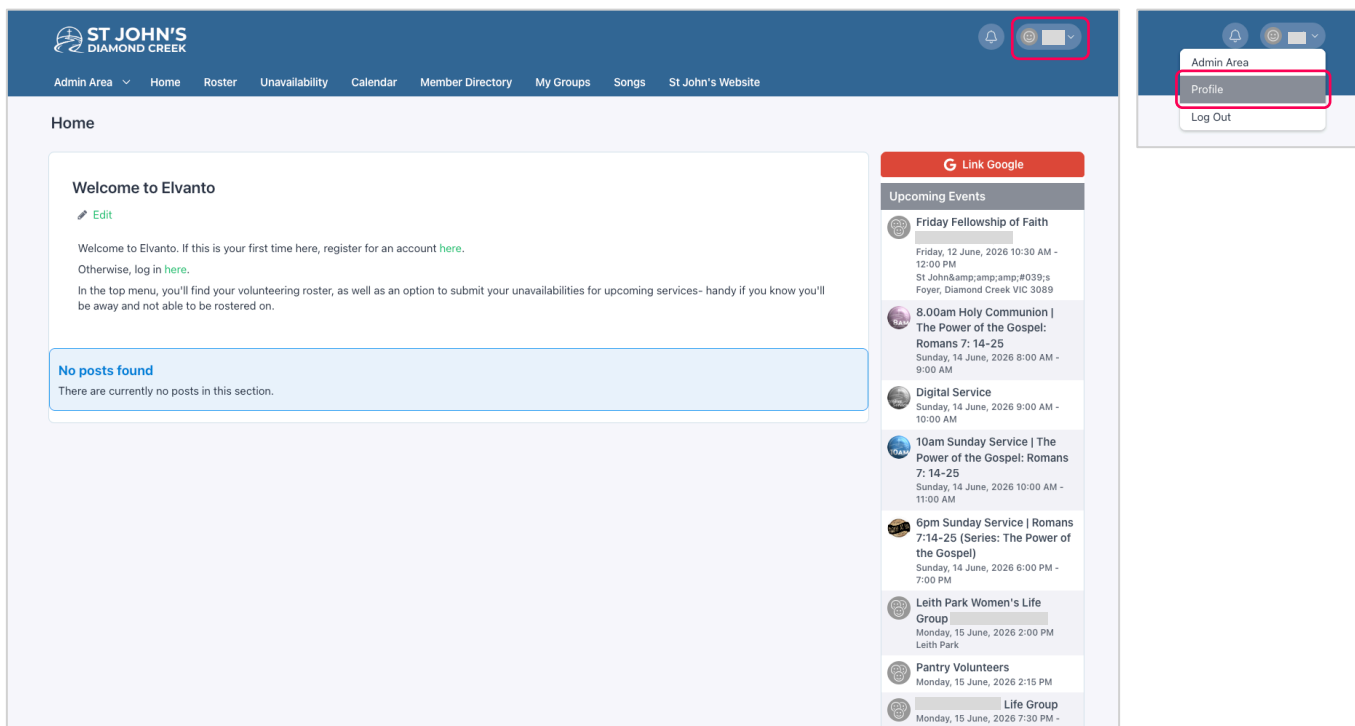


## Updating your profile picture on Elvanto

(On desktop)

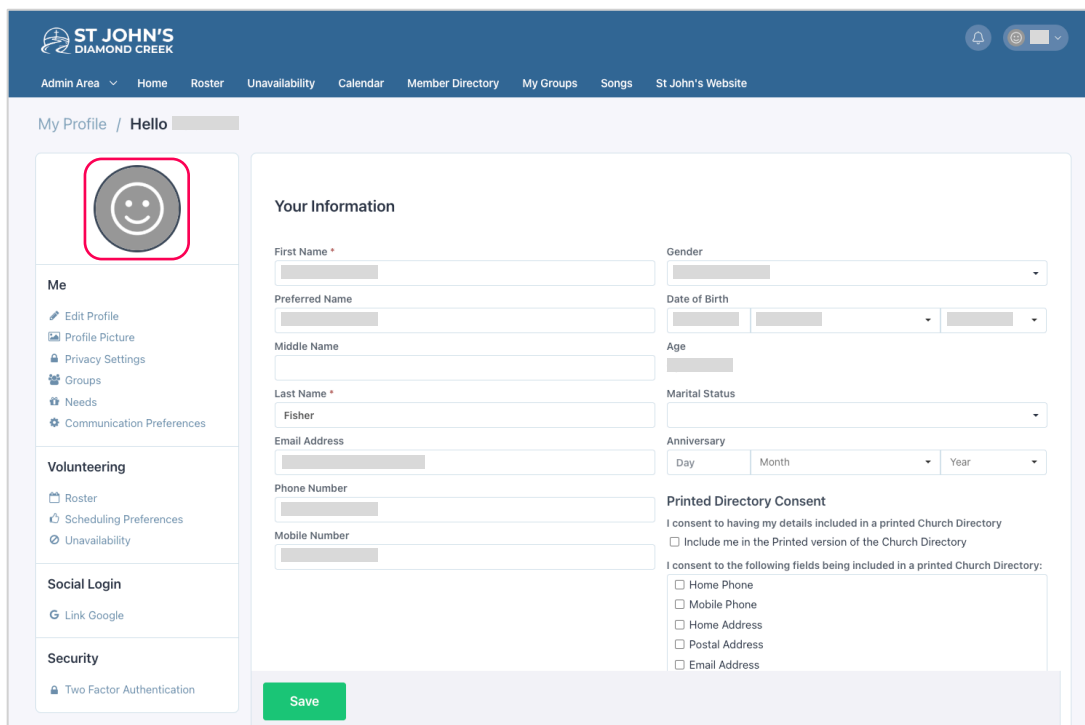
1. Login to your account.
2. On your profile, move your mouse to your name, on the top right hand side of the screen, then click on **profile**.



The screenshot shows the Elvanto home page for St John's Diamond Creek. The top navigation bar includes links for Admin Area, Home, Roster, Unavailability, Calendar, Member Directory, My Groups, Songs, and St John's Website. The user's name is visible in the top right corner, with a dropdown menu open showing options for Admin Area, Profile, and Log Out. The main content area features a 'Welcome to Elvanto' message, a 'No posts found' notification, and a list of upcoming events such as Friday Fellowship of Faith, 8.00am Holy Communion, Digital Service, 10am Sunday Service, 6pm Sunday Service, Leith Park Women's Life Group, and Pantry Volunteers.

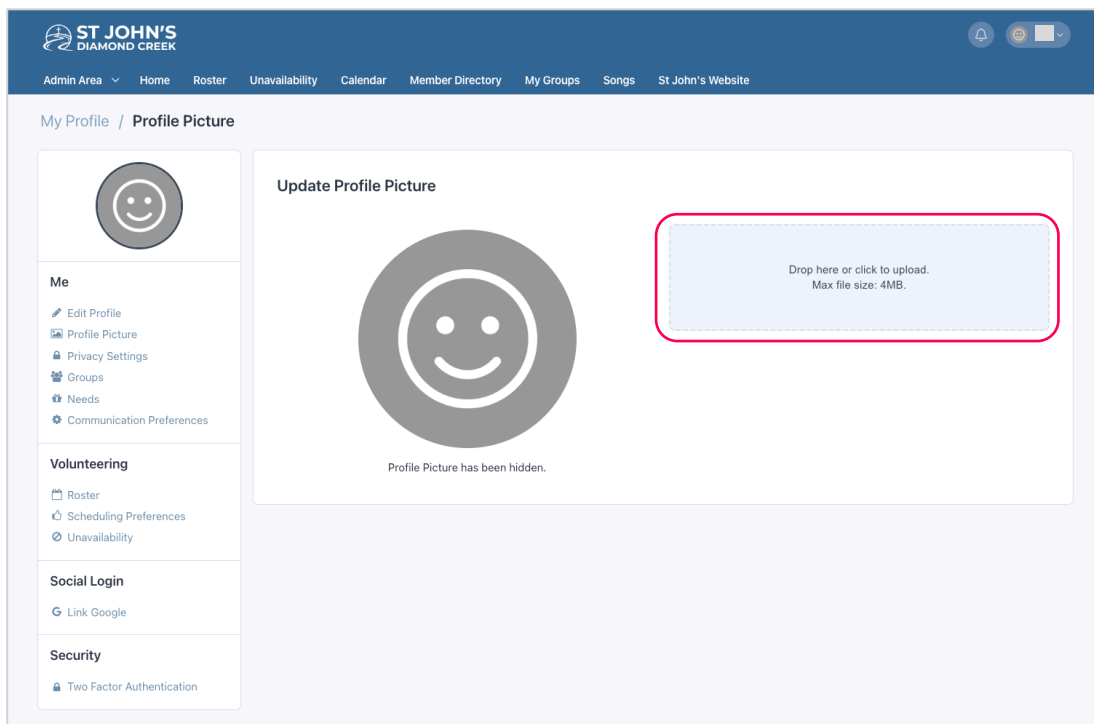
3. Now you're in your profile.

To add or update your profile picture, click the circle on the left hand side.



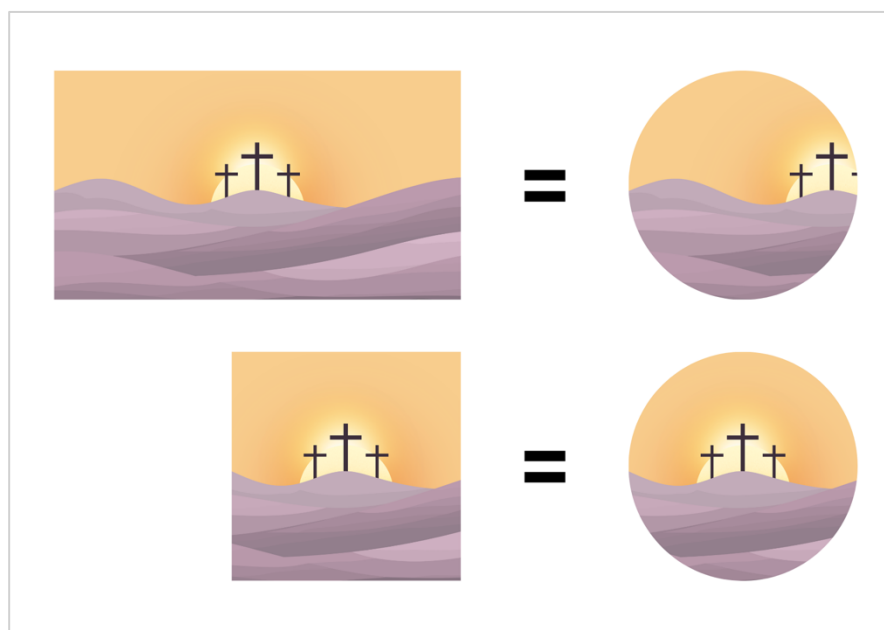
The screenshot shows the 'My Profile' page for a user named 'Hello'. The page is divided into several sections: 'Me' (with options for Edit Profile, Profile Picture, Privacy Settings, Groups, Needs, and Communication Preferences), 'Volunteering' (with options for Roster, Scheduling Preferences, and Unavailability), 'Social Login' (with a Link Google option), and 'Security' (with a Two Factor Authentication option). The main section is 'Your Information', which contains fields for First Name, Preferred Name, Middle Name, Last Name (Fisher), Email Address, Phone Number, Mobile Number, Gender, Date of Birth, Age, Marital Status, and Anniversary. There is also a 'Printed Directory Consent' section with checkboxes for including details in a printed Church Directory and for including specific fields (Home Phone, Mobile Phone, Home Address, Postal Address, Email Address). A 'Save' button is located at the bottom of the form. The profile picture upload area is circled in red.

4. To add your photo, either:
  - a. Click the blue area that says **drop here or click to upload**.
  - b. Or drag an image from your files into said blue square.



Note that your image needs to be less than 4MB.

You can crop your image within Elvanto, but just in case this doesn't work, it might be a good idea to crop your image into a square so that your face lands in the middle of the circle!



5. Finally, don't forget to click save!

