

# How do I add a profile photo to a member's record?

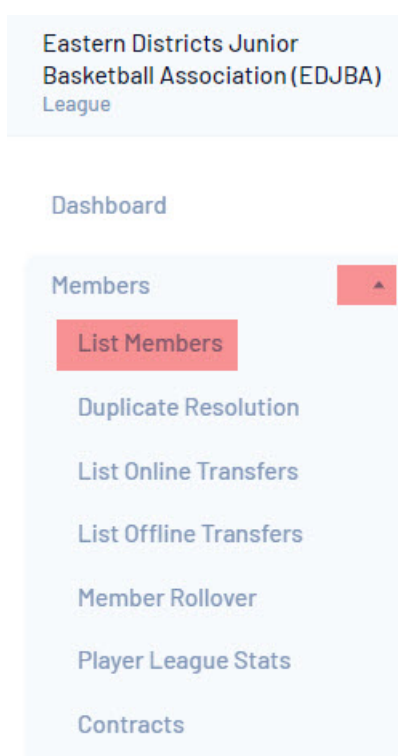
25/09/2025 2:54 pm AEST



Members do not have the ability to upload this themselves, so please get them to send you this photo beforehand and save it somewhere accessible.

Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

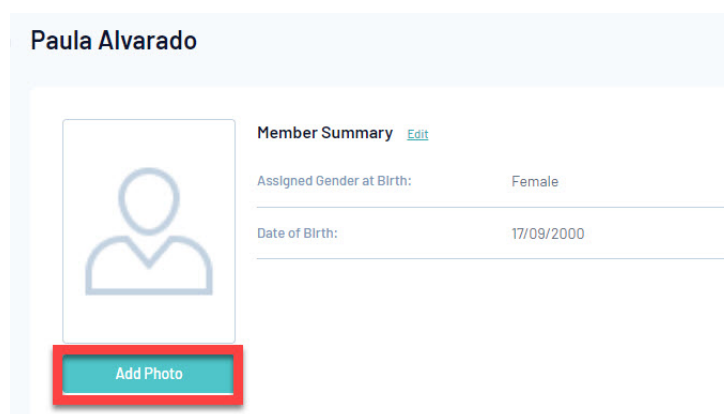
1. Click the drop down arrow against Members in the menu and select List Members.



2. Locate the member record that you want to edit and click on the View Record button next to the name of the member you want to add a photo to.

Showing Family Name Including <input type="text"/> Season <input type="text" value="2021"/> Age Group <input type="text" value="--All Age ..."/> Club Status: <input type="text" value="Active"/> Member Type <input type="text" value="All"/> Gender <input type="text" value="All Genders"/>									
	Active in Association	Legal Firstname	Family name	Date of Birth	Different Identity	Gender Identity	Assigned Gender ...	Club #	Active in Club
	<input checked="" type="checkbox"/>	Cecilia	Anderson	11/09/2002			Female	23	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Aidan	Branch	10/05/2001			Male		<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Lane	Caldwell	07/08/1972			Male		<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Olga	Gutierrez	27/10/1999			Male		<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Willa	Gutierrez	27/12/1986			Female		<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Lana	Merritt	18/11/1976			Female		<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Austin	Ochoa	15/08/1971			Female		<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Autumn	Stevens	25/11/1975			Female		<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Alexander	Wilkinson	20/06/2012			Female		<input checked="" type="checkbox"/>

3. The member's record will open. From the 'Dashboard', click on **Add Photo**.



**Paula Alvarado**

**Member Summary** [Edit](#)

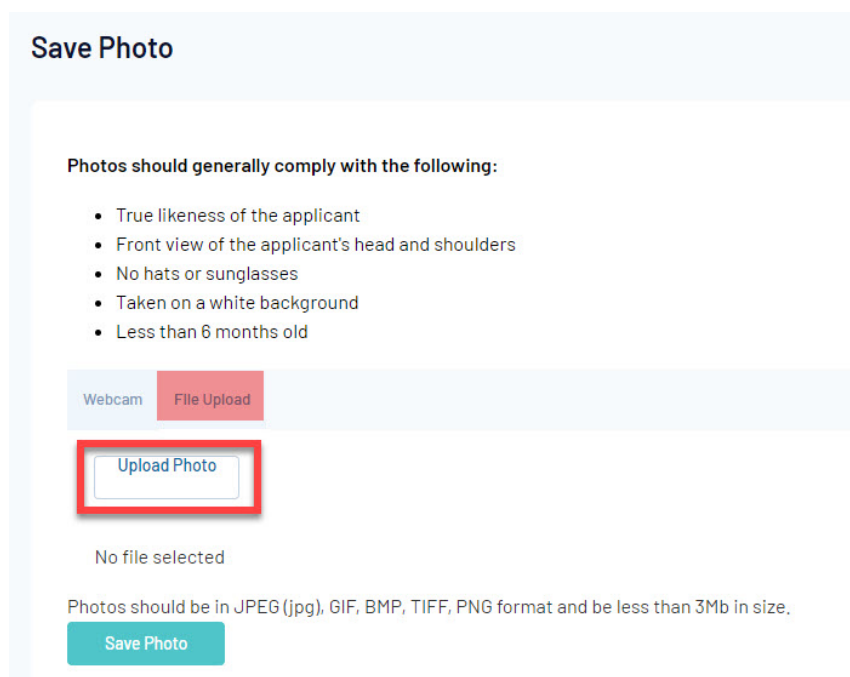
Assigned Gender at Birth: Female

Date of Birth: 17/09/2000

**Add Photo**

4. Gameday Passport will automatically detect if a webcam is connected to your computer. If you do not have (or do not want to use) a webcam to take a photo, click on the **File Upload** tab to select an existing file from your computer.

5. Click on Upload Photo to open your file directory and locate the image you want to upload. The image file must be in JPEG (jpg) format and less than 3 MB in size.



**Save Photo**

Photos should generally comply with the following:

- True likeness of the applicant
- Front view of the applicant's head and shoulders
- No hats or sunglasses
- Taken on a white background
- Less than 6 months old

Webcam **File Upload**

**Upload Photo**

No file selected

Photos should be in JPEG (jpg), GIF, BMP, TIFF, PNG format and be less than 3Mb in size.

**Save Photo**

6. Locate the image and click on Open.

7. Click on Save Photo.

8. The upload status will appear while the photo is being uploaded.

9. A preview of the image will appear. Use your mouse cursor to crop and reposition the image if needed:

- Click and drag your mouse to re-position the selected area.
- Use the handles around the frame to extend/ reduce the selected area.
- If the image is sideways, you can use the 'Rotate Left' and 'Rotate Right' links to rotate the image until it is upright.

10. When finished, click on Save.


11. You will be returned to the member's 'Dashboard' where the profile photo will appear.

**Paula Alvarado**

If you are having trouble saving this, please check you have all elements in other pages completed. To e

**Personal Details**

Contact DetailsIdentificationOther DetailsShow All



Add/Edit Photo

**Documents**

Add Document

**Personal Details**

Legal Firstname	Paula
Family name	Alvarado
Date of Birth	17/09/2000
Assigned Gender at Birth <sup>ⓘ</sup>	Female