
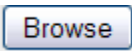


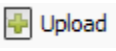
How to Upload a Photo to the STC-TC Website

Here are instructions on how to upload your photo to the stc-tc website and add it your profile.

1. Click  *My Gallery Editor* opens.

2. Click  *Image Editor* opens.

3. Click  *Image Manager* opens.

4. Click  *Upload* dialog box opens.

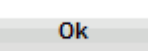
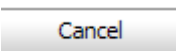
Note: If the Upload dialog box does not completely open, try doing these in the following order:

- Click the link in *If you're having trouble uploading you can always use the **basic uploader***
- Download the current version of Flash from Adobe.com --it's free.
- Access the stctc.org site using FireFox Mozilla Browser and start over from Step 1.


5. Click  *Choose File to Load* dialog box opens.

6. Navigate and select the photo you want to upload from your computer and click 

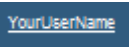
7. Click  *Upload successful* message displays.

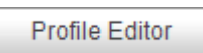
8. Click  and then  *Upload* dialog box closes.
Your photo displays in the *Image Manager*.

9. Locate your photo in the *Image Manager* and double-click it.
The photo name displays in the image field in the *Image Editor*.

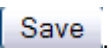
10. Click 
Your photo displays in *My Gallery Editor*.

11. Select **Set Default** on your picture.

12. Scroll up and click  on the main menu bar.
My Profile page displays.

13. Scroll down and click 
Your profile displays in the edit mode.

14. Add to or edit your profile, as needed.

15. Click 
Your profile, with your picture and any changes you made, is saved.