PROFILE PHOTOS, PHOTO ALBUMS & FEATURED ARTIST WEBPAGE

Click the **Members/Join** tab.
Click **Join/Renew Membership**
Click **View Profile** or **Edit your member profile**
Click **Edit Profile** (again in blue box)
Scroll down to **Member's Profile Picture**
Click **Choose File**

Member's Profile Picture [Choose File] No file chosen

Select your photo, which you must have on your computer stored as a jpeg or jpg. You can take a selfie from your phone and send it to your computer to use if needed. The iphone stores photos as "heic". If you "Export" the iphone photo (suggest export it to your desktop), it may automatically save as a jpg, which you can use.
Click **Save**.

If you have a problem with your photo being sideways, contact Membership, (membership@conroeartleague.com), to straighten it for you.

HOW TO ADD PHOTO ALBUMS TO PROFILE

To add one or more photo albums, follow these instructions:

While still in your profile on ConroeArtLeague.com,
Select **Member photo albums**
Click **CREATE ALBUM**
Enter a **Title** (can be anything, such as Oil Paintings, Landscapes, Mixed Media, Pastels, Portraits, etc.) Artist may organiza their artwork, or display it all in the same album.
Enter a **Description**.
Click **Save**.
Click **UPLOAD PHOTOS**.
Click **Choose File**
      Find the photo of your first artwork for the photo album.
          Hint: If you can't find your photos on your computer, try saving them to your Desktop folder, and look for them there.
      Each photo may be up to **100MB** in size.
      Supported file formats: **.jpg, .gif, .png and .tif**
You can EDIT DETAILS to change the name of the photo album.
You can add more photos, and also add more photo albums.
You can add the Artwork Title, Medium, Price, etc. by clicking on the photo, and click **ADD CAPTION** at the bottom. When finished, Save it.

HOW TO BE INCLUDED ON THE FEATURED ARTISTS PAGE

1. Upload photos
2. Check privacy settings

After you upload your Profile Photo & one or more Photo Albums, you must select "Yes" in the two fields below. If you select yes and you don't have both items uploaded, CAL administrators will change your Yes to No and you will need to load the appropriate photos and reselect the boxes.

Profile Photo Uploaded? Yes or No   Clear selection

- ● YES
- ○ NO

Select Yes or No

Photo Album Uploaded? Yes or No   Clear selection

- ● YES
- ○ NO

By selecting Yes, you agree that your photo album may be included on the Featured Artists webpage. Select YES here and in the Profile Photo in order to be included on the webpage.

Contact membership@conroeartleague.com if you have problems with your profile photo or photo album.

PRIVACY SETTINGS

On your "Edit Profile" page, near the top, click Privacy Settings. You must have the following set to "Anybody", which means the public can see these fields.

- Photo Album
- Photo-Member

When finished with your updates, please remember to SAVE your changes.