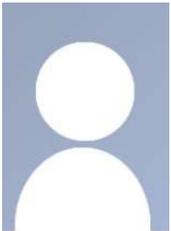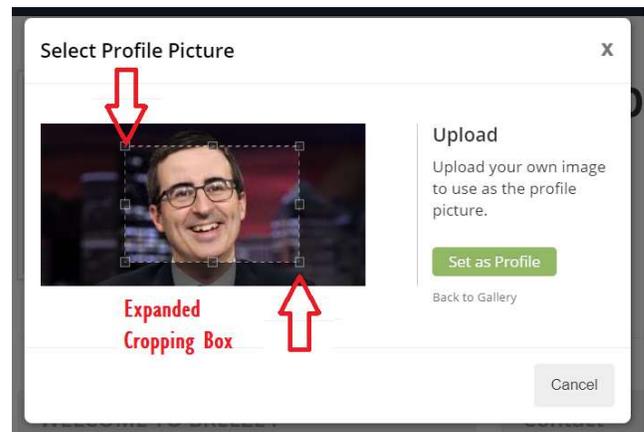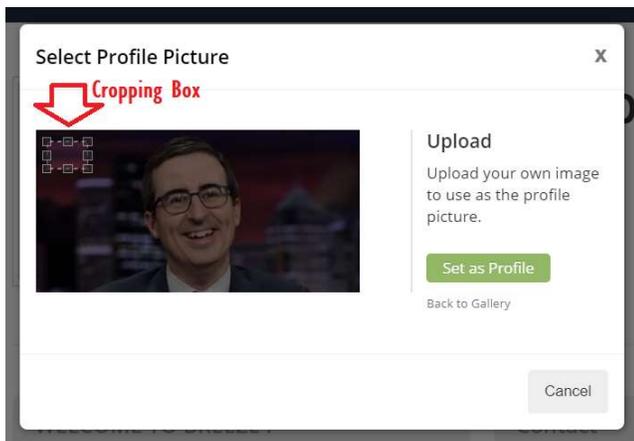# BREEZE – Uploading Photos

There are two types of photos that can be uploaded. On your My Profile page at the top is a box for uploading an *individual* picture of yourself. For consistency and clarity, please use a clear, color photo that features your face and is fairly recent. Remember, this if for our Directory (which will be available both online and as a pdf file), so now is not the time to go incognito! The photo box is horizontal (ratio 3:2) so look for an image that can be cropped that way and still feature your face. At the bottom of your profile page, if applicable, is a Family section that lists all immediate family members and has a similar box for uploading a *family group photo*. You can update either of these photos yourself at any time.

Once you are logged on to Breeze, here is the process for uploading photos:

- Go to My Profile page.
- Click on image in box to left of your name.
- Click on "Upload Image."
- Navigate to and select the picture you want to upload.
- In the upper left corner of the image is a cropping box. Pull the edges out to select the portion of the picture you want to use. This must be done BEFORE you go on.
- Click on "Set as Profile" to add to your profile.
- If applicable, scroll down to Family section, hover over gray bar and click on "Edit," and repeat process to upload a family picture.

It is necessary to crop your photo BEFORE clicking on "Set as Profile."

The cropping box appears in the upper left corner of the image after you download it.

Using your mouse, pull on the corners and sides of the box to enlarge it as much as it will allow and position it over the portion of the image you want to use.

Then click on "Set as Profile" to save it to your account. You can repeat the process at any time to upload a new picture. You can delete a picture from your gallery, but only if it contains at least one other picture.

Still have questions? Email us at breeze@uufws.org.