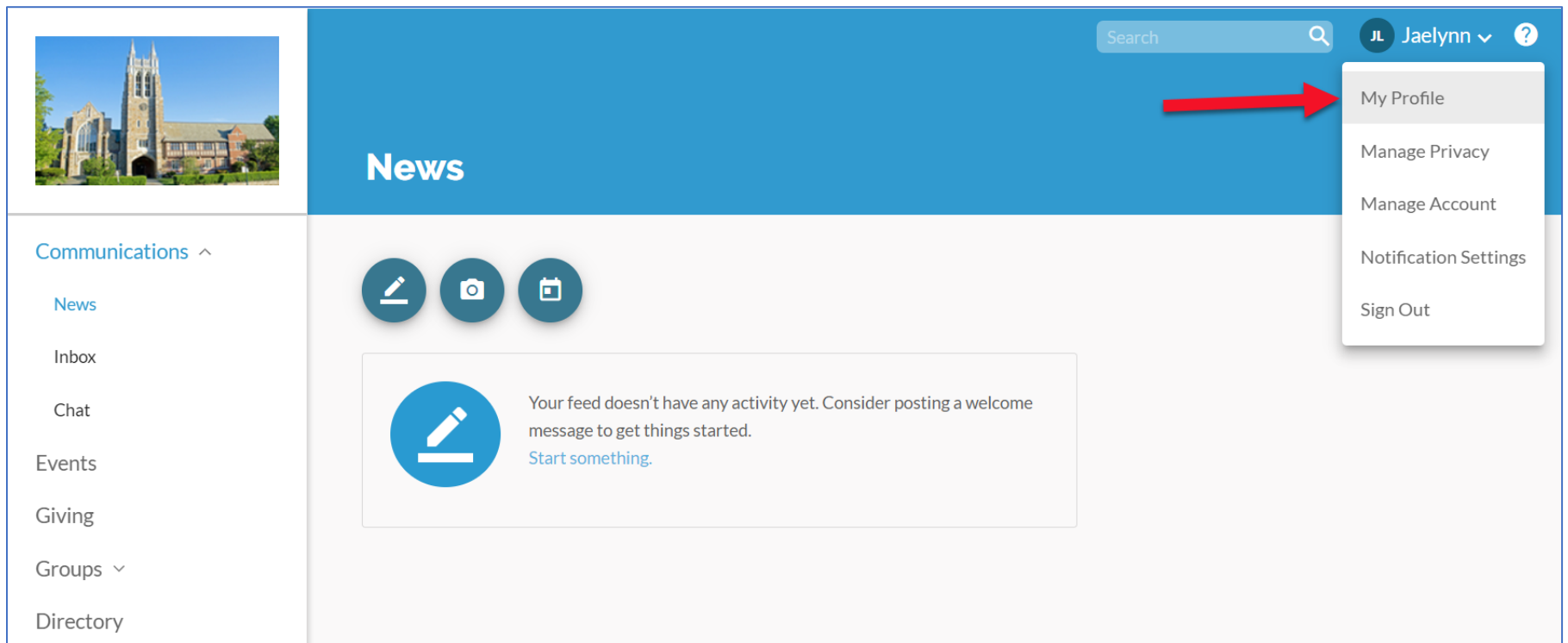# How to Update Your Profile Information

- [Add a Photo](#)
- [Update Contact Information](#)
- [Update Personal Information](#)
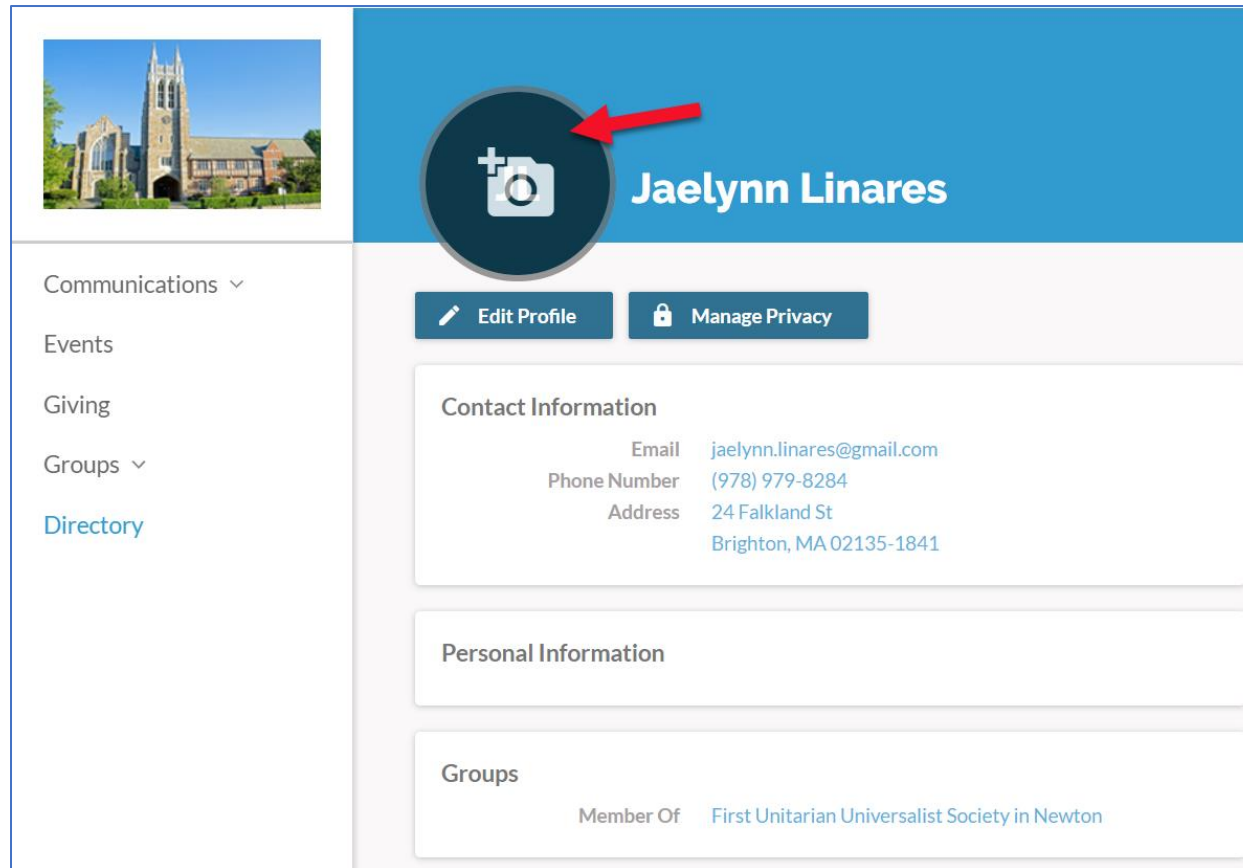
# How to Add Your Photo to Your Profile

***Share your smile! Add your photo to your profile page.***

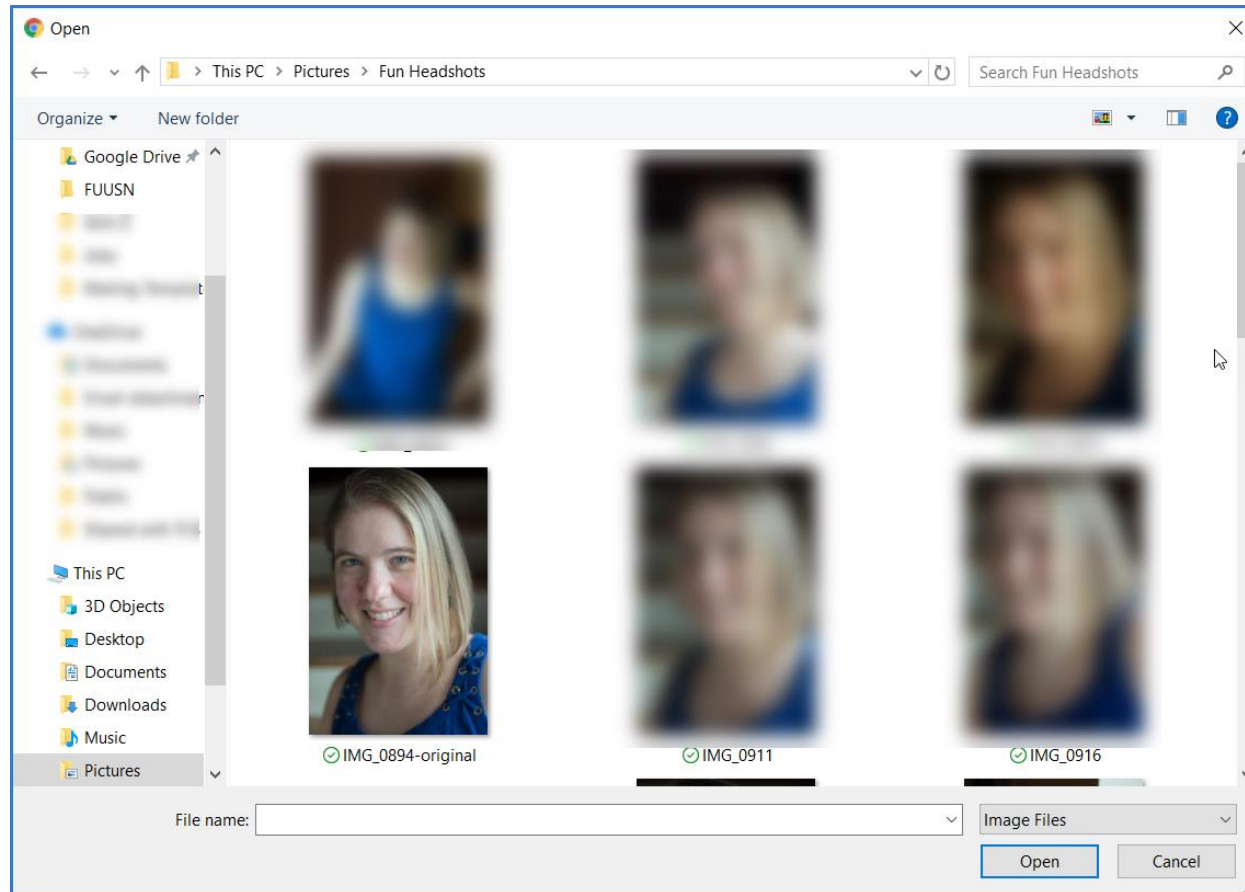1. Log into the site.

2. Click your name and select **My Profile**.

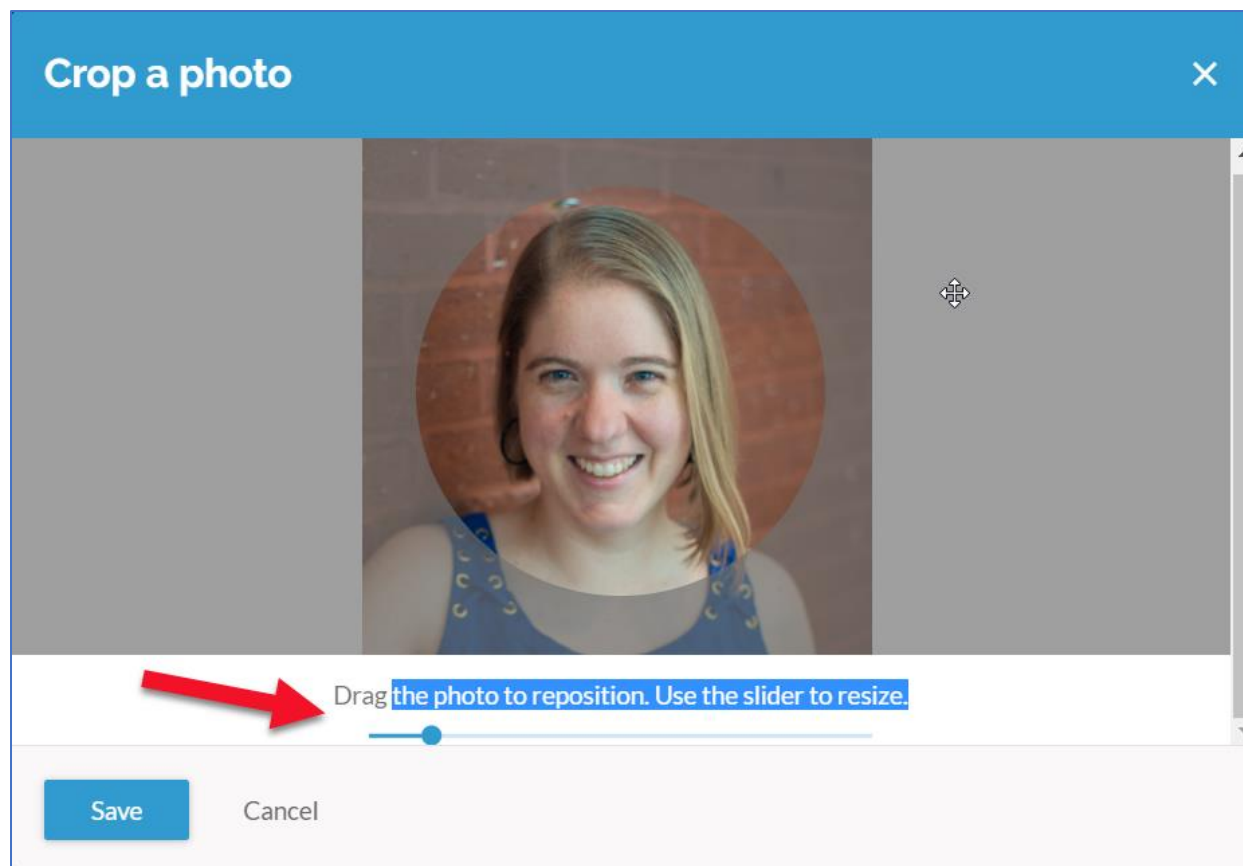3. Point to the image to the left of your name and click it.

4. Browse to the image you want to use and select it.

5.  Adjust the image size using the slider.



6.  Click **Save**. You might need to refresh the page to see your changes.
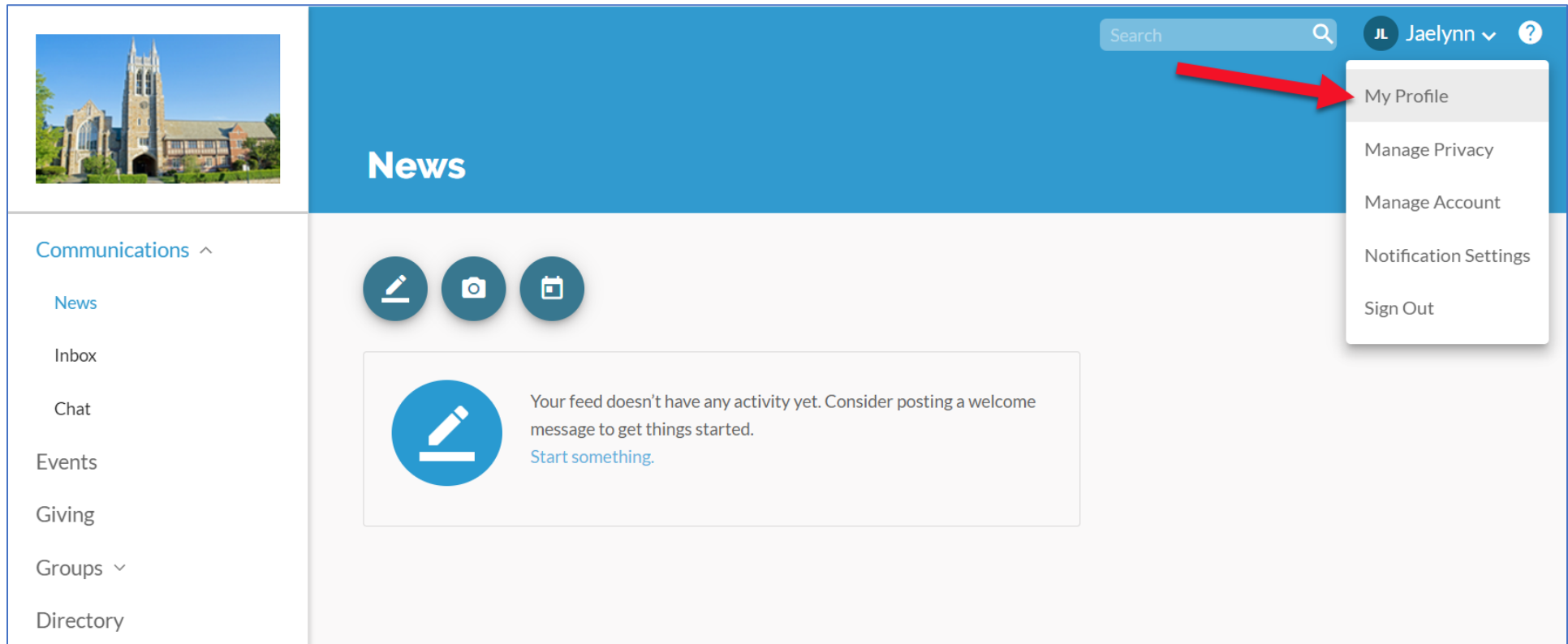
**Photo Quality**

Once you add a photo, Realm makes a copy of it at its new size and works with that copy from then on. Suppose, for example, you use a photo file you have saved on your computer and add it to your Realm profile. Realm immediately saves your updates as a new, smaller version of the file. If you return to your profile photo to make changes, you'll only have Realm's new version to work with. So the quality won't be as good as your original. For best results, when editing your profile picture, delete Realm's photo and use your original again.

**Image Size**

Ideally, the image you choose to upload should be 172 x 172 pixels. If the image is larger, you should zoom out until it fits in the dashed-line center square. Otherwise, the website will delete the remainder. If the image is smaller, it will not be automatically enlarged to fit the space. You can zoom in but might lose resolution. Most photo or graphics programs can determine and alter the size of an image.

# How to Update Your Contact and Personal Profile Information

1. Click your name in the upper-right corner, and select **My Profile**.

2. Click **Edit Profile**.

3. On the **Contact Information** tab, enter or edit the fields displayed. See the Contact Field Descriptions for details.

Jaelynn Linares >

# Edit Jaelynn Linares

All · Search... · Jaelynn · ?

**Contact Information**   Personal Information

Communications ⌄

Events

Giving

Groups ⌄

Directory
Giving

Name *   Jaelynn Linares
Like this: Mr. James Aaron Jr. (Jim)

**ADDRESS**

Home   24 Falkland St
Brighton, MA 02135-1841
🔒 Groups + Leaders + Staff

+ Add address

**PHONES**

Home   (978) 979-8284   🔒 Groups + Leaders + Staff

Mobile   (555) 555-5555 ext. 555

Work   (555) 555-5555 ext. 555

Other   (555) 555-5555 ext. 555

**EMAIL**

Account Email   jaelynn.linares@gmail.com
This email is used to sign in.
Update account email

Email   jaelynn.linares@gmail.com   🔒 Groups + Leaders + Staff
Preferred contact email

Alternate Email

**SOCIAL MEDIA**

Twitter Link

Facebook Link

LinkedIn Link

Save   or Cancel

4. Note, especially, any fields marked with an asterisk. These must be completed before you can save.

6. Click on the **Personal Information** tab at the top to edit your birthday, marital status, and preferred pronouns.



**Your Age**
Feel free to enter your full birthday. The year and your age will **not** be displayed on your church profile.

**Your Online Security**
Don't be afraid to include all of the information asked for. You can decide later what data you want to hide online by setting your privacy preferences.