**Adding a Photo**

1. Have your photo in *jpeg* format
2. Have your photo distinctly named and located
   1. Have it ready on your Desktop
   2. Or, have it on a flash drive ready to load
3. Sign onto web site
4. Using Username and Password, enter Administration area
5. Under ‘My Clubrunner’ section (left side of page), click on ‘Upload My Photo’
6. If you are replacing your photo, check ‘Remove photo’ and Save
7. Repeat #5
8. Click Browse, locate your photo and click on it
9. Click Save and you are done.