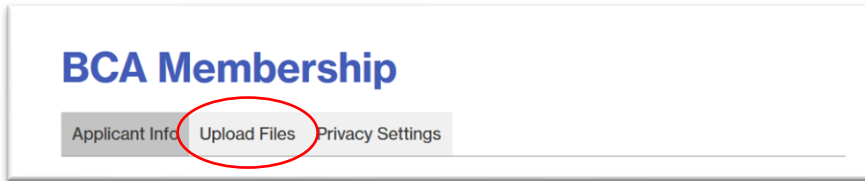**Detailed Instructions to Populate Your Profile Pages** updated 2023 Aug. 14
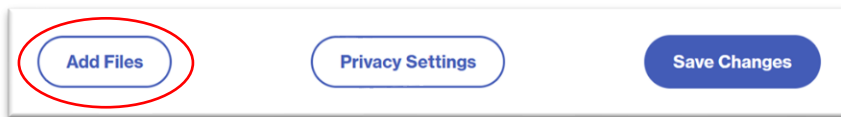
1) Log in to www.bca.org with your member username (your email on record) and password if you have not done so already.

2) Login takes you to your account page or click on **Member > My Account** in the top navigation menu.

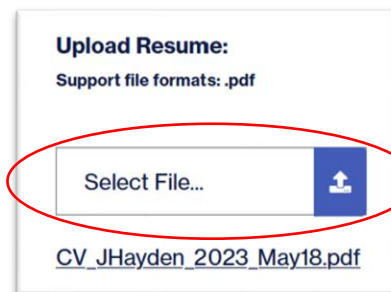3) There are 3 sections/tabs at the top of the "My Account" page:

  a. **Applicant Info**: This is all of your personal information on file.
  b. **Upload Files**: This is where you can upload images and other files.
  c. **Privacy Settings**: This is where you can choose who sees your information.
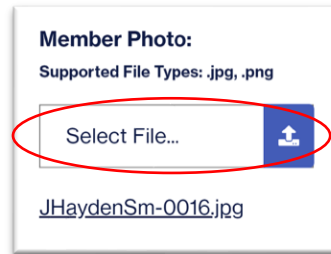
My Account Page: Upload Files

1) From your main "My-Account" page, click on the "Upload Files" tab at the top of the page or the "Add Files" button at the bottom of the other tabs. In this section you can add additional files including images, videos and .pdfs. You can fill in as many fields as you wish.

2) **.jpg**, .png and .pdf files are all supported in this section. Videos are be embedded as described below.

3) **Upload Resume**: If you wish to make your Resume/CV available, you can upload a .pdf version here.

  a. There will be a link to it in the personal Information section at the bottom of your Details Page.

  b. Click on "Select File…" or the blue box with the upward arrow to navigate to your file and Open.

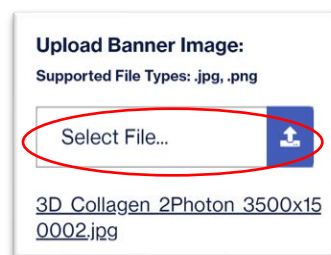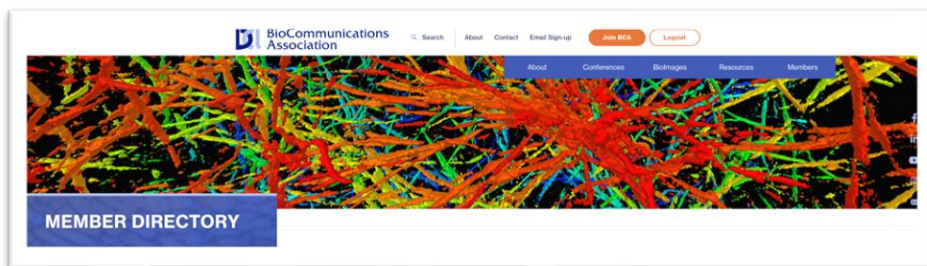 c. The filename will be visible under the selection box once it is chosen.

6) **Member Photo**: Your personal portrait will appear on the Listing Page (somewhat cropped, depending on your device) and in full size on your Details Page.

   a. A 1200 x 1600 pixel vertical format .jpg file works best for this image.

   b. Click on "Select File…" or the blue box with the upward arrow to navigate to your file and Open.

   c. If you choose not to have a member photo, the space will use a default BCA logo.

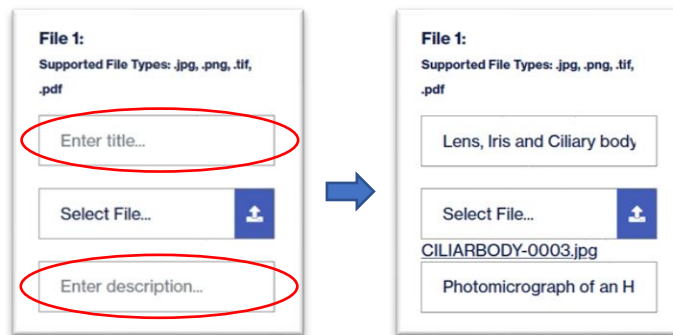   d. The filename will be visible under the selection box once it is chosen.

7) **Upload a Banner Image**: Your Details Page will also have your personal Banner Image across the top:

   a. This image needs to be larger than the other images on your page.

   b. A 3500 x 1500 pixel horizontal format .jpg file works best for this image.

   c. The height of the image will continually adjust on the page, depending on the device you are using and if you are zooming on your web browser.

   d. Make sure to keep the most important part of your banner image centered vertically - as the size adjusts, it crops equally from the top and bottom.

   e. If you would like to describe your image you can add a line at the bottom of your Brief BIO in the Applicant Info section.
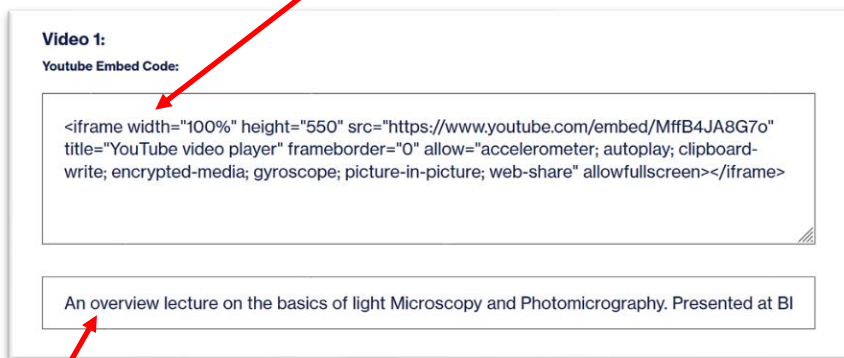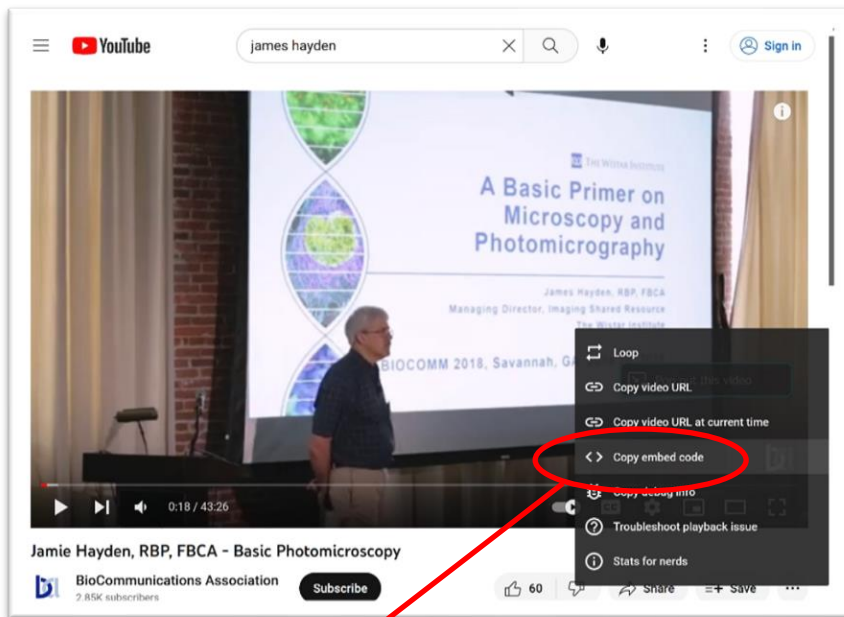
8) **Files 1 – 12: Image Gallery**: These are the still images in your Image Gallery.

    a. You can include up to 12 images total.

    b. The images should be limited to 2000 pixels in the long dimension.

    c. It is best to save your images as .jpg.

    d. The images can be either horizontal or vertical.

    e. Click on "Select File…" or the blue box with the upward arrow to navigate to your file and Open.

    f. Click on "Enter title" to provide a name for your image (limit 128 characters)

    g. Click on "Enter Description" to provide a caption (limit 128 characters)

    h. The filename will be visible under the selection box once it is chosen.

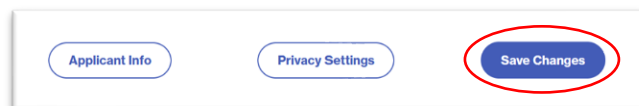   i. Repeat for some or all of the 12 available positions.

9) **Video Gallery**

    a. You can embed 2 videos into your Video Gallery.

    b. Video files cannot be uploaded in the same manner as the still images.

    c. Video files must come from an existing web location, like YouTube or Vimeo.

    d. If you do not have an account with a video platform, BCA can help.

        i. We can put your video files into an unlisted folder on the BCA YouTube channel and then provide you with the embed code to insert in your upload pages.

        ii. Contact office@bca.org to connect with the proper support person.

    e. If you can locate your file on a video platform (like YouTube) select "Copy Embed Code".

    f. (With a PC computer, right-click on the on the file and select "Copy Embed Code").

    g. Paste the embed code into the field under the Video Header:

h. Key in a title or short description (128 characters max.)

10) **Save Changes**: Make sure to save changes after adding files. You can save your changes by clicking on the button at the bottom of the page now **OR** click on the button to return to the Applicant Information page **OR** click on the button to go to the Privacy Settings.

a. You can also get to the Applicant Information or Privacy Settings by clicking on the tab at the top of the page before saving your changes.

Next: Detailed Instructions to Choose Your Privacy Settings