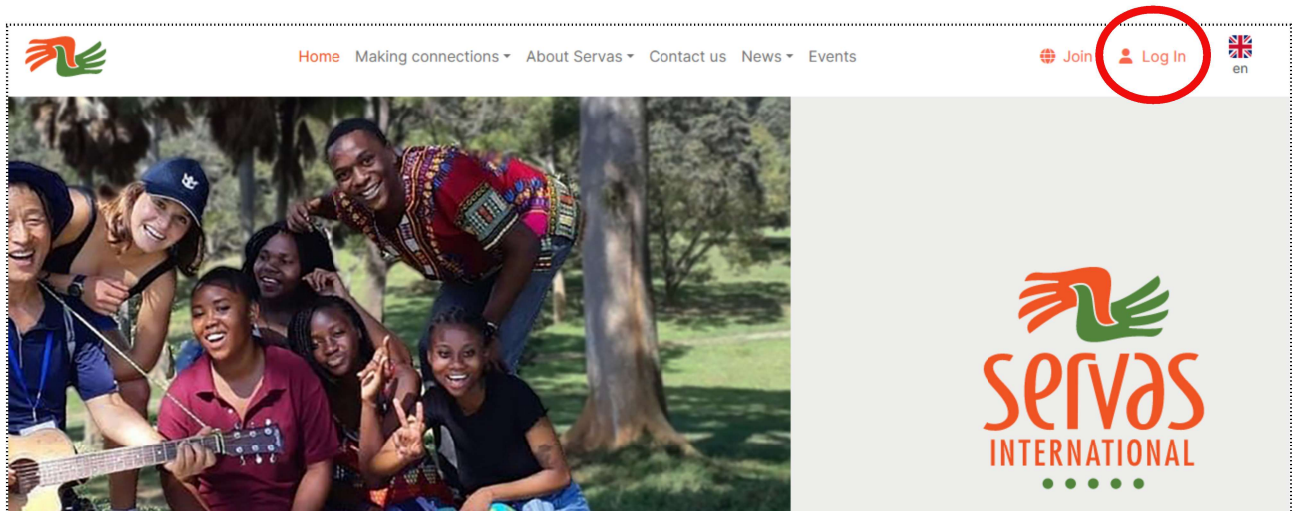


How to add a picture to your profile

1. go to <https://servas.org/> and click “Log In”



2. log in with your Login name and Password.

If you forgot your password, click “forgot password” and then fill in your email address.

The site will automatically send you a link to choose a new password.

Good to know: this new password should be at least 8 characters long, and contain at least one of all these: a capital letter, a lowercase letter, a number and a special character (such as @ . \$? ! = + ()).

A screenshot of the Servas International login page. The title 'Log in' is centered at the top. Below it is a white login form. The form has two input fields: 'Login *' with the text 'sylvia.*****@gmail.com' and 'Password *' with ten black dots. Below the password field is a green button labeled 'Forgot your password?' which is circled in blue. At the bottom left of the form is a green button labeled 'Log in' which is circled in red.

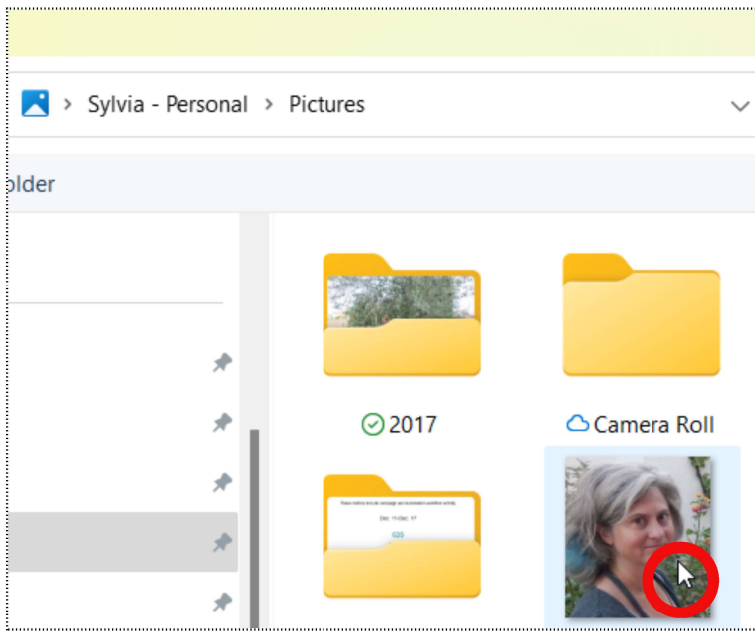
3. In the next screen, click “Edit profile”, then “Members”, then “Edit member”.

The screenshot shows a user interface for editing a profile. At the top, there is a navigation bar with a logo on the left and links for Home, Making connections, About Servas, Contact us, News, and Ev. Below this is a dark grey bar with 'Dashboard' and 'Edit profile' (circled in red). The main content area is split into two columns. The left column, titled 'EDIT PROFILE', contains a list of settings: Profile confirmation, Household, Members (circled in red), Children & others, Address & hosting, and Travel. The right column, titled 'Members', displays the profile of Sylvia VAN DE WOUWER, an environmental biologist, with her photo, contact information, and membership details. At the bottom of this section, the 'Edit member' button is circled in red.

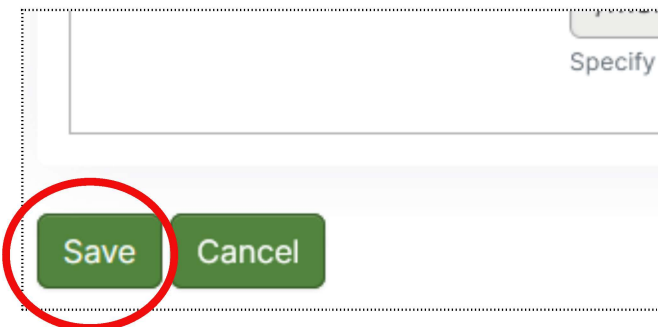
4. Click “Browse” / “Bladeren” / “Choisir un fichier”

The screenshot shows the 'Edit member' form for Sylvia. The title is 'Edit member Sylvia'. The 'Picture' field is circled in red and contains a 'Bladeren...' button and the text 'Geen bestand geselecteerd.'. Below this, there are fields for 'First Name' (Sylvia) and 'Last Name' (VAN DE WOUWER). The 'Occupation' field is partially visible at the bottom.

5. select the picture from your computer files



Don't forget to save the changes to your profile by clicking "Save" at the bottom of the screen.



DONE! Servas Online will publish the selected picture in your profile and in your LOI.

You can upload a new picture whenever you want to by clicking "Remove", and then select a new picture.