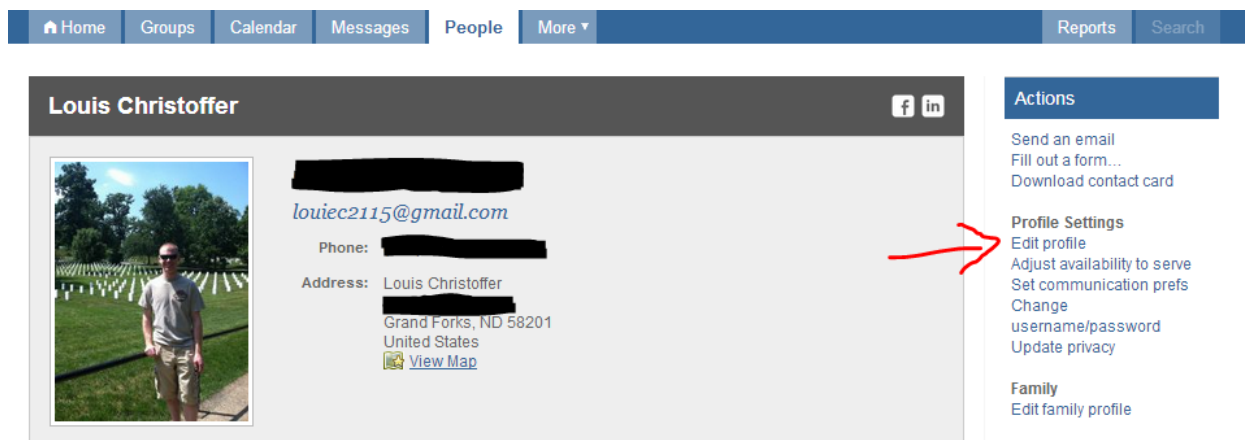


How to Add a Photo to Your Personal HOPE Connect Account

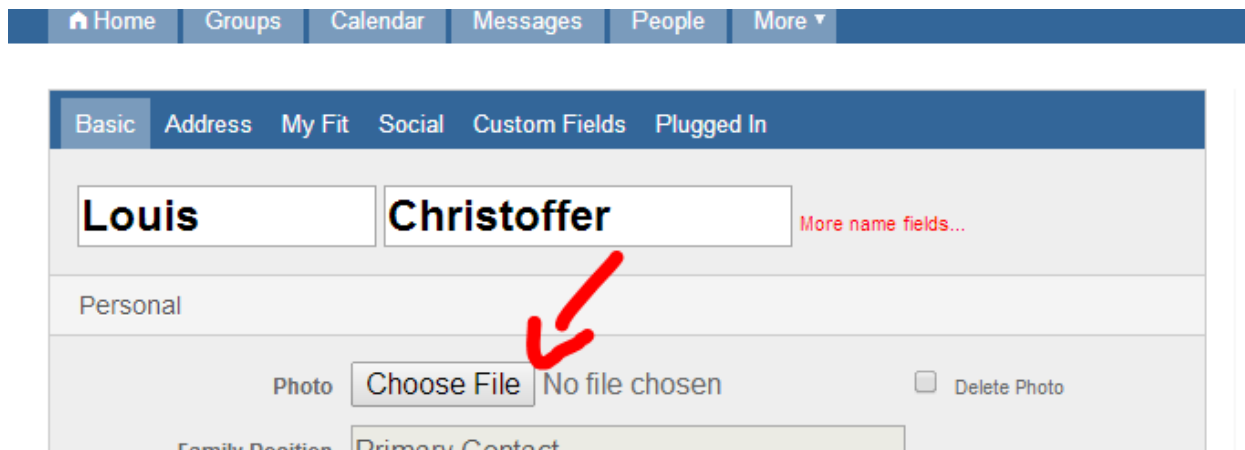
1. Sign into your account and get to the home page (should be the first page that comes up). Then select "view profile" on the right hand side of the screen.



2. Then you will end up in your profile which should look something like this. Once you are here, select "edit profile," again on the right hand side of the screen.

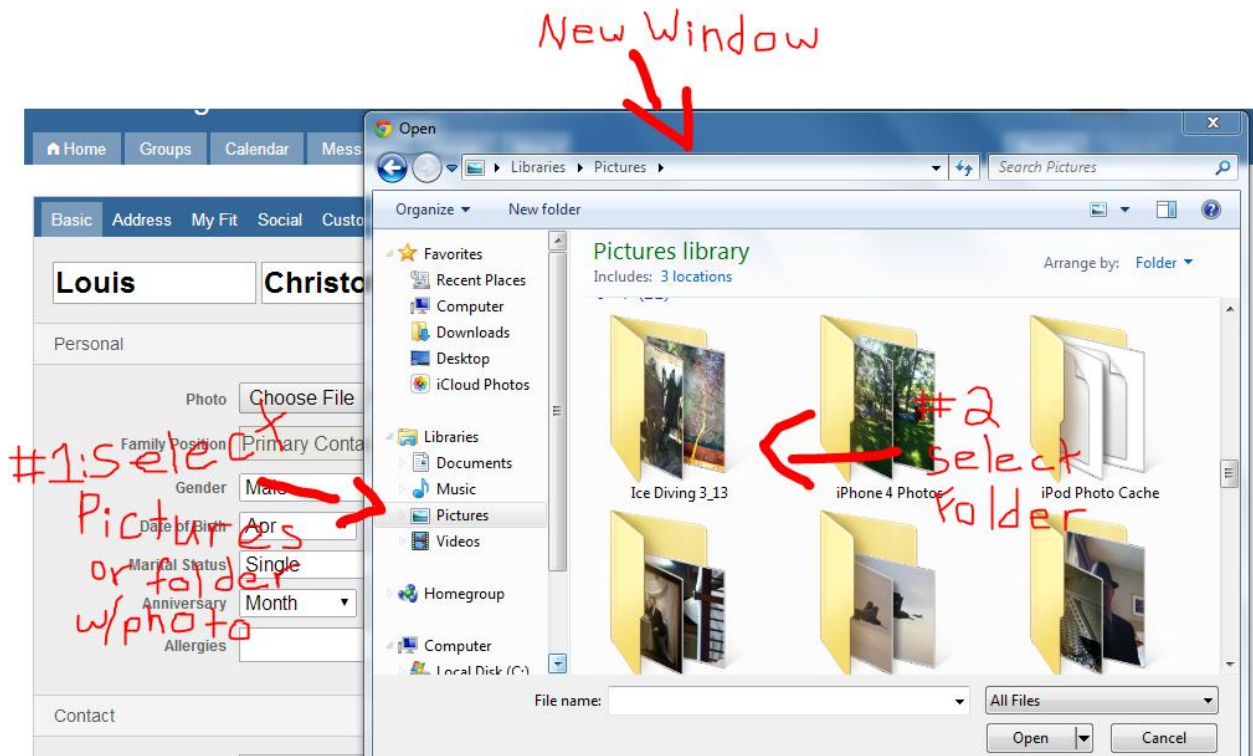


3. Once you have selected "edit profile," you will end up here. Select "Choose File" which will bring up a new window.



How to Add a Photo to Your Personal HOPE Connect Account

- Once the new window opens, select a folder and then a photo. Your window may look different depending on what software you have. Once you find the photo you want, either double click it or click it once and hit "open" in the bottom right of the new window.



- Once the photo has been selected you will be brought back to the previous page, your profile settings. A file will show next to the "choose file" button. Now hit save in bottom right corner.

Photo Choose File IMG_2502 en...ropped.jpg Delete Photo

Family Position Primary Contact

Gender Male

Date of Birth Apr 29 Why the year?

Marital Status Single

Anniversary Month Day Year

Allergies (used by Check-In system)

Contact

Email

Contact Phone

Home Phone

Mobile Phone

Mobile Carrier Verizon

More contact fields...

Cancel or Save

#1

#2

How to Add a Photo to Your Personal HOPE Connect Account

6. Once you have hit "save" you will be brought back to your main profile page and the photo should show.

The screenshot displays the HOPE Evangelical Covenant Church website. At the top, there is a navigation bar with links for Home, Groups, Calendar, Messages, People, and More. A notification at the top left states "Your profile was updated." The main profile area for Louis Christoffer includes a profile photo (circled in red and labeled "NEW Photo"), contact information (Phone, Address), and location (Grand Forks, ND 58201, United States). A sidebar on the right contains sections for Actions (Send an email, Fill out a form..., Download contact card), Profile Settings (Edit profile, Adjust availability to serve, Set communication prefs, Change username/password, Update privacy), and Family (Edit family profile). At the bottom, there are tabs for Activity, Family, Info, Involvement, Financial, and Serving Availability. A message at the bottom reads "Sorry, there is no activity to show at this time."

If this does not work, please reply to this email and I will contact you and go about adding a photo a different way.

Thank you for updating your profile.