

# How do I upload a new profile headshot image?

The first step is to log in as the individual member that you would like to upload a headshot to by using the directory search tool.

- Navigate to the "Directory & CRM" menu tab and select "Community Directory" and "Directory Search" from the left rail menu.

Hover over the List View Icon and select "Sign in as member" which will direct you to the "Manage Profile" page. Click on the "Profile Home" page to view the member's profile. Then hover over the profile headshot area where an "Add Photo" icon will appear to select (see image below). Select "Choose File" and select the image on your computer that you would like to upload. Select the "Submit" button when finished.

**NOTE:** All images cannot exceed 30MB and the ideal image size for this area is 100px wide by 117px high.

## Members not seeing the "Add Photo" icon?

Remember that the permission for a member to upload a headshot image is controlled by their Member Type permissions. So if the "Add Photo" icon is not appearing, likely this permission is not enabled for said Member Type.

To check or adjust this, navigate to the "Content & Settings" menu tab and then select "Member Settings" and "Member Types" in the left rail menu. From this page, you'll select the pencil icon to the left of the Member Type in question. Next, select the "Permissions" section on the Edit Member Type page, and check to see if the permission for "may upload a profile headshot image" is enabled. If it is not enabled, you'll want to select this checkbox.

Be sure to select "Save" to keep your changes. Once this is done, following the instructions at the top of this article should work for you!