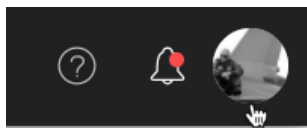


## How to Update Your Profile Information

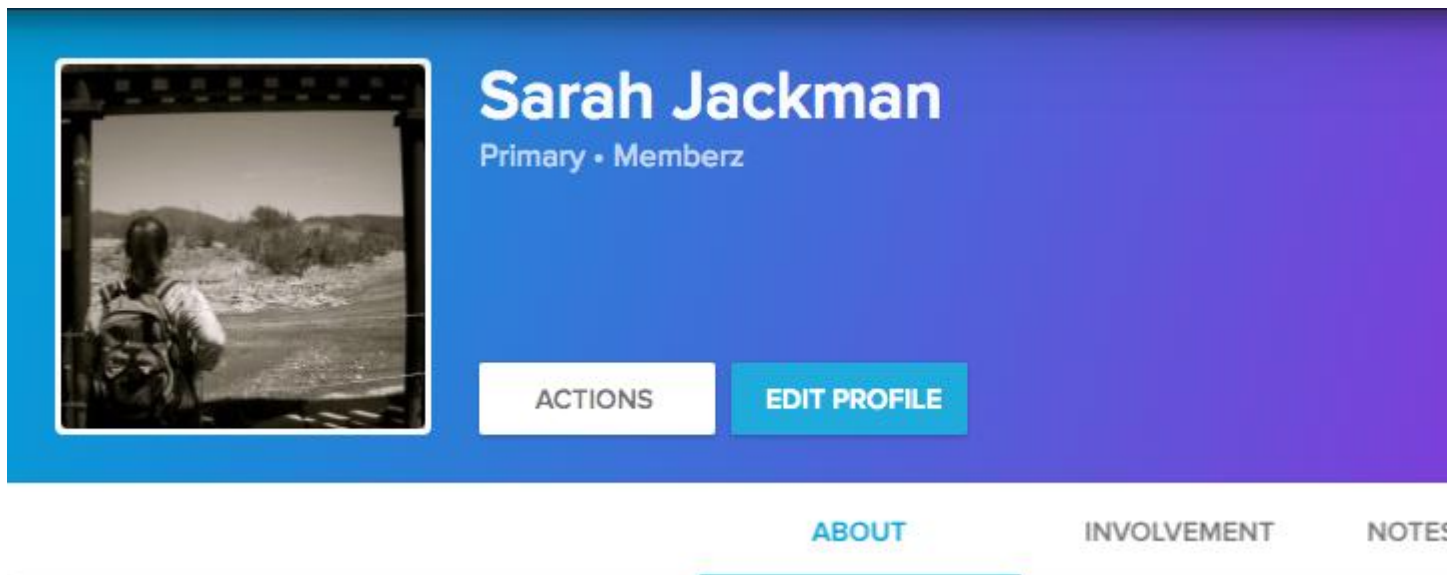
The Primary Contact or Spouse can edit their own and any additional family members' profiles. A child can edit their own profile only.

### To View/Edit a profile

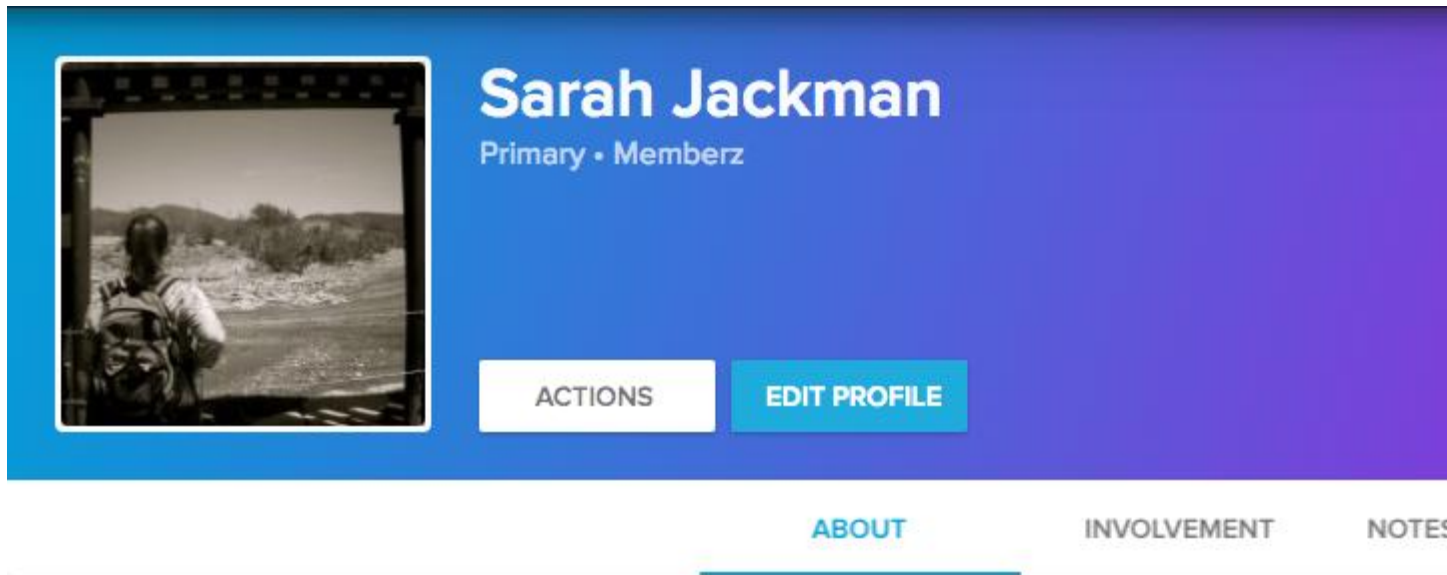
When you log in, access your profile by **clicking on your profile photo or initials** in the top right corner.



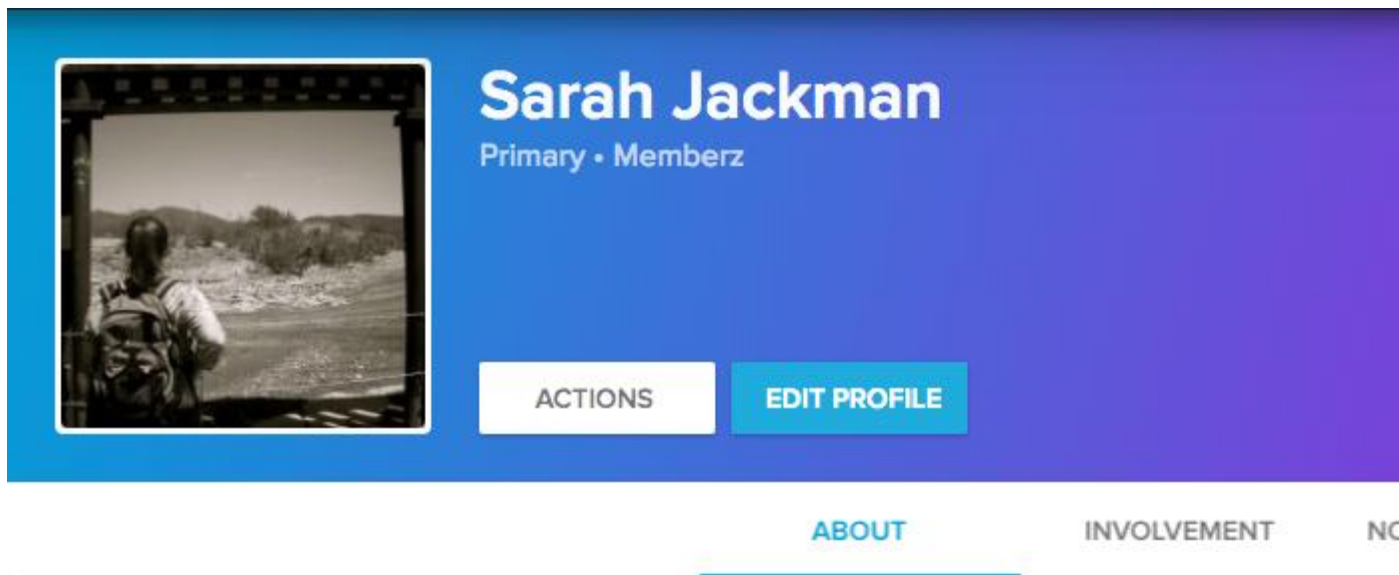
- **Edit Profile** button - update contact info, personal details and any custom information specific to attending your church.



- 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.



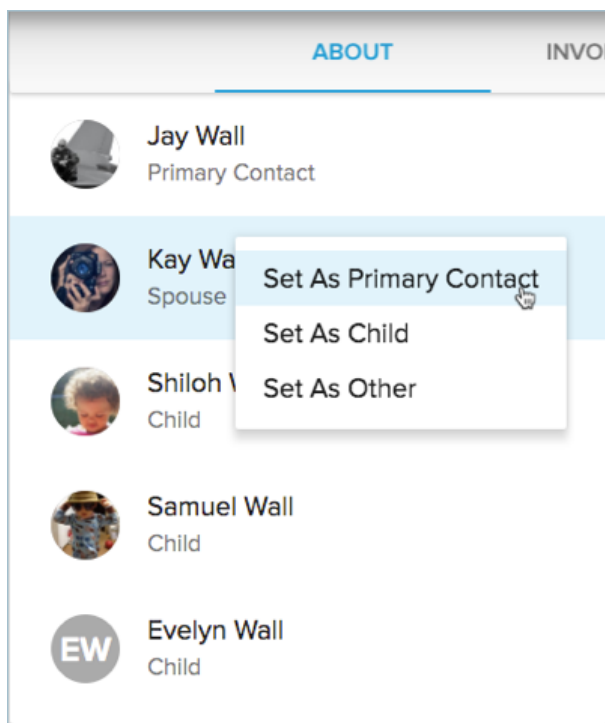
- **Actions** button



- 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 menu that appears while hovering over 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.