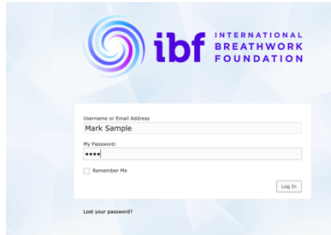


HOW TO ADD A PORTRAIT PICTURE TO YOUR PROFILE (Avatar)

NOTE: If possible, use square format portraits, because rectangular images may appear distorted. You can crop images in the Avatar tool, so that they become square.

Log in



In «My Profile» scroll down to the bottom, until you see the Avatar symbol
Click on the blue «pen» symbol



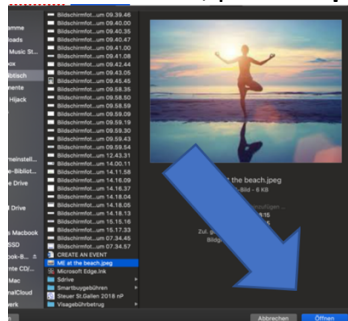
A popup window appears. Here, you have 2 options:

Option 1: Upload an existing photo from your PC.

To upload your portrait, Click on «Drop image here...»



This will open your PC's explorer/finder.
Here, select the desired picture in your finder/explorer.
When selected, press «Open»



You can now see your picture in the blue Avatar box.

Note: Here you can resize your picture, by clicking on the image and then dragging it by one of the four corners towards the middle. You can also define a section by dragging the picture.

You are almost there: **Select** ✓ in the blue box

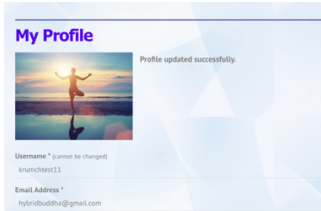


FINAL STEP: To finish the operation, scroll down to the grey bar.

Click on «**Save all changes**»



Voila, you published your new profile picture!



Option 2: Alternatively, you can directly **shoot a selfie with your computer/tablet camera** and upload it to the IBF website. For this, click on the camera symbol in the blue box. (You might be prompted to allow that the site «ibfbreathwork.org» is using your camera for this purpose). The rest of the steps are similar to uploading an existing picture from your PC.

