

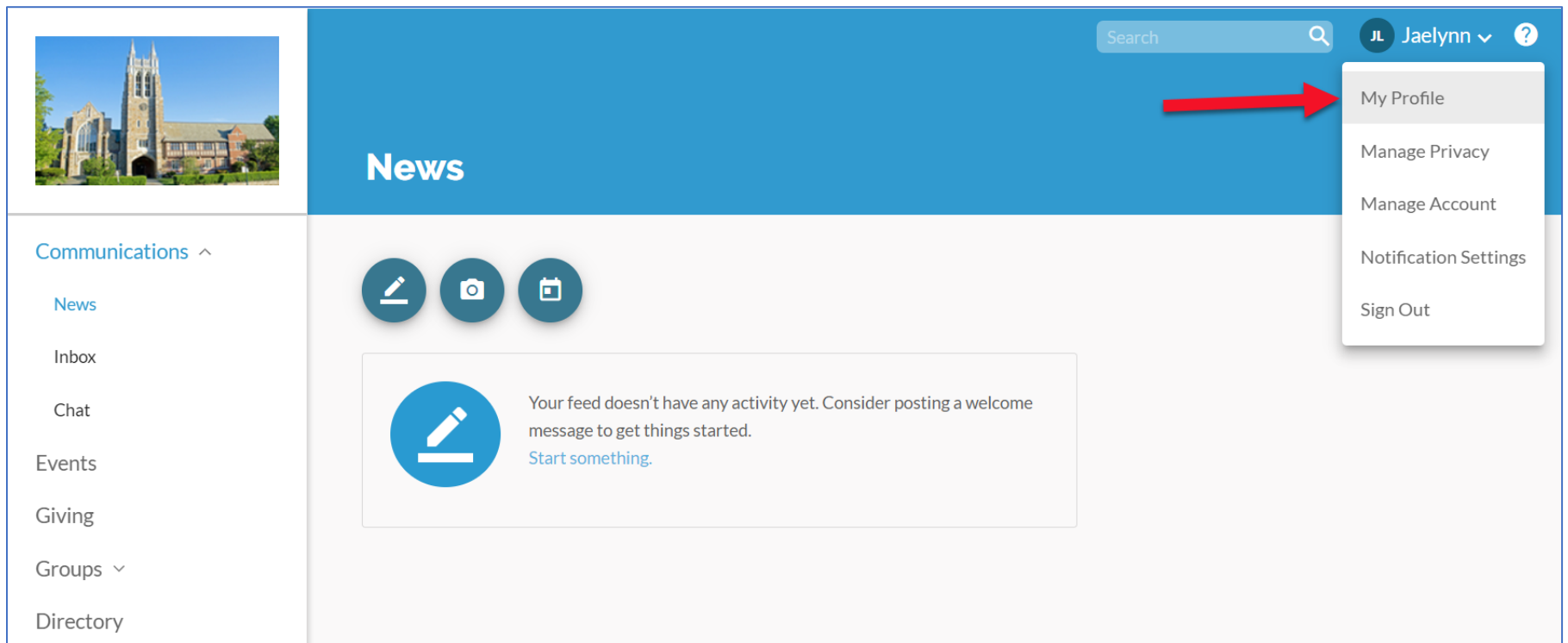
How to Update Your Profile Information

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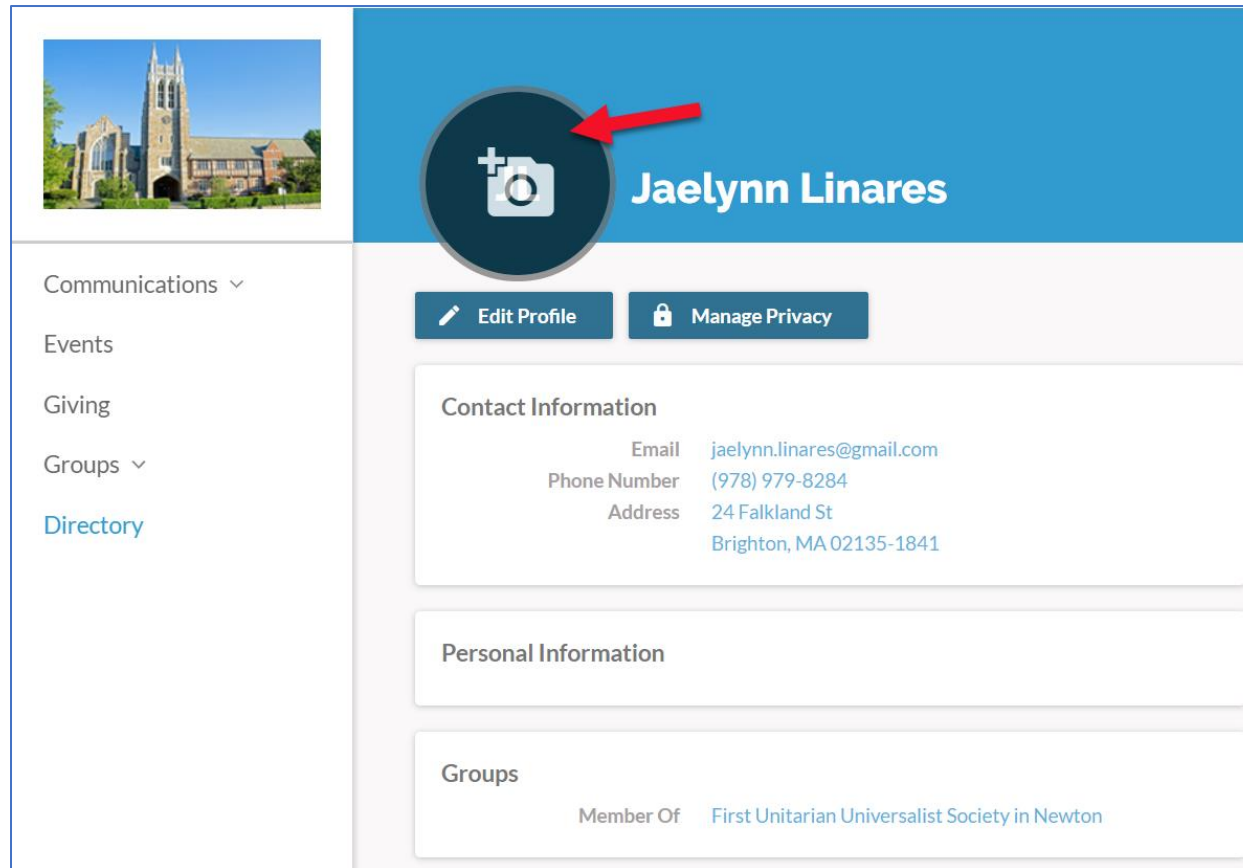
How to Add Your Photo to Your Profile

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

1. Log into the site.
2. Click your name and select **My Profile**.

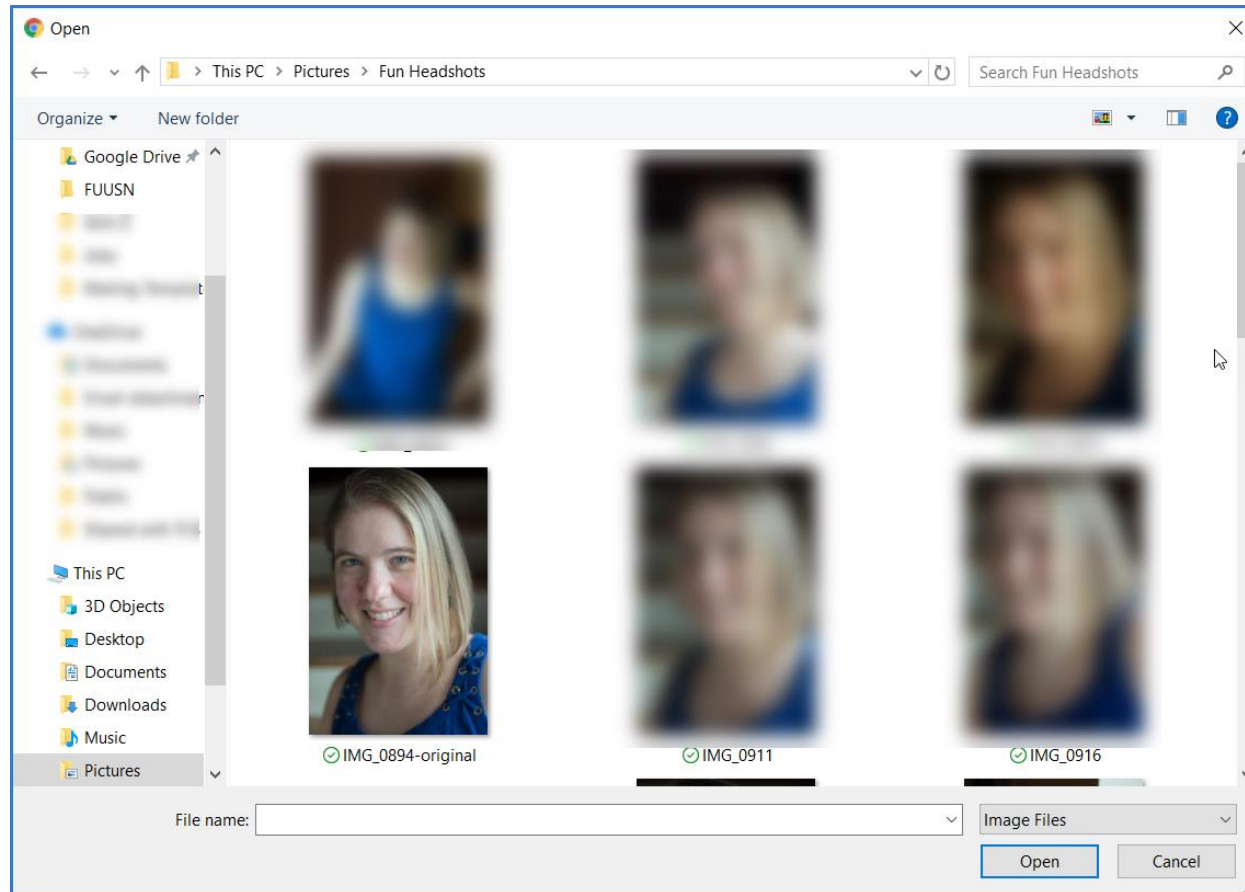


3. Point to the image to the left of your name and click it.

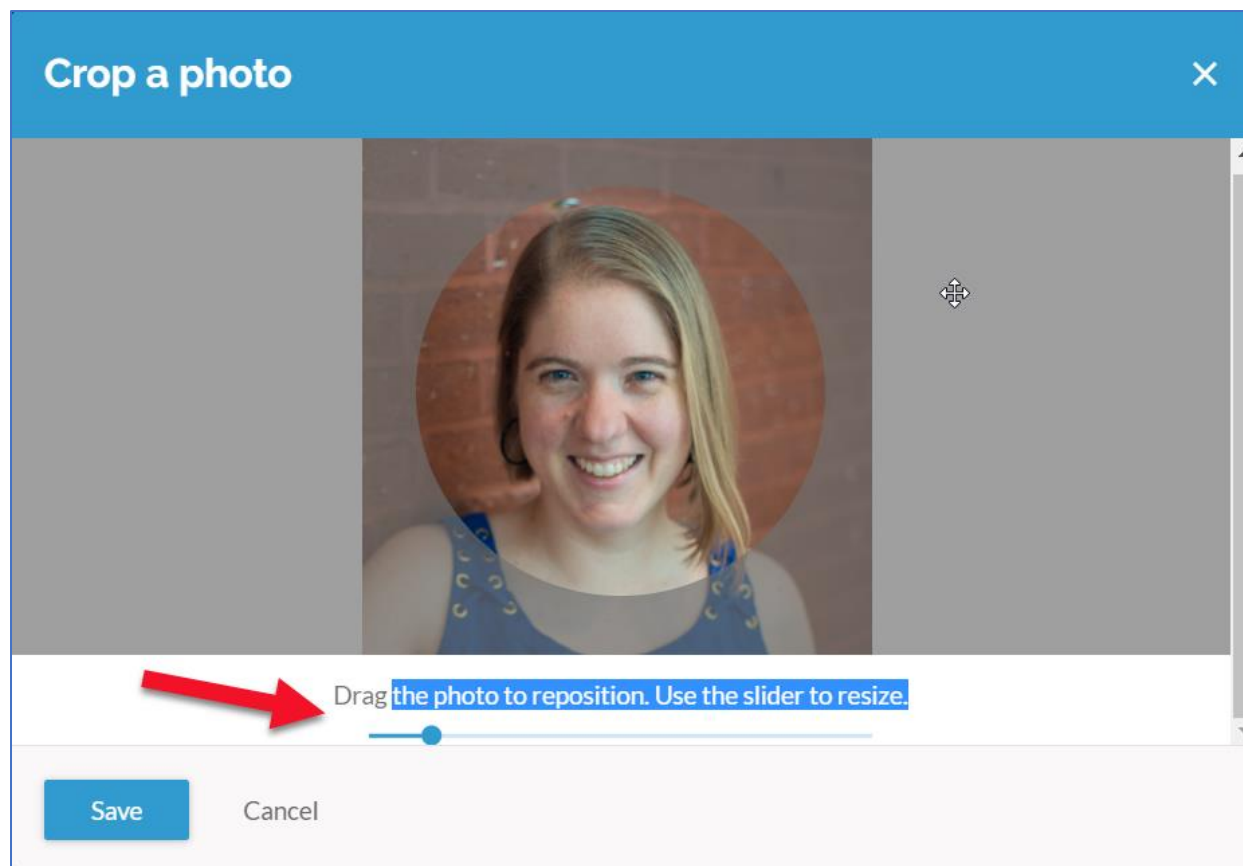


The screenshot shows a user profile for Jaelynn Linares. On the left is a navigation menu with options: Communications (with a dropdown arrow), Events, Giving, Groups (with a dropdown arrow), and Directory. The main profile area has a blue header with the name 'Jaelynn Linares' and a circular profile picture placeholder containing a camera icon with a plus sign. A red arrow points to this icon. Below the name are two buttons: 'Edit Profile' and 'Manage Privacy'. The profile details are organized into sections: 'Contact Information' (Email: jaelynn.linares@gmail.com, Phone Number: (978) 979-8284, Address: 24 Falkland St, Brighton, MA 02135-1841), 'Personal Information', and 'Groups' (Member Of: First Unitarian Universalist Society in Newton).

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

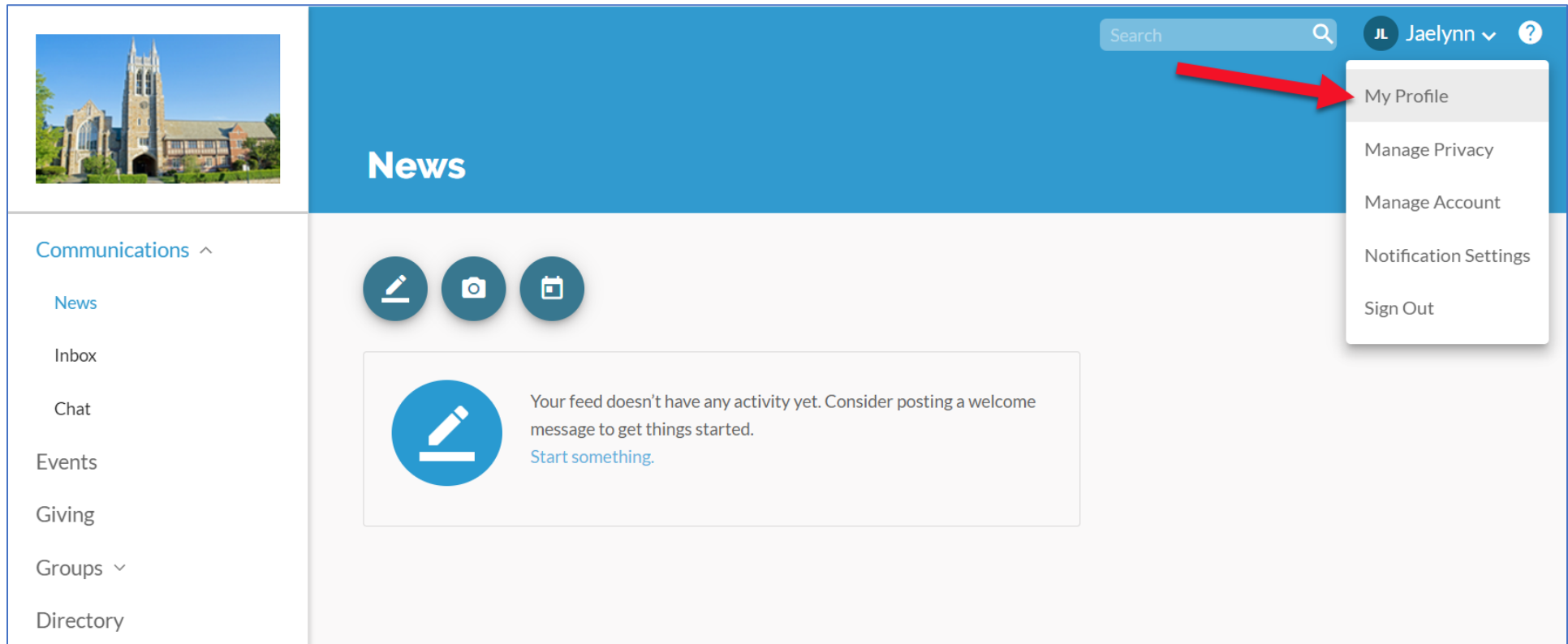
Once you add a photo, Realm makes a copy of it at its new size and works with that copy from then on. Suppose, for example, you use a photo file you have saved on your computer and add it to your Realm profile. Realm immediately saves your updates as a new, smaller version of the file. If you return 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**.



The screenshot shows a user interface for a profile page. In the top right corner, there is a search bar and a user profile section for 'JL Jaelynn'. A red arrow points to the 'My Profile' option in the dropdown menu that is open. The main content area is titled 'News' and contains a message: 'Your feed doesn't have any activity yet. Consider posting a welcome message to get things started. Start something.' The left sidebar lists navigation options: Communications, News, Inbox, Chat, Events, Giving, Groups, and Directory.

Search

JL Jaelynn

- My Profile
- Manage Privacy
- Manage Account
- Notification Settings
- Sign Out

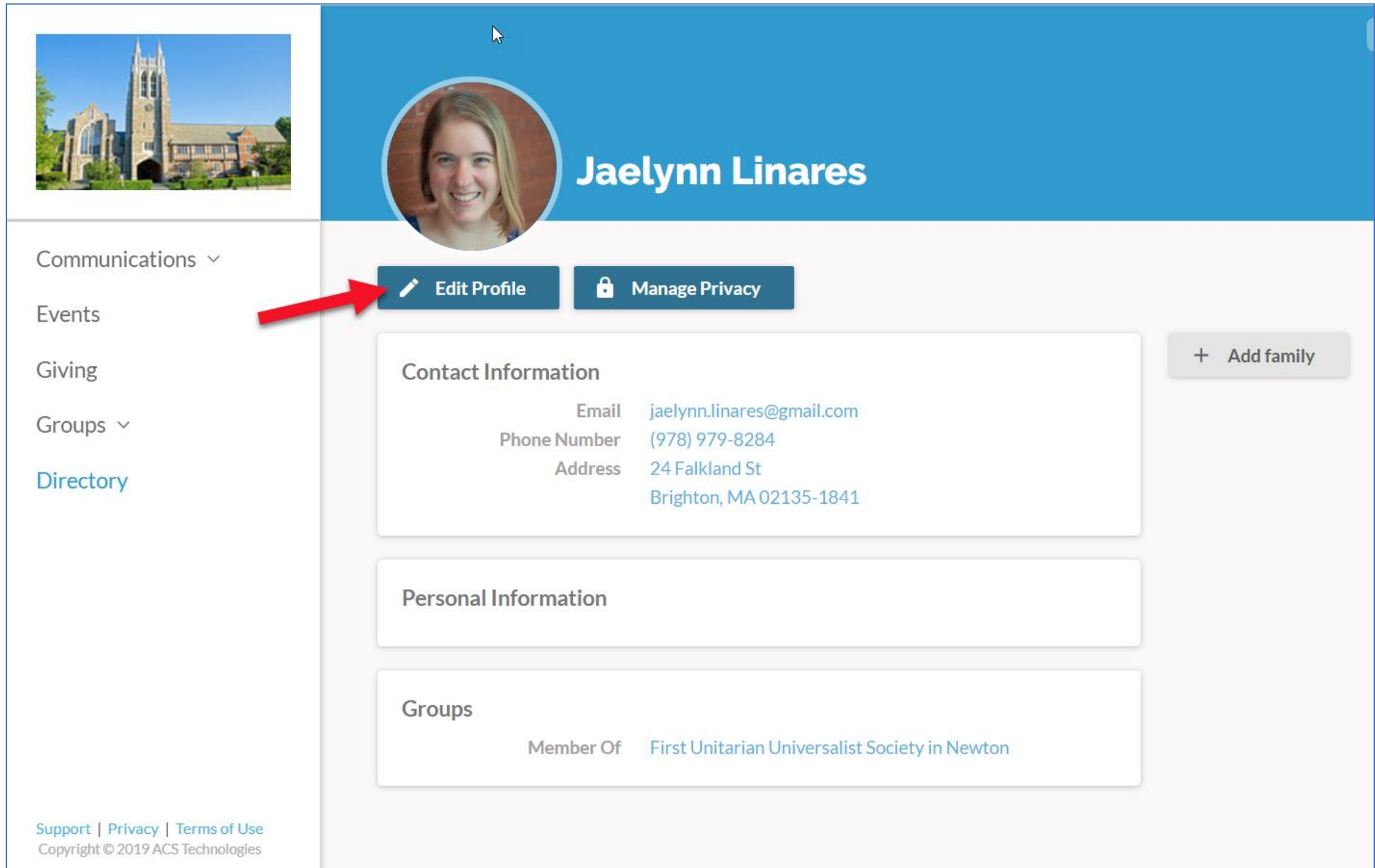
News

Communications ^

- News
- Inbox
- Chat
- Events
- Giving
- Groups v
- Directory

Your feed doesn't have any activity yet. Consider posting a welcome message to get things started.
[Start something.](#)

2. Click **Edit Profile**.



The screenshot displays a user profile for Jaelynn Linares. The profile includes a circular profile picture of a smiling woman with blonde hair, a cover photo of a large Gothic-style church, and a name 'Jaelynn Linares' in white text on a blue background. Below the profile picture are two buttons: 'Edit Profile' (with a pencil icon) and 'Manage Privacy' (with a lock icon). A red arrow points to the 'Edit Profile' button. The left sidebar contains navigation links: 'Communications' (with a dropdown arrow), 'Events', 'Giving', 'Groups' (with a dropdown arrow), and 'Directory'. The main content area shows 'Contact Information' with fields for Email (jaelynn.linares@gmail.com), Phone Number ((978) 979-8284), and Address (24 Falkland St, Brighton, MA 02135-1841). Below this is a section for 'Personal Information' and a 'Groups' section showing 'Member Of' with a link to 'First Unitarian Universalist Society in Newton'. A '+ Add family' button is located on the right side of the profile.

Communications ▾

Events

Giving

Groups ▾

Directory

Edit Profile **Manage Privacy**

Contact Information

Email	jaelynn.linares@gmail.com
Phone Number	(978) 979-8284
Address	24 Falkland St Brighton, MA 02135-1841

Personal Information


Groups

Member Of	First Unitarian Universalist Society in Newton
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+ Add family

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




Jaelynn Linares >



Edit Jaelynn Linares

Contact Information Personal Information

Communications ▾
Events
Giving
Groups ▾
Directory


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

ADDRESS

Home   Groups + Leaders + Staff

[+ Add address](#)

PHONES

Home  Groups + Leaders + Staff


Mobile

Work

Other

EMAIL

Account Email
This email is used to sign in.
[Update account email](#)

Email  Groups + Leaders + Staff
Preferred contact email


Alternate Email

SOCIAL MEDIA

Twitter Link

Facebook Link

LinkedIn Link

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[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.

The screenshot shows a user profile editing page for Jaelynn Linares. At the top, there's a blue header with the user's name and a search bar. Below the header, there are two tabs: 'Contact Information' and 'Personal Information', with a red arrow pointing to the latter. The main content area is divided into 'BASICS' and 'DETAILS' sections. In the 'BASICS' section, there are fields for 'Birthday' (with a calendar icon) and 'Marital Status' (with a dropdown arrow). In the 'DETAILS' section, there is a 'Preferred pronouns' field with the text 'She/her/hers' and a close button. At the bottom, there is a blue 'Save' button followed by the text 'or Cancel'. On the right side of the 'BASICS' section, there is a lock icon and the text 'GROUPS + LEADERS + STAFF'.

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](#).