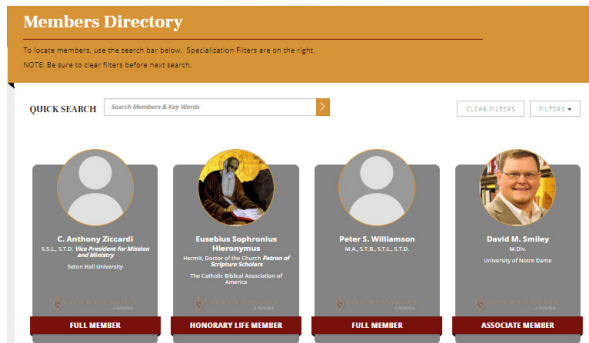




# Catholic Biblical Association of America

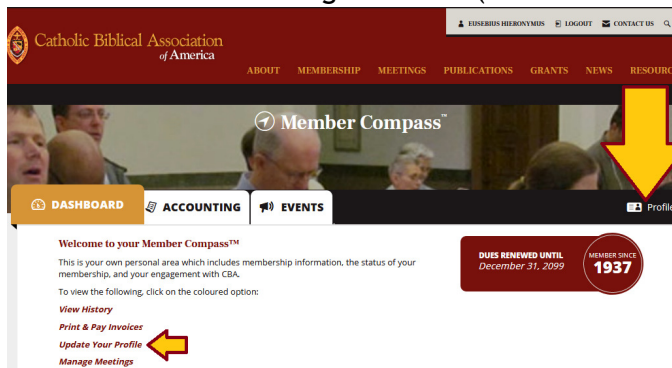
## Adding Your Photo to the CBA Member Directory

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.)

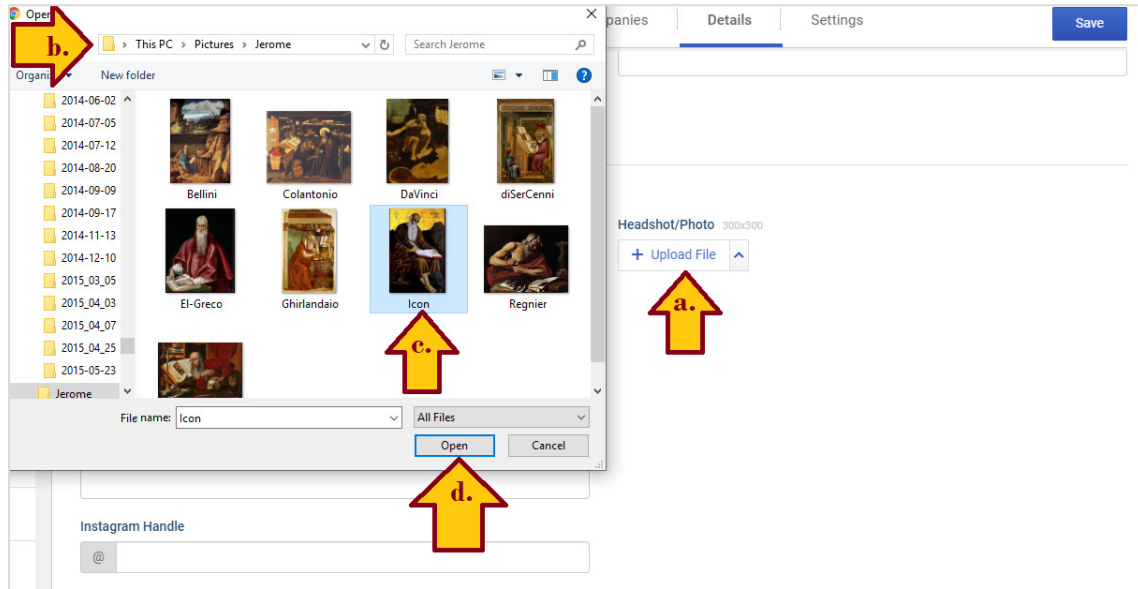


If you have a photo in electronic format (jpeg or png) that you would like to appear in the CBA Member Directory, use the following steps to upload a photo.

- 1) Login to the CBA website and access your Member Compass™ ([CLICK HERE](#) for instructions on how to access your Member Compass™)
- 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.)



4) Position and size your photo.

- 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.

(See screenshot below.)

