



## Neighbourhood Arts Network Help Guide

### How to Update or Edit Your Profile

If you can't find the answer to your question in the help section and need further assistance, please contact your Network Coordinator at 416.392.6802 x212 or email [skye@torontoarts.org](mailto:skye@torontoarts.org)

### How to Update or Edit Your Profile

- 1) Go to [www.neighbourhoodartsnetwork.org](http://www.neighbourhoodartsnetwork.org) and login at the top right-hand corner by entering your **username** and **password**. If you have forgotten your password, please see the **Password Help Guide**.
- 2) Once you are logged in, click on **My Account** in the top right-hand corner, beside your profile icon and underneath your username.
- 3) Press the grey **Edit Profile** button above your profile picture.
- 4) Make any changes to your membership type, contact details, bio and artistic work. Please note the address listed here will be publicly visible.
- 5) Press the yellow **Save** button at the bottom of the page to confirm your changes.

### How to Update Your Profile Picture

- 1) Once you are logged in, click on **My Account > Edit Account**
- 2) Scroll down to the **Picture** section. Under **Upload Picture**, click on browse, and then select a profile picture from your own computer. For best results, please ensure images are square, 140x140 pixels, and in jpeg format.
- 6) Press the yellow **Save** button at the bottom of the page.

[www.neighbourhoodartsnetwork.org](http://www.neighbourhoodartsnetwork.org)