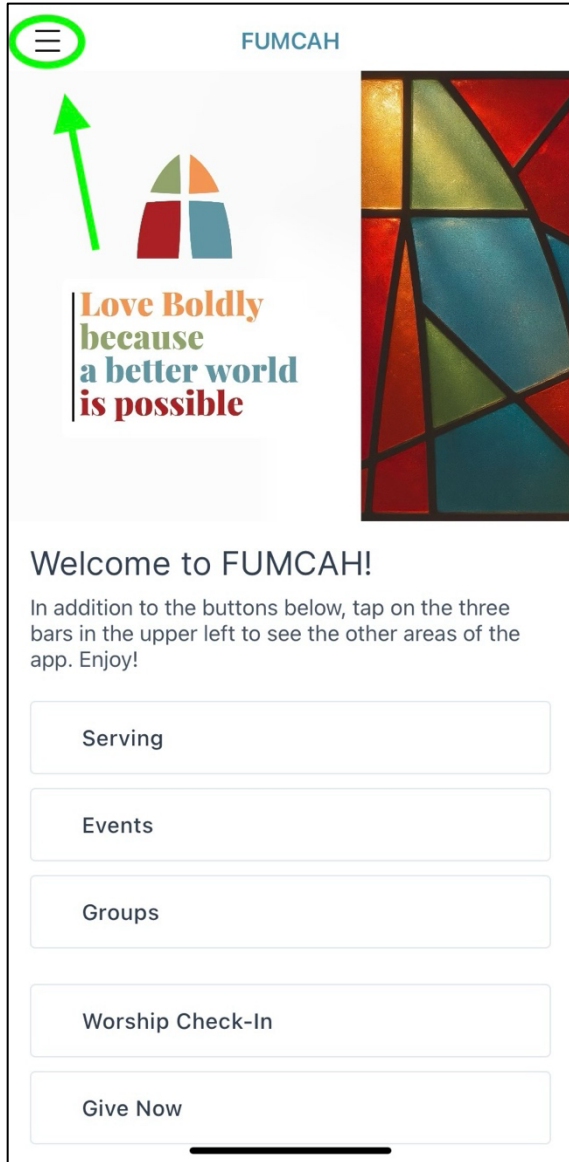


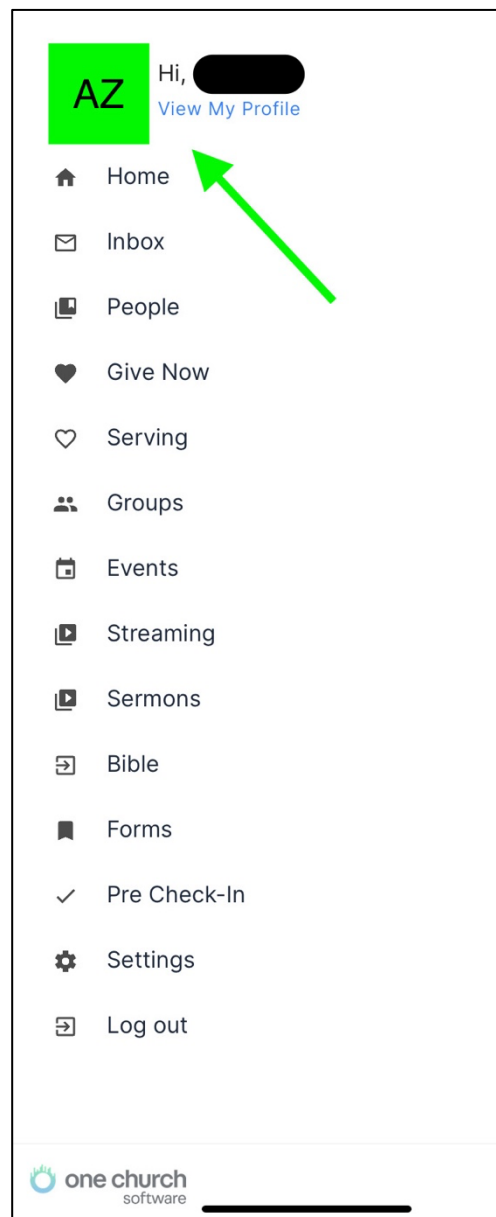
How To.... Add or Change Your Photo!

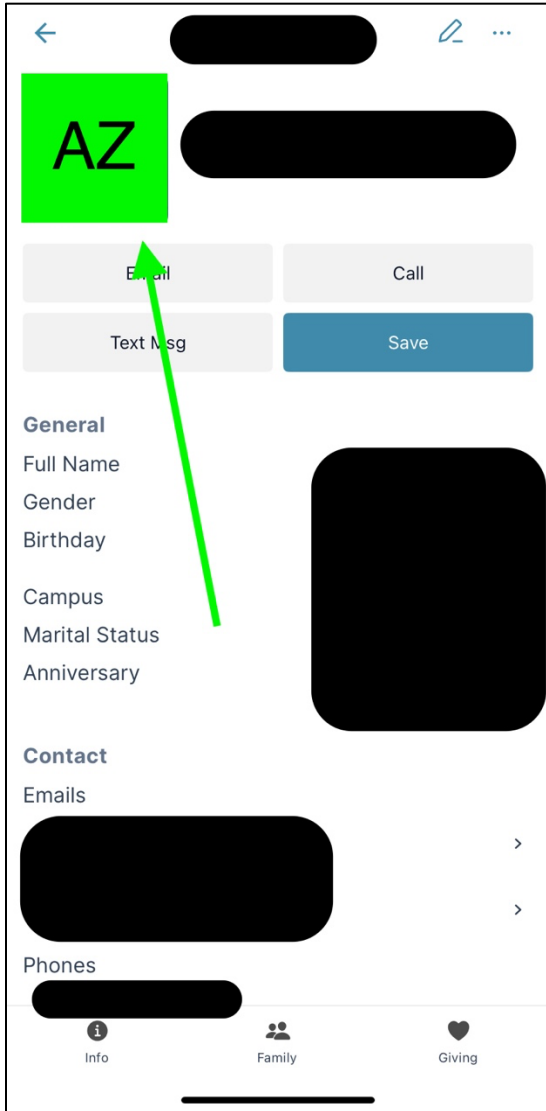
From the One Church App:



Click on the three lines in the upper left of the main screen.

A menu will slide in with your initials or current photo at the top left. Click on either the picture box or View My Profile.



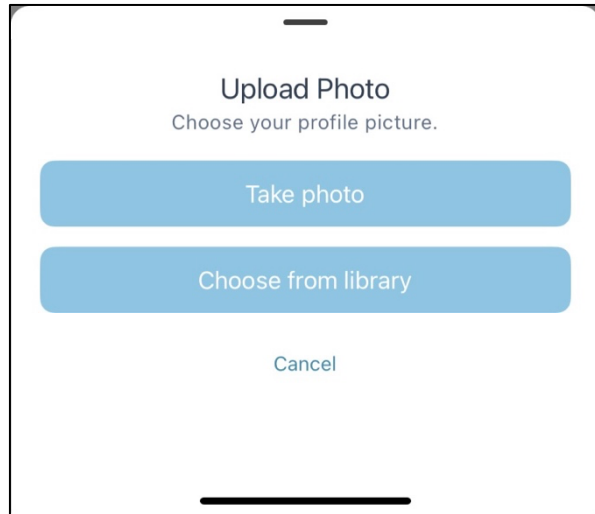


Click on your initials or current picture.

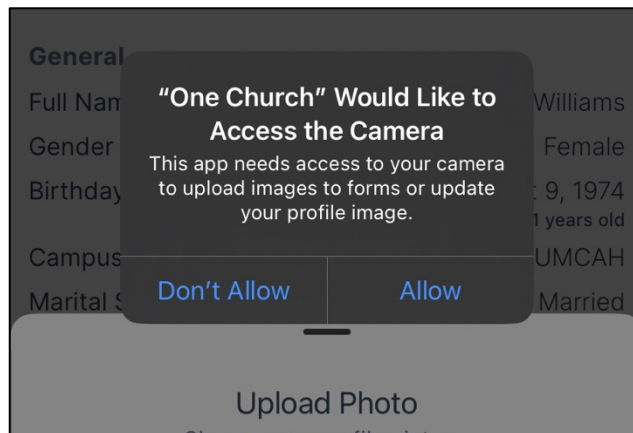
Two upload options will appear:

Take Photo

Choose from Library



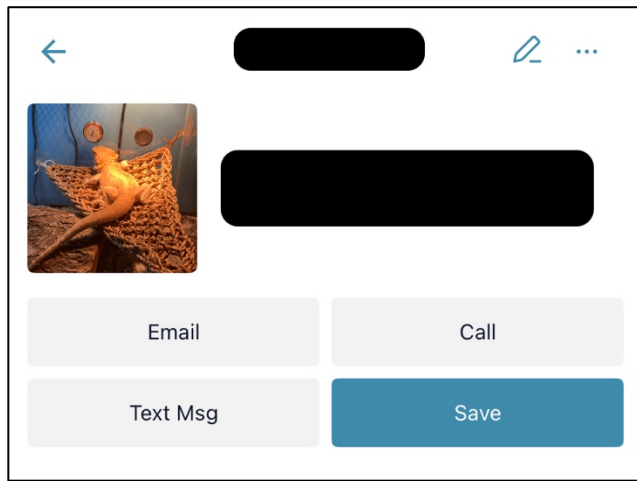
If you choose “Take Photo”, your device may ask for permission to access your camera. Click “Allow” and take your best photo or selfie!



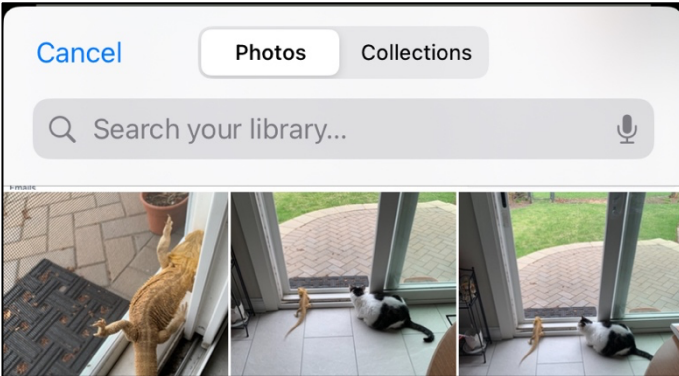


You can shift the picture up and down to center your photo to your preference. You can either select the Retake or Use Photo.

Once you select Use Photo, it will update your photo on your profile. That's it!



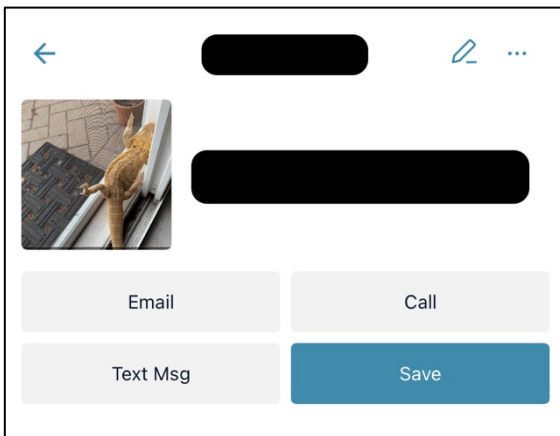
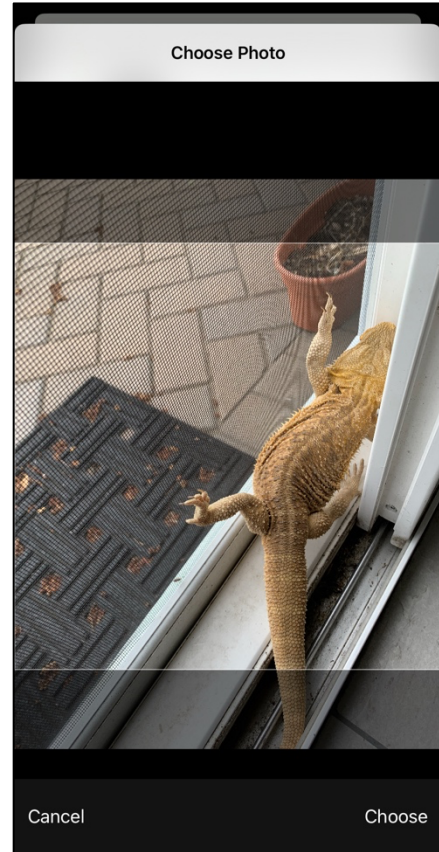
If you choose “Choose from library”, the app will open up your photo gallery.



Select your favorite photo of yourself (or family member) and a Choose Photo window will pop up.

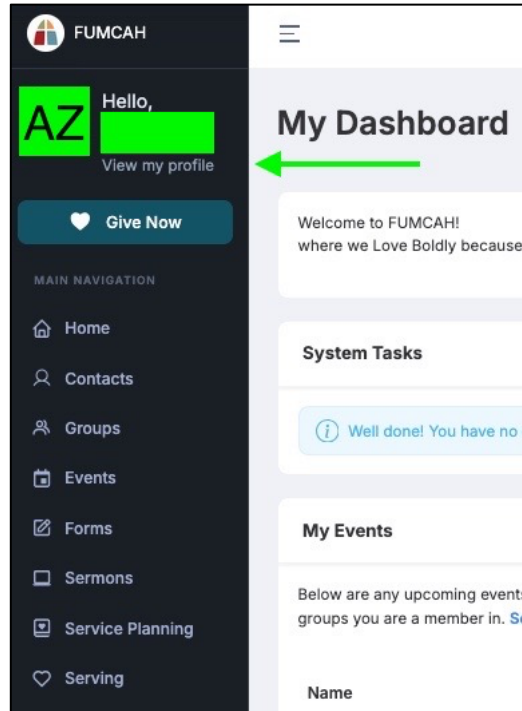
You can shift the picture up and down to center your photo to your preference. You can either select Cancel to pick another or Choose.

Once you select Choose, it will update your photo on your profile. That's it!

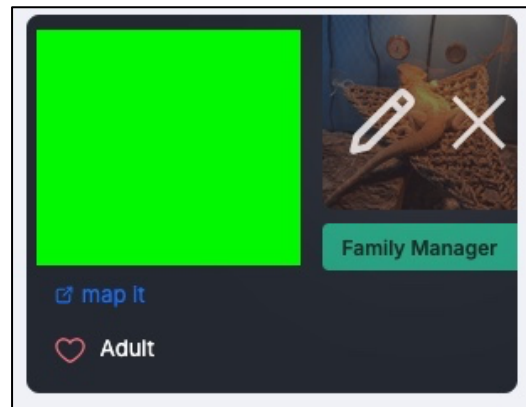
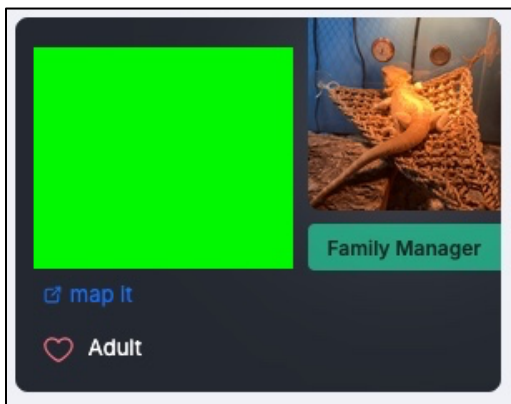


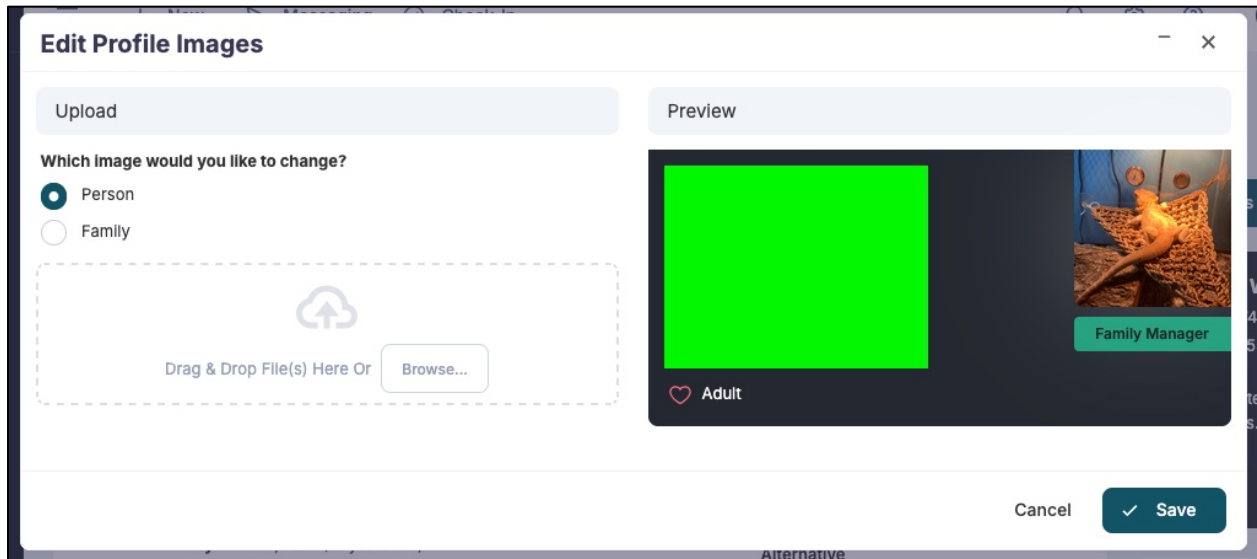
From the One Church Browser Version (fumcah.onechurchsoftware.com):

From the Home Menu on the left, click on either your initials/current picture or View My Profile.



There will be a black square with your name and contact information along with either the initial square or your current picture. Click on the picture square and a little pencil will appear to allow you to edit the picture. If you click on the X, you'll get a pop-up asking if you want to delete the image. It will revert to the initials square.

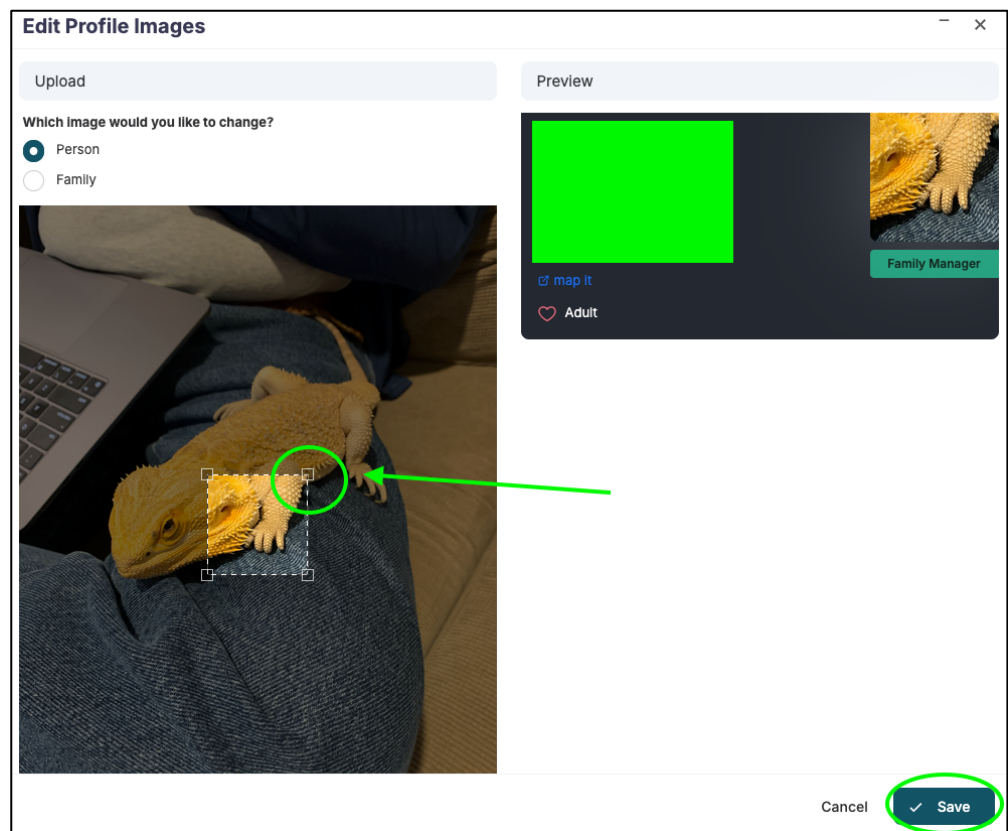




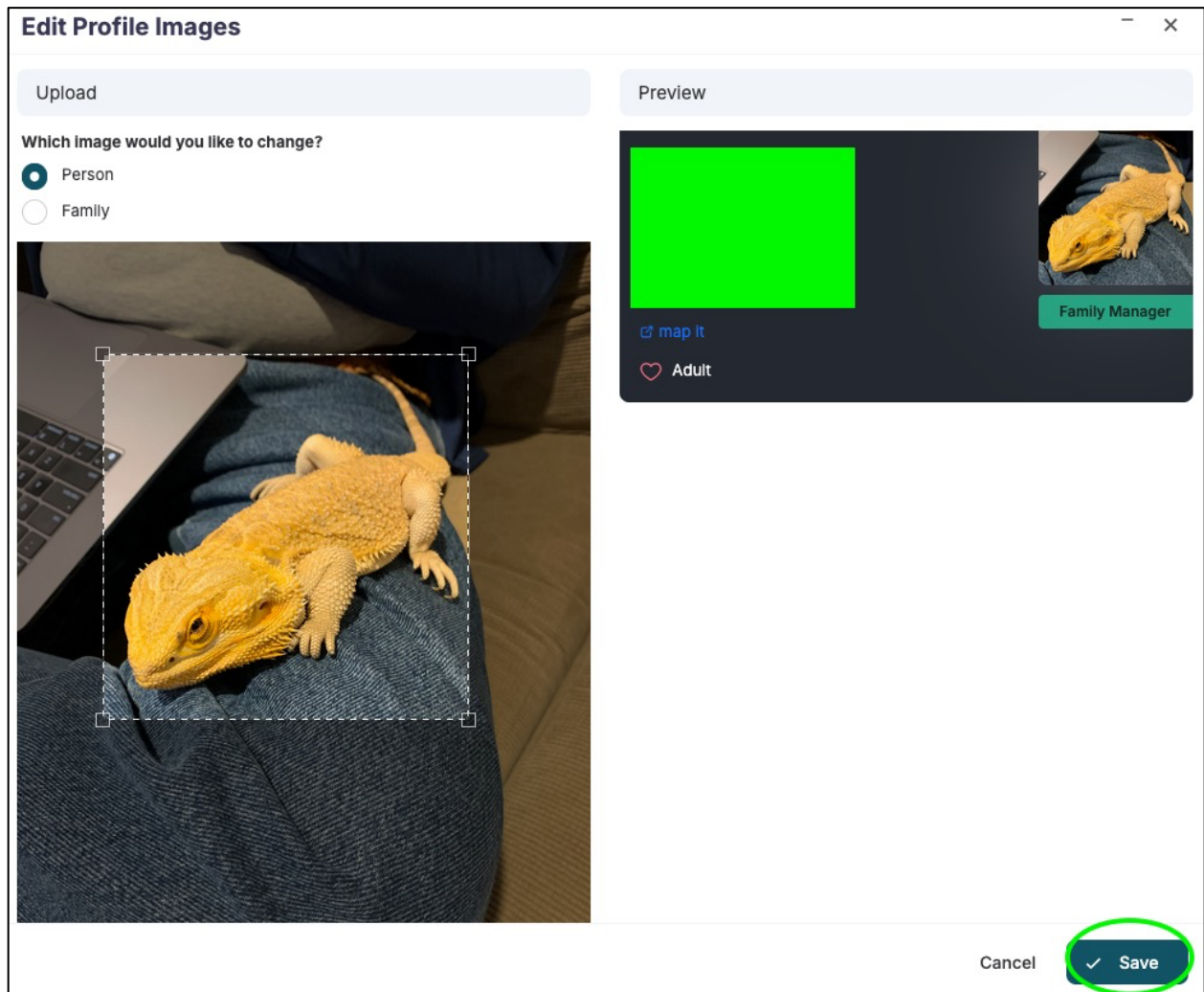
A window will pop-up where you can either drag and drop or browse your files to select the photo.

(Selecting Person will update your personal photo. Selecting Family will add an image as the background of that black square.)

Once the image is selected, the window will expand and allow you to expand and move the selected part of the photo.



When you are ready, click on Save.



And your photo is now updated!

(Please upload an actual photo of yourself or family member. The bearded dragon was used for examples in this How-To. No beardie was harmed in the making of this document! 😊)

