your login details on the page that appears.
2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.
3. You are now on the **District Administration** page. Click the **For Clubs** tab just under the header.
4. Next, click on **Membership Lists**.
5. You are now presented with an **Active Members List** for your own club. You can view and edit member details as on your own club webpage. To add a member photo, click on the member's name.



Active Members List

Select Club:

Members per Page:

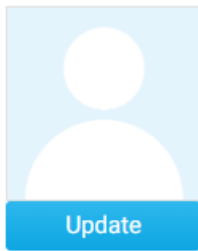
[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Transfer New Member](#) [Add New Member](#)

| Email | <input type="checkbox"/> By First Name | Name ▲ | Type | Access | Action |
|---|--|-------------------|--------|--------|--|
|  | | Applegate, John | Active | 70 | Designation Change Status Reset Password |
|  | | Baker, Sue | Active | 70 | Designation Change Status Reset Password |

6. This brings you to the **Member Profile** page. If the member does not already have a profile photo, you will see a generic image assigned according to the member's gender above the member's contact details.

Member Profile

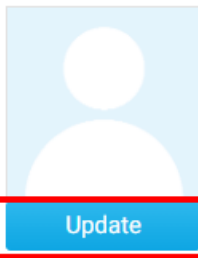


Sue Baker
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7. To change the member's profile photo, click on the **Update** link under their existing image.

Member Profile



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9. You will then be prompted to select a new profile image from your hard drive or network. Select the file to upload **gif, jpg, & png are the only supported file types.*

Member: Sue Baker

To add or change the member photo, click on the Browse button, locate the picture file from your computer, then press Save.

To remove the photo, check the Remove Photo option below and press Save.

Image will be resized automatically.

Choose File No file chosen

Remove Photo

Cancel **Save**

10. Once you have selected the new profile image from your hard drive or network, click on the Save button

Member: Sue Baker

To add or change the member photo, click on the Browse button, locate the picture file from your computer, then press Save.

To remove the photo, check the Remove Photo option below and press Save.

Image will be resized automatically.

Choose File c6d26cfe-... df9538.png

Remove Photo

Cancel **Save**

10. After saving your changes, the new member profile image will be uploaded and used as the member's profile picture

Member Profile



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