

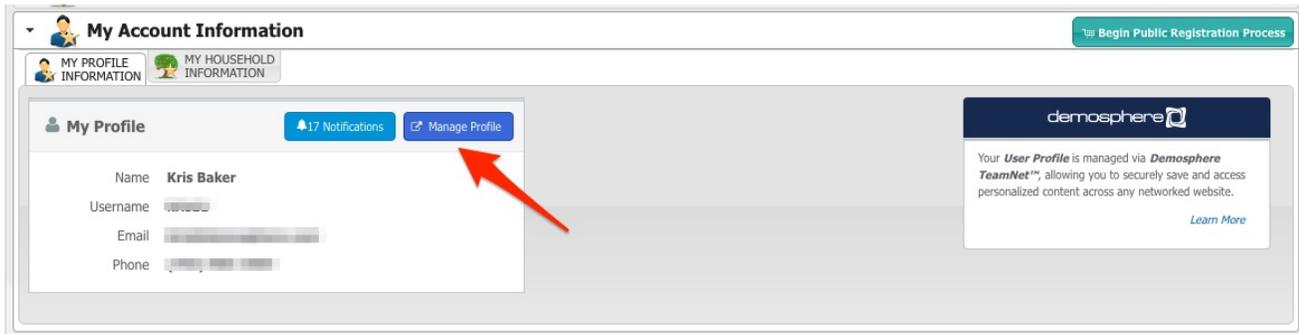
## Manage My Profile and Photos

If your members need to update their profile and/or photo outside of the normal registration process, please have them follow these steps:

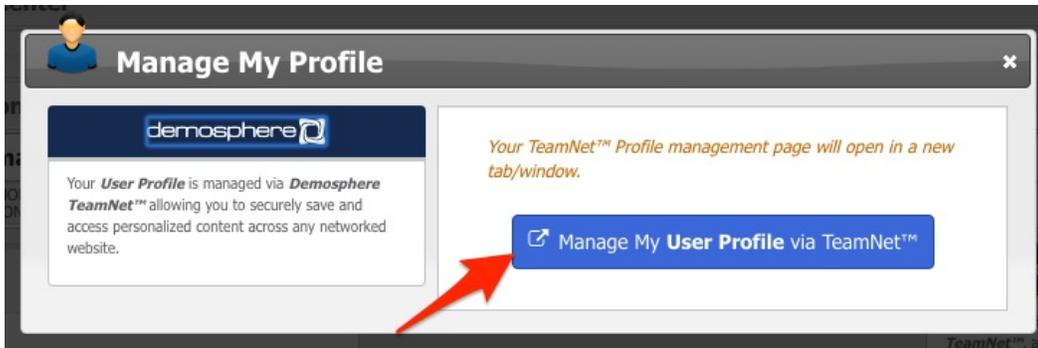
1. Login to your organization's dashboard (*click the forgot password link if needed*):

<http://wiyouthsoccer.demosphere.com/admin>

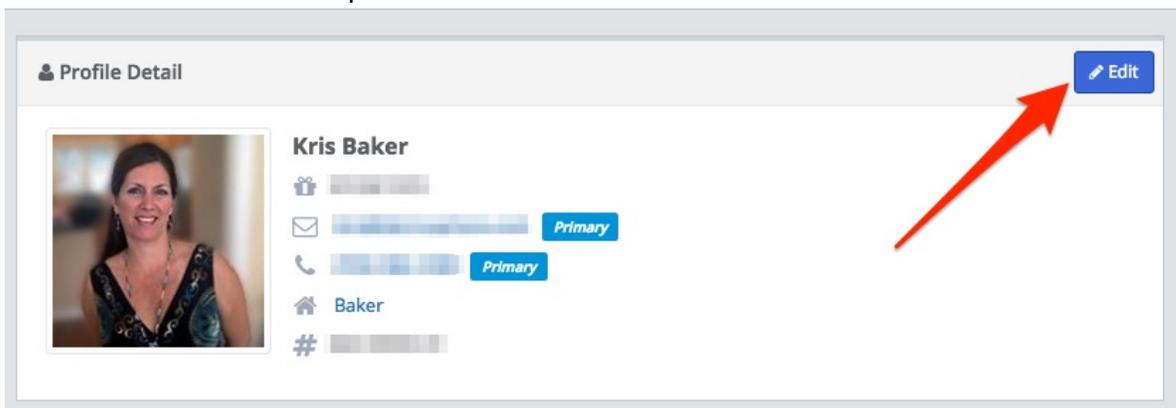
2. Click the blue Manage Profile button



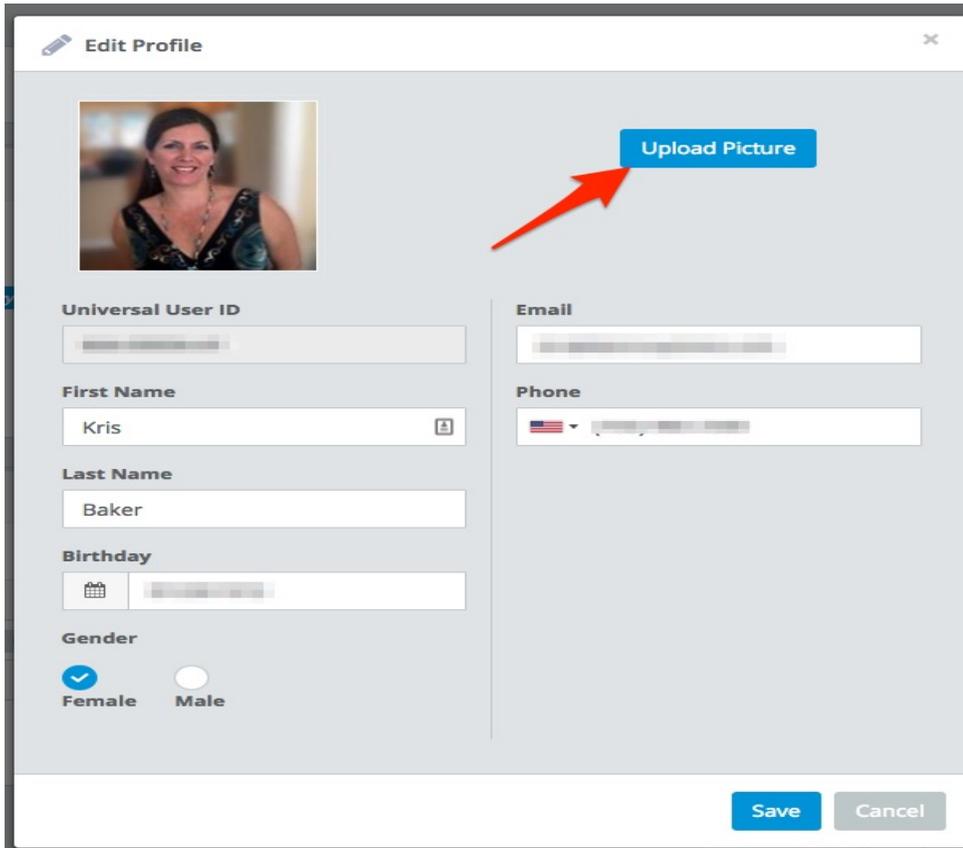
3. This will navigate the user to TeamNet, which is the Demosphere application where households and members are managed.



4. Click to edit the member's profile details

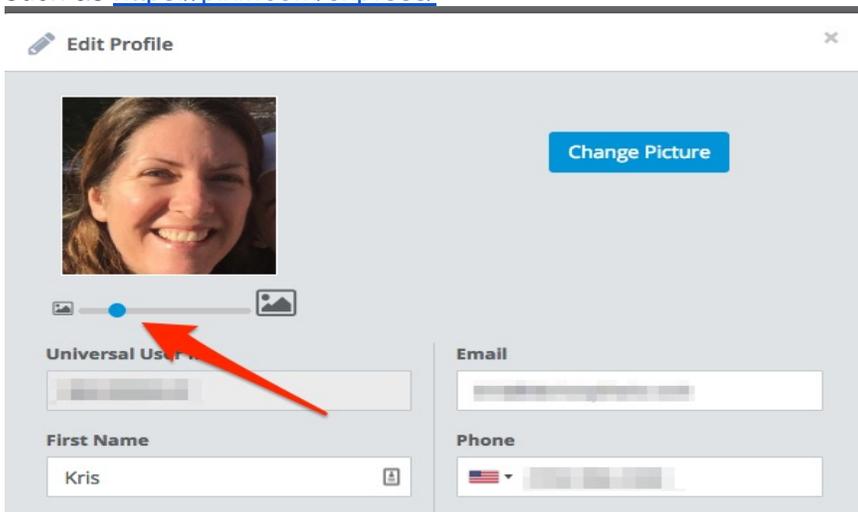


5. Click the Upload Picture button to add/edit the member's photo:



The screenshot shows the 'Edit Profile' window. At the top left is a pencil icon and the text 'Edit Profile'. Below this is a profile picture placeholder showing a woman. To the right of the photo is a blue button labeled 'Upload Picture', which is pointed to by a red arrow. Below the photo are several form fields: 'Universal User ID', 'First Name' (containing 'Kris'), 'Last Name' (containing 'Baker'), 'Birthday' (with a calendar icon), and 'Gender' (with 'Female' selected). To the right of these fields are 'Email' and 'Phone' fields. At the bottom right are 'Save' and 'Cancel' buttons.

6. After selecting the photo, you will have the option to resize and center the photo, however if you need to rotate the photo, please do that before uploading with a free tool such as <https://pixlr.com/express/>



The screenshot shows the 'Edit Profile' window with the photo upload options. The profile picture placeholder now shows a woman's photo. To the right of the photo is a blue button labeled 'Change Picture'. Below the photo is a horizontal slider with a blue dot in the center, used for resizing the photo. A red arrow points to this slider. Below the photo are the same form fields as in the previous screenshot: 'Universal User ID', 'First Name' (containing 'Kris'), 'Last Name', 'Birthday', 'Email', and 'Phone'. At the bottom right are 'Save' and 'Cancel' buttons.

7. Make any other necessary profile edits, then click Save.