

How to Upload a Profile Photo and Family Photo to MyBrandywine

There are two places where pictures are kept, in your individual profile and in the family profile. Please upload a picture to both places. The individual profile picture appears when your profile is viewed. The family profile picture appears in the “Family Directory” (available via the link on MyBrandywine) and when the family tab is viewed.

Profile photos help people to connect your name with your face. Not only do they help you get connected to others within the congregation but they also help the staff.

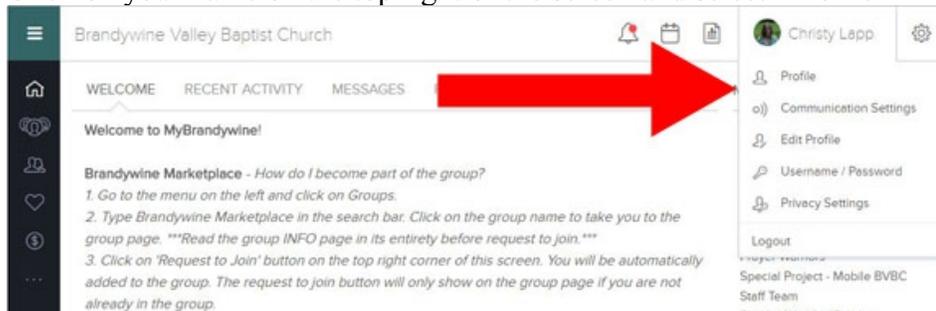
You must be logged into [MyBrandywine](#) to update your photo or family profile photo. Please try to use a photo that is a close up of your face.

While you are adding a profile photo, please update or add contact information for you and your family. Check if your email address, phone number and mailing address have changed. If these are not correct the church does not know how to get in touch with you. If your family has moved, you can update everyone’s information at one time in the “Family Profile.” Also check that your birth date is correct. This information is helpful to the staff when there is an age specific event that we want to invite you to.

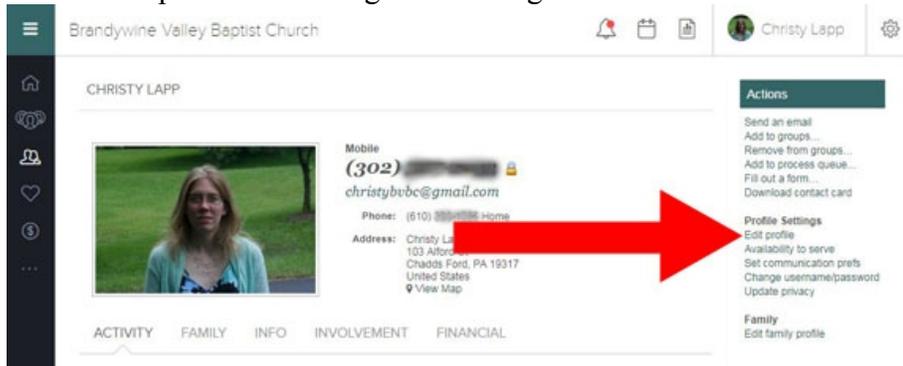
Don’t worry, your profile information is **ONLY** able to be seen by people who have a login to [MyBrandywine](#). Even then, you can control who sees which pieces of information by adjusting your privacy settings.

Upload a Profile Photo – Desktop Computer

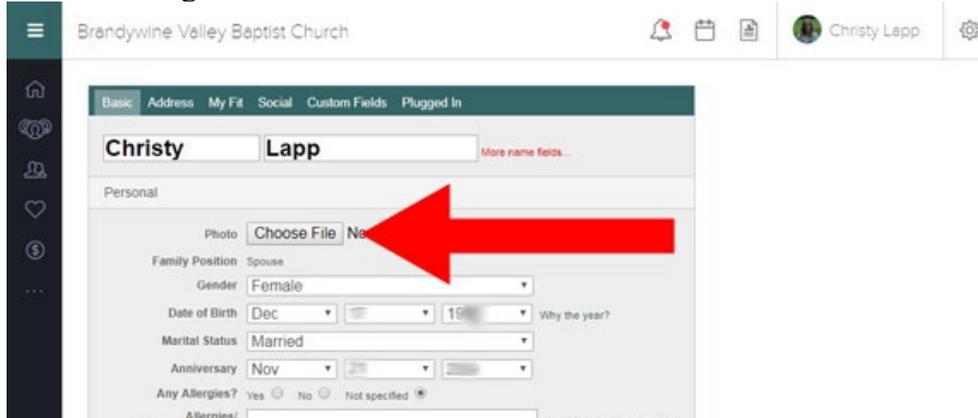
1. Click on your name on the top right of the screen and select “Profile”



2. Click “Edit profile” in the right side navigation



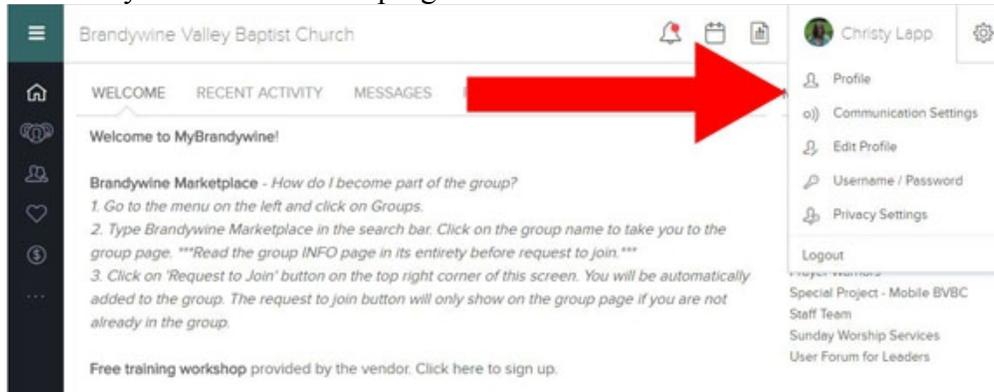
3. Click “Choose File” and navigate to the photo you want to use from your computer and select the image.



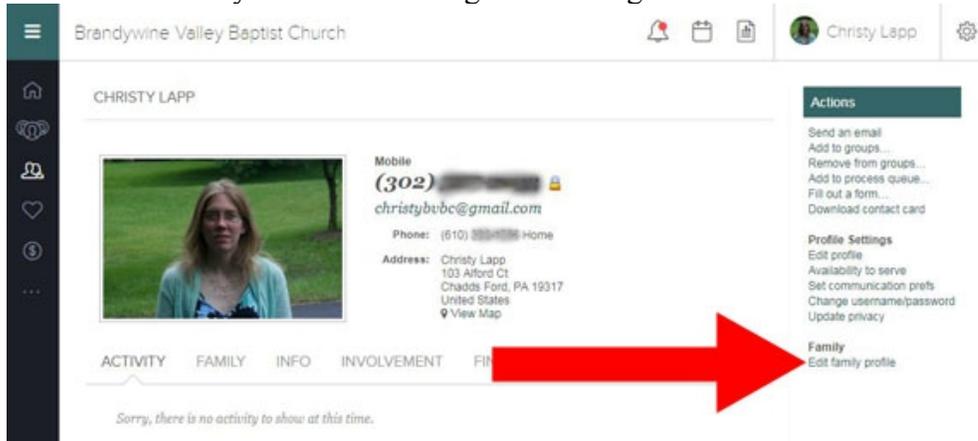
4. Click “Save” at the bottom of the page

Upload a Family Photo – Desktop Computer

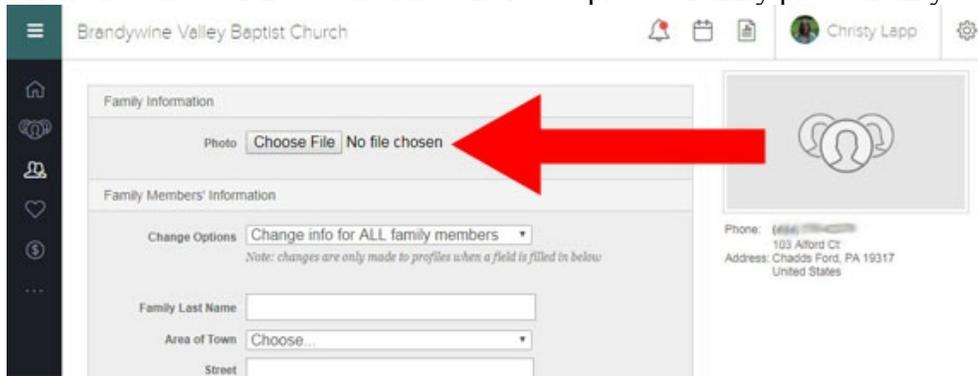
1. Click on your name on the top right of the screen and select “Profile”



2. Click “Edit Family Profile” in the right side navigation



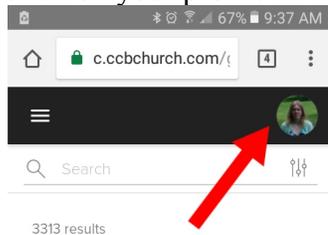
3. Click on “Choose File” at the Photo field to upload a family photo from your computer.



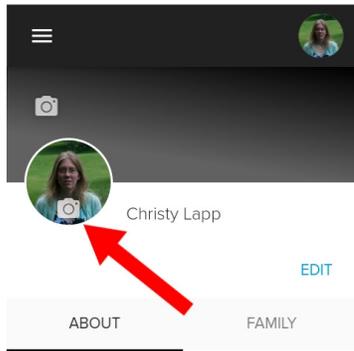
4. Click the “Save” button.

Upload a Profile Photo - Mobile Device

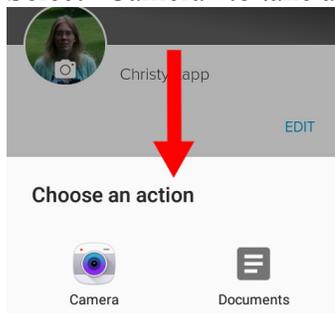
1. Go to MyBrandywine and select “Mobile Preview”
2. Log in
3. Click on your profile in the upper right corner



4. Click on the camera icon next to your name.

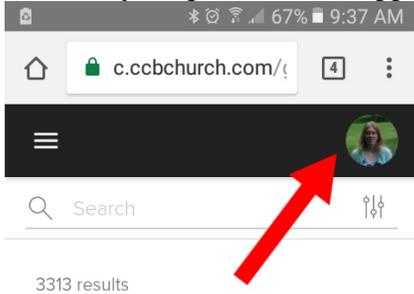


5. Select “Camera” to take a photo or “Documents” to access a previously taken photo.

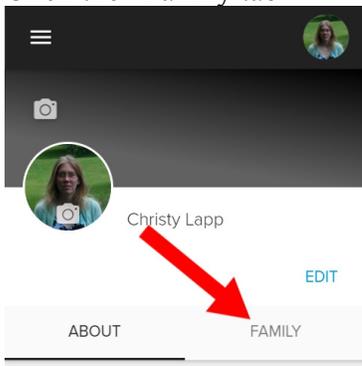


Upload a Family Photo – Mobile Device

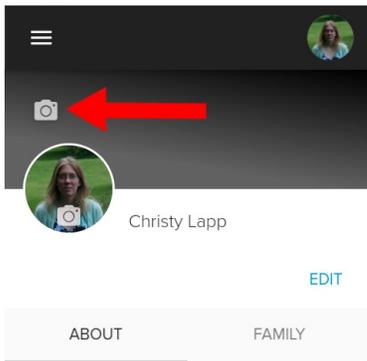
1. Go to MyBrandywine and select “Mobile Preview”
2. Log in
3. Click on your profile in the upper right corner



4. Click the “Family tab”



5. Click on the camera icon above your name. “Add family photo” will appear when you click.



6. Select “Camera” to take a photo or “Documents” to access a previously taken photo.

