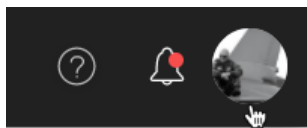


How to Update Your Profile Information

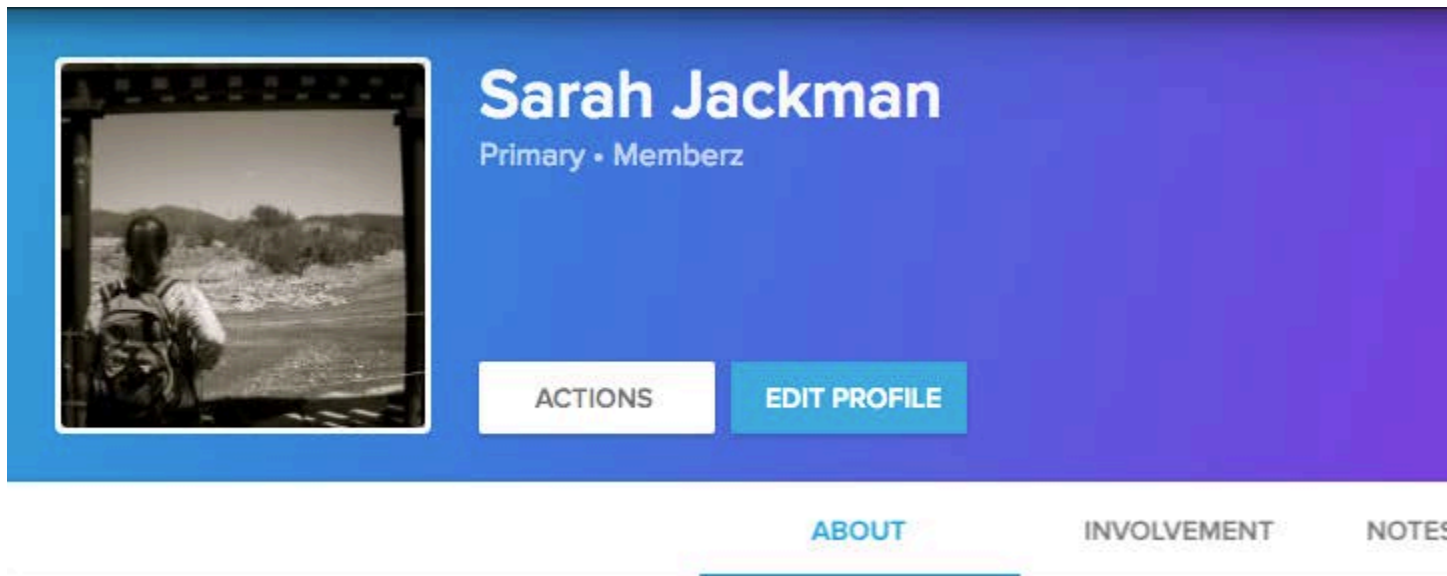
The Primary Contact or Spouse can edit their own and any additional family members' profiles. A child can edit their own profile only.

To View/Edit a profile

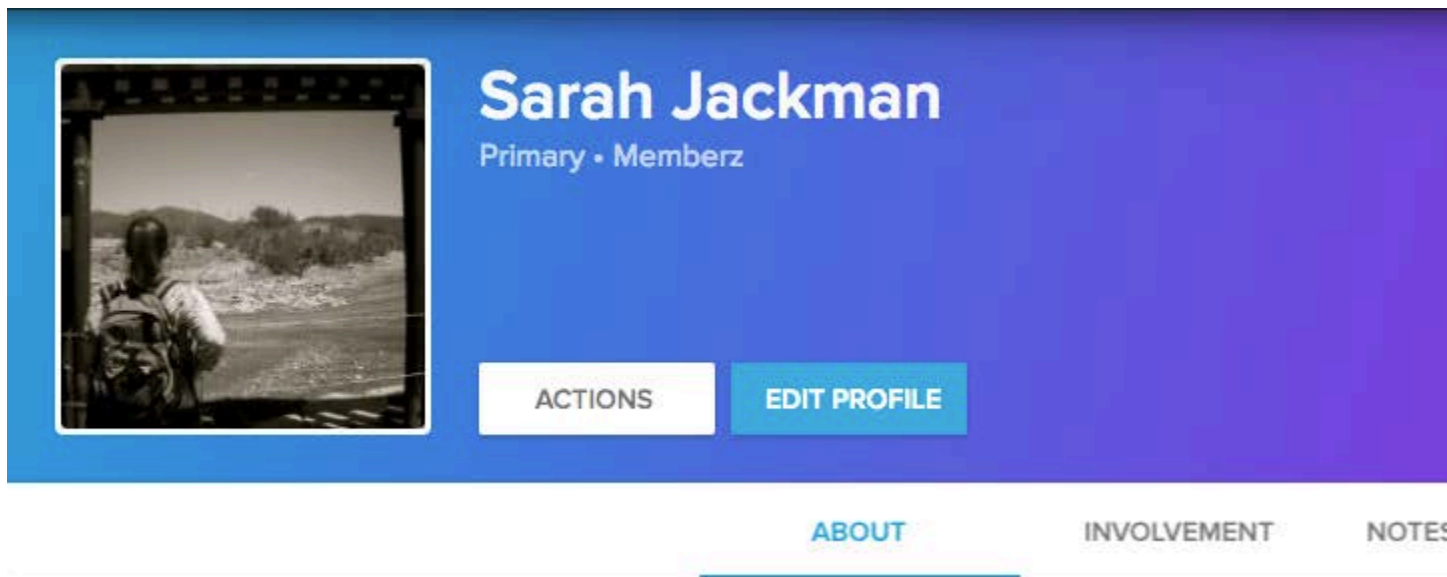
When you log in, access your profile by **clicking on your profile photo or initials** in the top right corner.



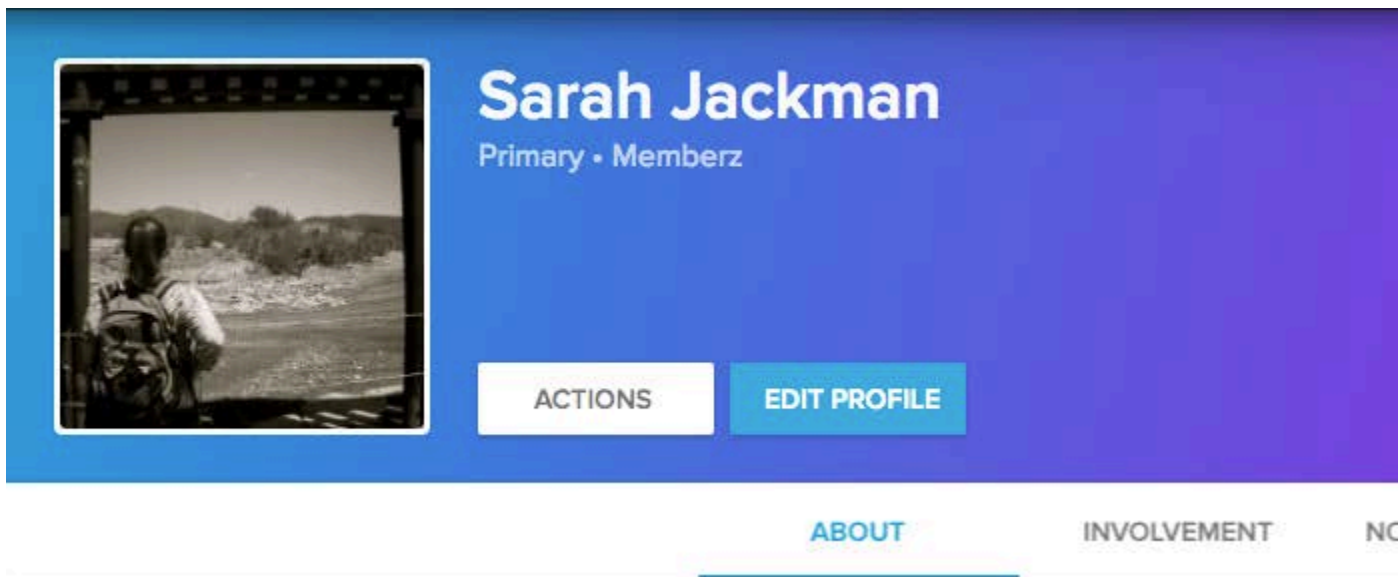
- **Edit Profile** button - update contact info, personal details and any custom information specific to attending your church.



- Contact icons on the far right: the phone icon appears if you have a phone number saved to your profile; the envelope appears if you have an email address saved in your profile; the location pin appears if you have an address saved in your profile.



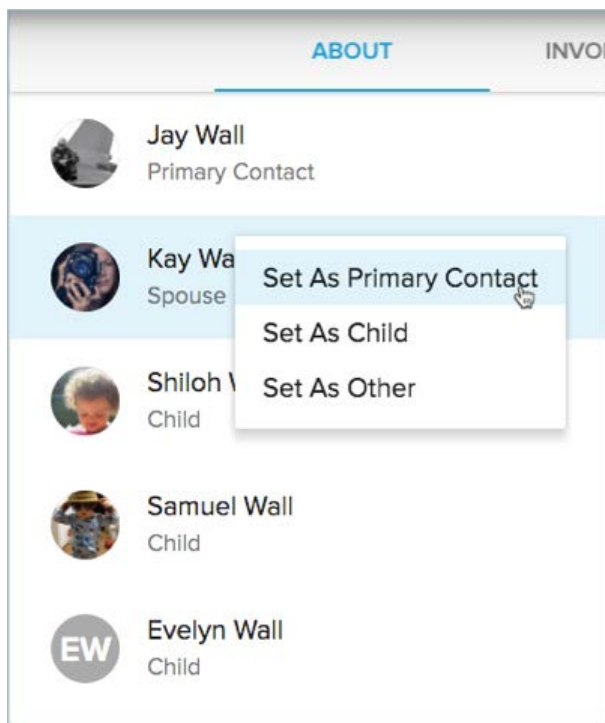
- **Actions** button



- Under this button, you will find options for:
 - Changing your communication preferences for emails you receive from the church
 - Edit your My Fit details
 - Update your privacy settings
 - Edit your username or password


Viewing/Editing a Family Member's Profile

- Only the primary contact or spouse can view or edit a family member's profile.
- Go to the **About** tab in your profile.
- Hover over the name of the family member you want to view.
- If you need to edit their profile, click their name to open their individual profile.
- If you need to change their family position, click on the ellipsis that appears while hovering to the right of their name.



Photos

You can also edit your individual photo and your family photo. Images are dynamic and any image uploaded will display the center of the image.

- Photo Icon - use this icon  to select a new image. This icon is clickable on all devices.
- Desktops and laptops will bring up a file selector screen to allow you to find the image on your computer.
- Phones and tablets will give you the ability to find an image on your device as well as take a picture with your device's camera.

- Profile Pictures - for best quality, profile pictures should be at least 320 pixels wide and 320 pixels tall.
- Family Pictures - will be cropped to a 16x9 ratio. We recommend landscape photos that are at least 720 pixels wide.