

## Adding Your Photo to the CBA Member Directory

Unless you upload a photo to your member profile, your entry in the CBA Member Directory will appear with a blank icon. (See screenshot below.)



If you have a photo in electronic format (jpeg or png) that you would like to appear in the CBA Member Directory, use the following steps to upload a photo.

- Login to the CBA website and access your Member Compass<sup>™</sup> (<u>CLICK HERE</u> for instructions on how to access your Member Compass<sup>™</sup>)
- 2) Access your member profile by clicking on the hyperlink or the icon in the far-right corner of the black navigation bar. (See screenshot below.)



- 3) Scroll past Contact and Specializations to Profile Information.
  - a. Click on "+Upload Photo."
  - b. A pop-up window for your File Explorer will appear. Go to the file that contains the photo you wish to upload.
  - c. Select the photo of your choice.
  - d. Click "Open."

(See screenshot below.)

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4) Position and size your photo.

(See screenshot below.)

- a. Resize by sliding the tool bar.
- b. Reposition by dragging the image within the circular frame.
- c. When you are satisfied, click on the green "Set crop" button. (At any time, you may remove and/or replace your photo using the red "Remove" button.
- d. Do not forget to click on the blue "Save" button.

Transactions Events Groups Staff Sub Companies Details Settings **Profile Information** Job Title Headshot/Photo 300x300 Zoom/drag your image to adjust fit Patron of Scripture Scholars Credentials/Designations Separate with se Hermit Doctor of the Church Facebook URL https://www.facebook.com/CatholicBiblicalAssociation/ LinkedIn URL Instagram Handle @ a. Twitter Handle + Upload File 🔺 Remove @ @stjerome Member Profile

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