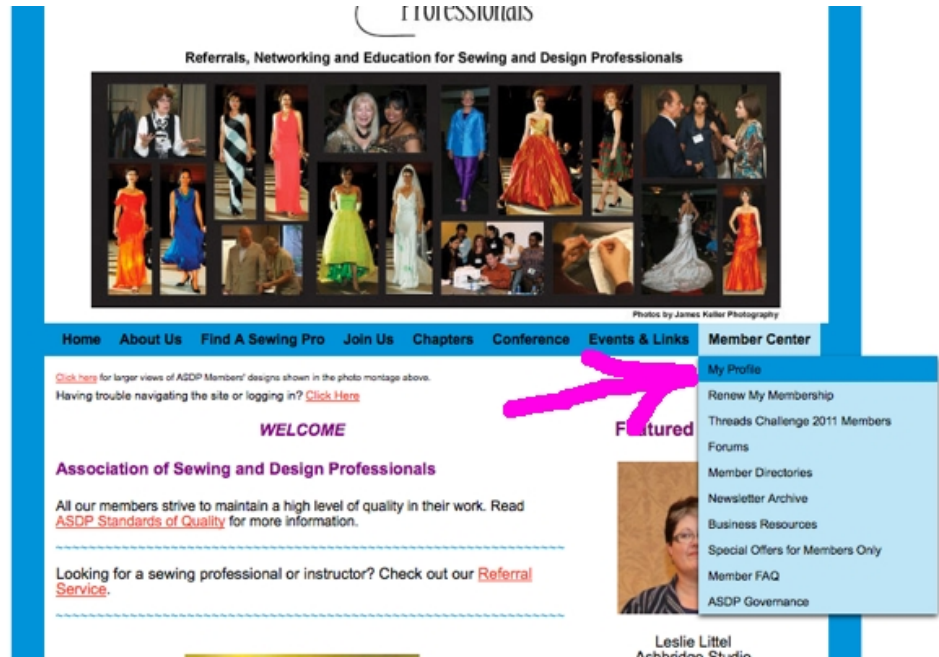


## ASDP web site “How to” How to Update Your Profile

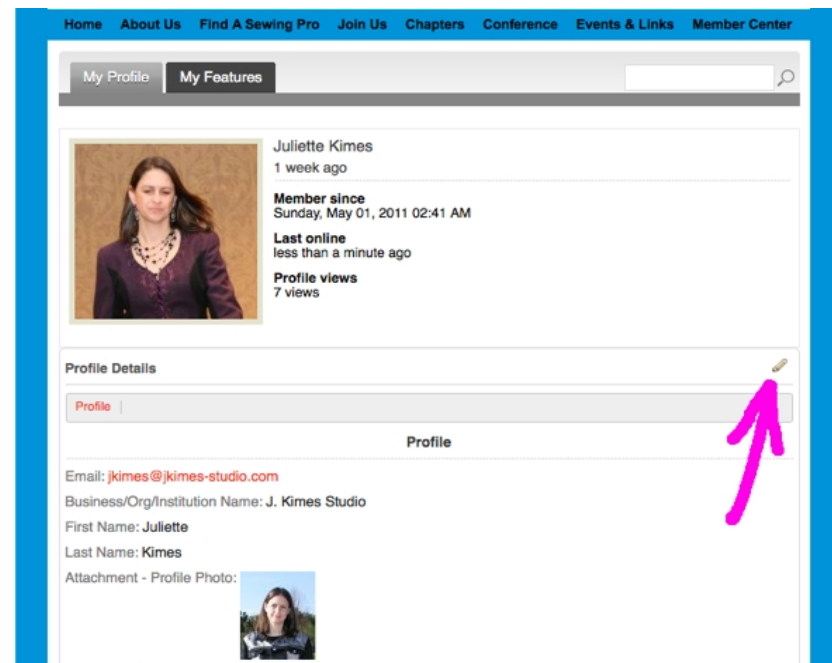
The ASDP website was recently updated to a new system, which allows more flexibility in the look of the site, and makes it easier to keep the information on the site new and fresh. Of course, this also means things have changed for all members, especially how you share information about yourself and your business. Below are instructions on updating your profile in the new system.

2. Go to <http://www.sewingprofessionals.org>
3. Log in to the site
4. Under **Member Center**, click **My Profile**



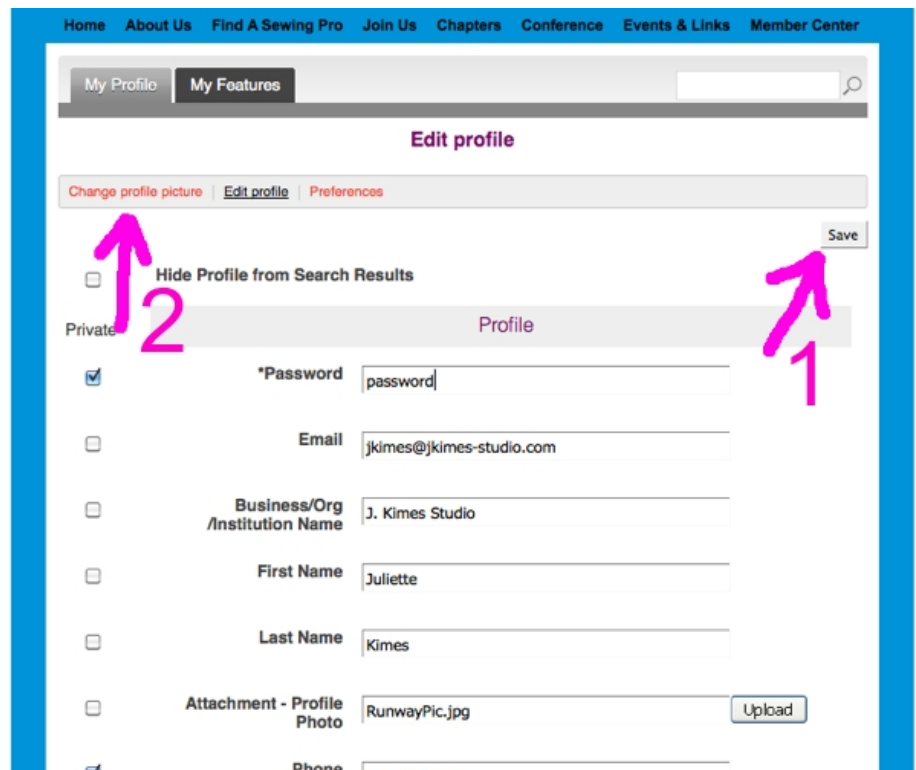
Your profile information is displayed

1. Click the small pencil icon to the right of the page



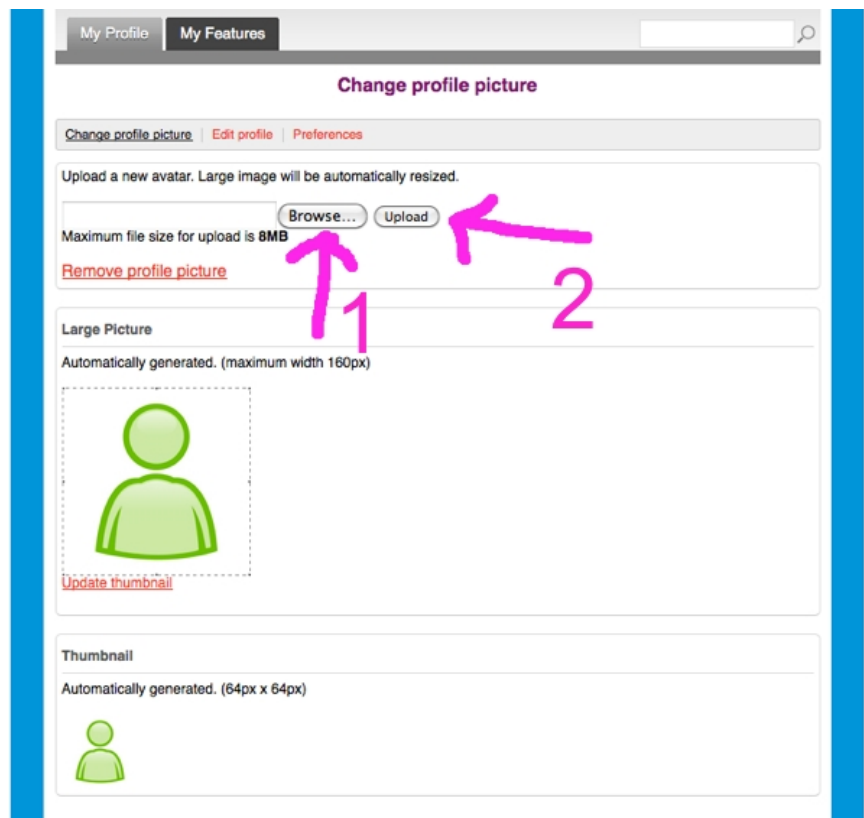
Your profile information is now displayed in edit mode

10. Make changes, add or remove information, set fields to private
11. Click the **Save Button** (1)
12. Click **Change profile picture link** (2)

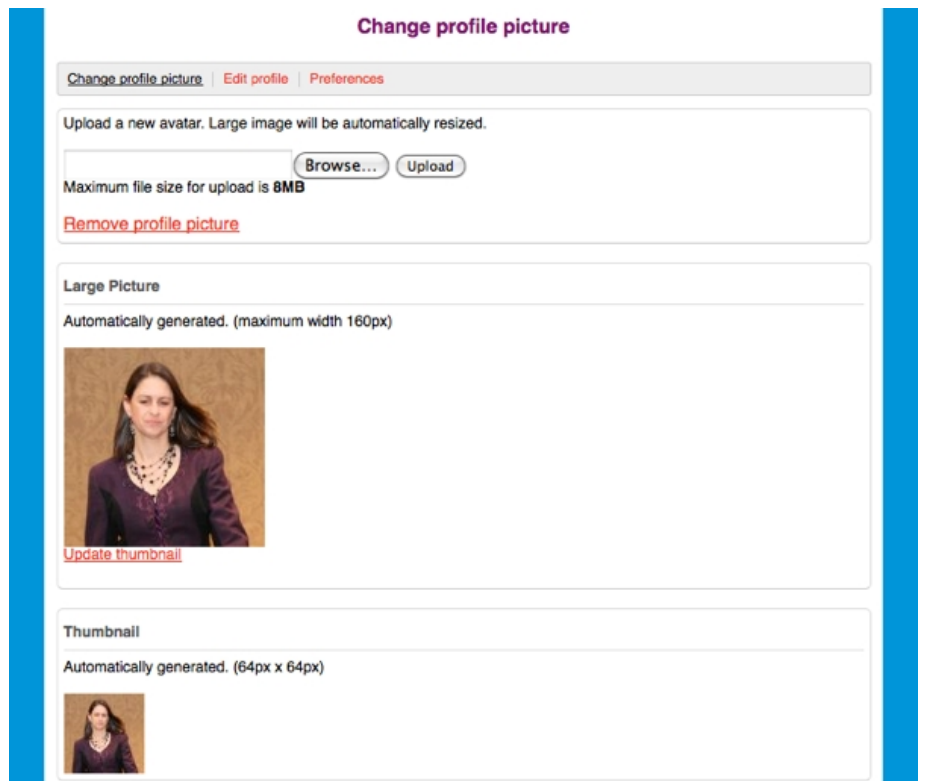


A generic image is displayed

5. Click the **Browse button** (1)
6. Navigate to the folder on your computer when the photo is stored
7. Click the filename
8. Click Open
9. Click the **Upload button** (2)



Your new profile image is now displayed.



You're done!

Your updated information is now posted and available to view by others (if your profile is not hidden.)

If you have any issues updating your profile, or can't access this page or any other, please check our help page on the website:

[http://asdp.memberclicks.net/index.php?option=com\\_content&view=article&id=35](http://asdp.memberclicks.net/index.php?option=com_content&view=article&id=35)

If you are still having problems, click the link below to enter a help desk ticket:

<http://www.bigvillageit.com/asdp/>