

## **How to Update Your Profile and Upload Your Photo in your Profile**

On the new website, QuiltersUnlimited.org, members can easily update their profile information and upload a photo.

### **To Upload a Photo:**

- On your computer/device, type in QuiltersUnlimited.org where you type in URLs (near the top).
- Log in with your username and id (top right).
- Click on LOGIN on the top right.
- Click VIEW PROFILE.
- Click EDIT MY PROFILE (top left)
- Scroll down and make any necessary changes.
- To upload a picture, select CHOOSE FILE next to PICTURE/AVATAR.
  - A window of your pictures will pop up. Select the one you want to use and hit OPEN.
  - The picture will appear on your profile.
  - Note: It is helpful to have a picture ready in your device (for example, under PICTURES on your computer or in your PHOTOS on your device).
- Click SAVE at the top or bottom of screen.

### **Other Things You Can Do on Your Profile:**

- At the top of the screen, you can decide if you want to change your profile (EDIT PROFILE) or your Directory profile (MY DIRECTORY PROFILE). Click on the one you want to update.
- You can print your Membership Card.
- You can also change your privacy settings, see your invoices (check when you paid your dues) and other items.
- You can also create a personal photo album! Try it out!