

BVBC

Getting Your Photo In The Church Directory

Via MyBrandywine



Introduction

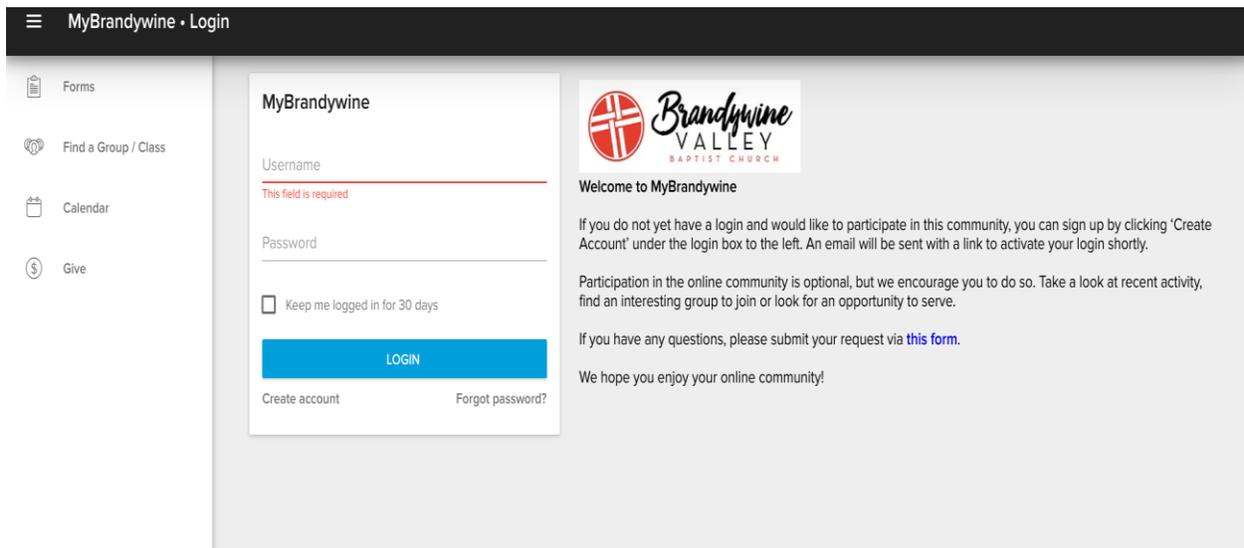
Our church directory can be very valuable looking up that person that you just met, but for the moment it is in need of help: less than half of us that call Brandywine Valley home have our personal and / or family pictures represented in it. This means when you look up that new face you have less than a 50% chance to find who you are looking for. To help remedy this situation the following directions will enable you to take the photos you wish to see in the directory and directly enter them into MyBrandywine.

Step One Get Your Photos

Find the photo(s) you want to use. Take a selfie or scan into your computer the portrait you prefer. Make a note of where the photo(s) are stored - in what file / folder etc.

Step Two Navigate to MyBrandywine

Open a window in your internet browser and click here: [MyBrandywine](#) to get started. This is the screen you will see if you are on your computer.



The screenshot shows the MyBrandywine login interface on a desktop. On the left is a navigation sidebar with icons for Forms, Find a Group / Class, Calendar, and Give. The main content area is titled 'MyBrandywine' and contains a login form with fields for Username and Password. The Username field has a red error message: 'This field is required'. Below the form is a 'LOGIN' button, a 'Keep me logged in for 30 days' checkbox, and links for 'Create account' and 'Forgot password?'. To the right of the form is the Brandywine Valley Baptist Church logo and a 'Welcome to MyBrandywine' message. The message includes instructions for new users to click 'Create Account' and encourages participation in the online community. It also provides a link to a form for questions and a closing statement: 'We hope you enjoy your online community!'.

If you are on your phone, the screen will look a bit different, with the church logo and welcome message listed below the MyBrandywine log in window.

If you do not have an account on MyBrandywine select Create account.

MyBrandywine • Login

- Forms
- Find a Group / Class
- Calendar
- Give

MyBrandywine

Username
|
This field is required

Password

Keep me logged in for 30 days

LOGIN

Create account Forgot password?

This form will appear:

The image shows a mobile application form titled "MyBrandywine Login Request". The form is displayed on a dark grey background. At the top, it says "Welcome to Brandywine Valley Baptist Church!" and "we promise to respect your inbox!". Below this is a section titled "YOUR INFO..." with several input fields: "First Name*" and "Last Name*" (with a blue underline on the first name field), "Email*", "Mobile Phone", "Mobile Carrier" (with a dropdown arrow), "Street", "City", "State", "Postal Code", and "Gender" (with a dropdown arrow). At the bottom right, there are two buttons: "CANCEL" and "SUBMIT".

Fill it in and select Submit. An account will be created for you. You will be notified via email that your account is ready and you can resume with your photos.

If you have forgotten your log on id and / or password, click on Forgot password?

MyBrandywine • Login

Forms

Find a Group / Class

Calendar

Give

MyBrandywine

Username

Password

Keep me logged in for 30 days

LOGIN

Create account [Forgot password?](#)

This window will appear:

MyBrandywine • Forgot Password [LOGIN](#)

Forms

Find a Group / Class

Calendar

Give

Email

Reset Password

[Sign Up](#)

Request a Password Reset Link

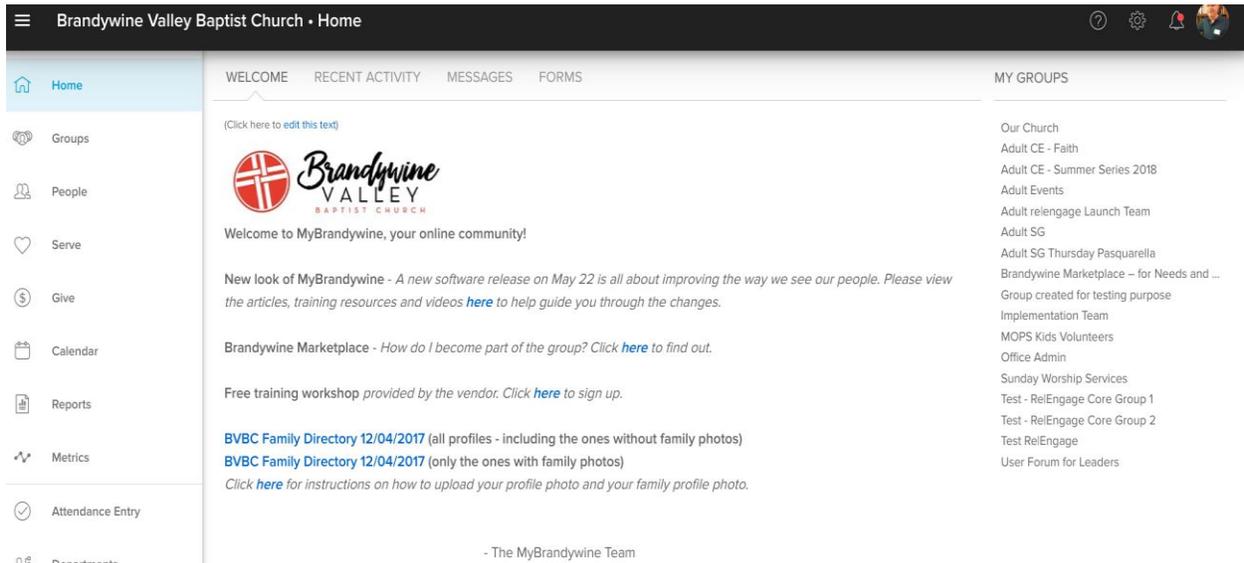
If you have already been assigned a username and password to our online community, enter your email address in the field to the left. An email will be sent with the username and password reset link for every profile registered with that email address.

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Fill in your email and select **Reset Password**. A reset link will be sent to you via email.

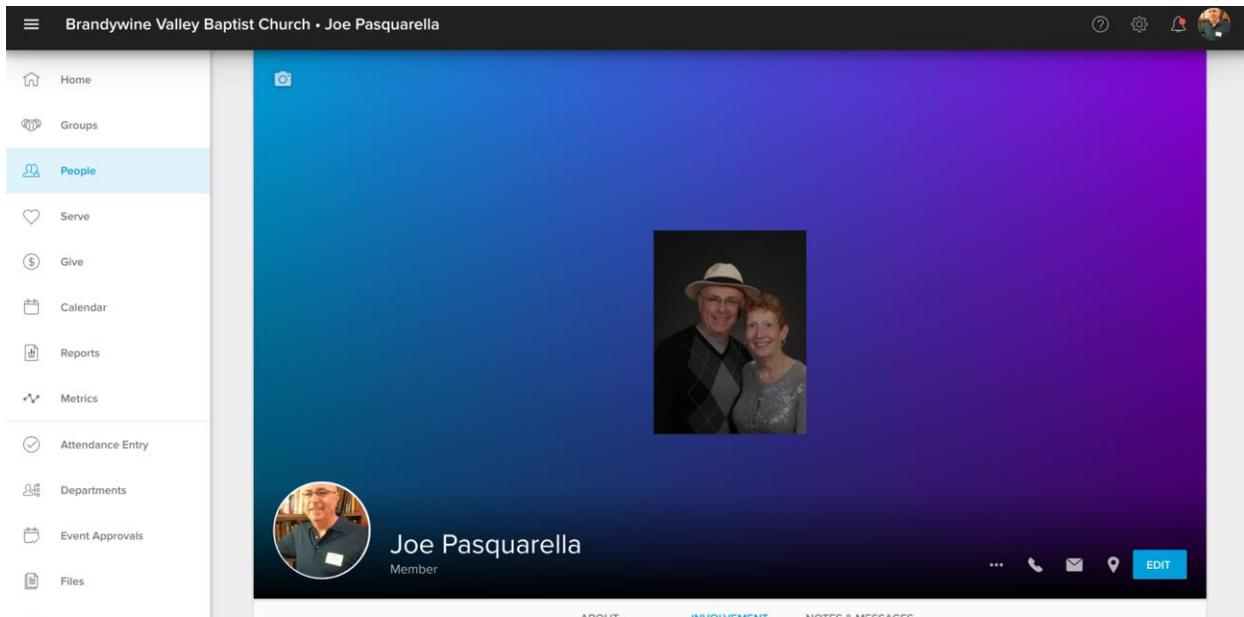
Step Three Log In to MyBrandywine and Upload Your Photo

Fill in your user id and password. Your MyBrandywine home screen will appear:

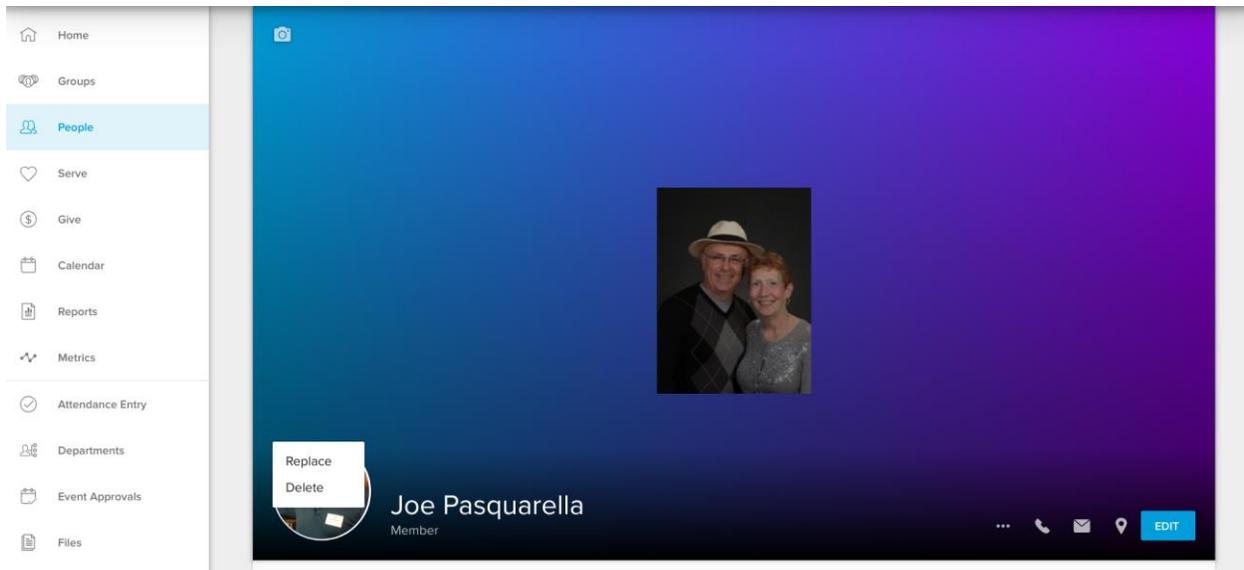


In the top right corner will be your current picture - or the place where it will be - select it.

This screen will appear:

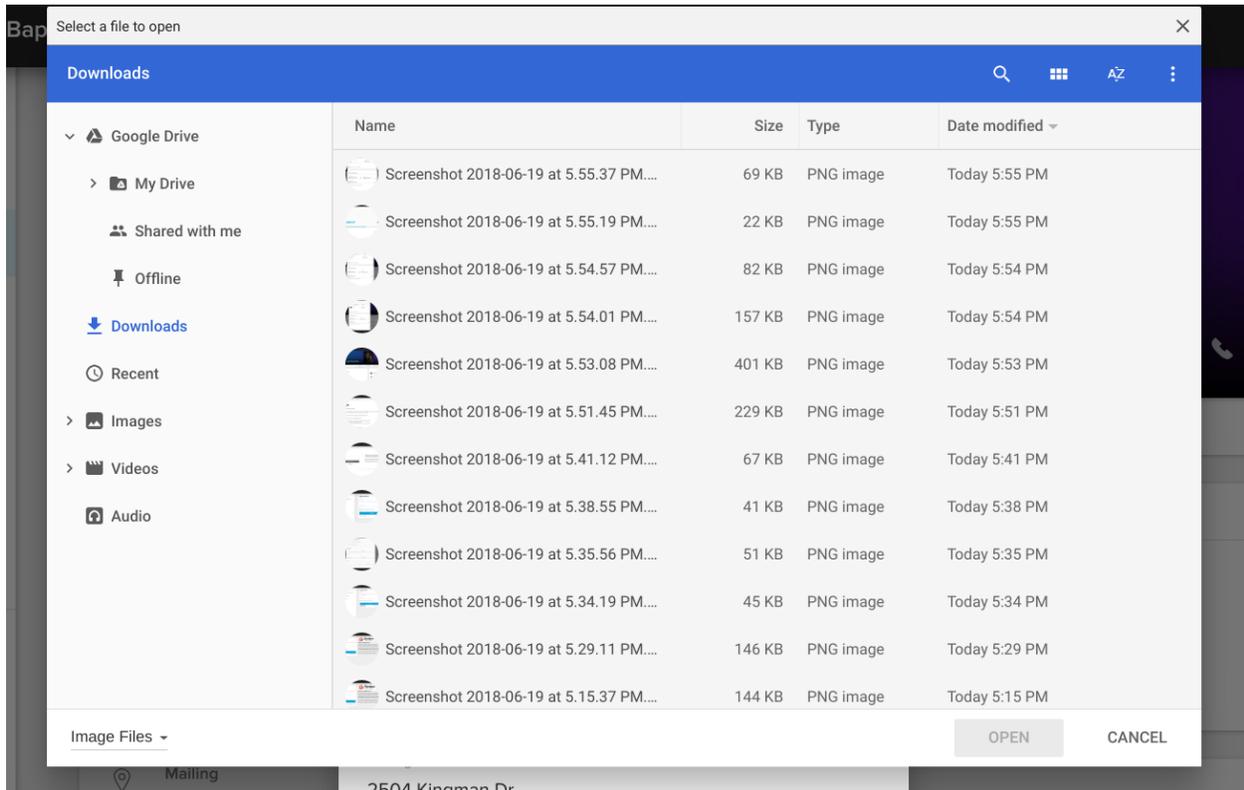


To upload your photo, select your photo in the bottom left corner.



You will have the option to replace or delete the picture.

When you select replace you will be asked to navigate to where the picture is stored on your computer / phone. For example:



Select the file containing the picture you wish to use and select OPEN. By doing so your personal picture will be uploaded into MyBrandywine and will now be part of the church directory.

Step Four Upload Your Family Photo

To include a family photo in the church directory, select the camera icon in the top left corner:



When you select replace you will be asked to navigate to where the picture is stored on your computer / phone. Repeat the procedure you followed to locate where on your computer / phone the family photo is that you wish to use.

Your photo(s) are now part of the BVBC church directory.