

Change Staff Profile Image

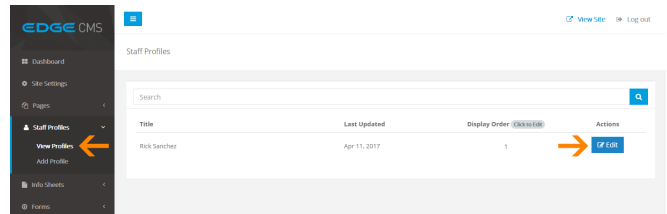
Video Overview

To change a profile's image follow the steps below.

STEP 1 - Access

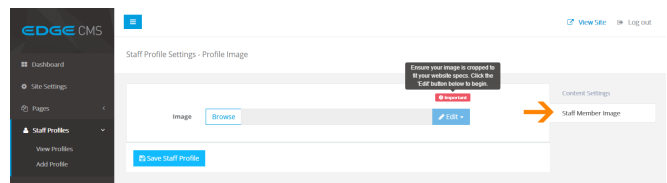
Select and expand the **Staff Profiles** menu item and select the **View Staff Profiles** option.

Edit the profile you wish to update.



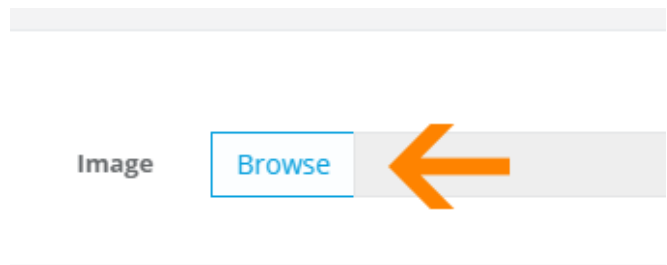
STEP 2 - Upload and Crop Staff Member Image/Photo

Select the **Staff Member Image Tab** to access the image upload and crop tools.



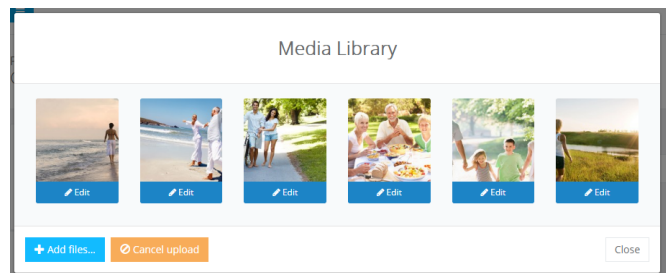
STEP 3 - Open Media Library

Click the **Browse** button to open the **Media Library**



STEP 4 - Select or Upload Image

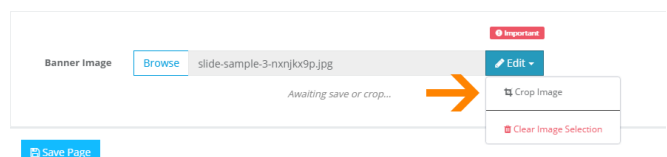
Click an **image** to select it or click **Add files** to upload a new image.



STEP 5 - Crop the Image

Cropping Images

Cropping the image to match your website specs is essential to ensure your website is



always looking its best.

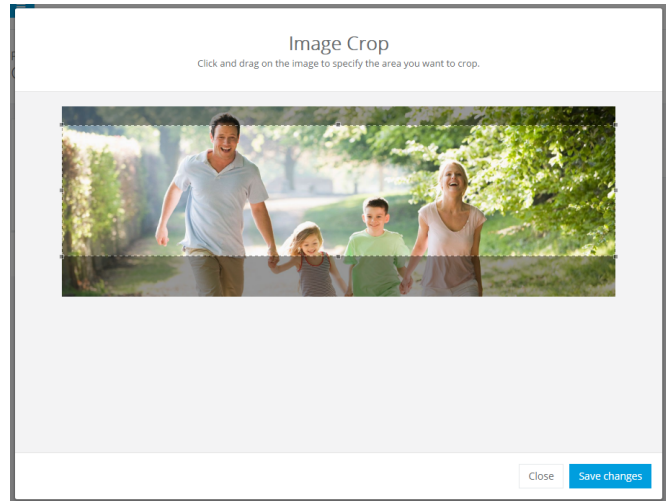
You will see the message below when crop options are available.

Ensure your image is cropped to fit your website specs. Click the 'Edit' button below to begin.

Important

Click the **Edit** button and **Crop Image** from the drop down menu to open the **Image Crop Tool**

Hold click and **drag** over the image to highlight and select the section you wish to use then click **Save changes** to save the image crop changes.



STEP 5 - Save

Ensure you press the **Save** button at the bottom of the screen after any change to ensure the changes are saved to the system.

