

Uploading your photos is easy. Here's how to do it from your computer:

1. Go to our website, <https://www.bethesdajewish.org/>
2. On the top Right of the screen, please log in. If you do not know your log in information, please email Geryl, [geryl@bethesdajewish.org](mailto:geryl@bethesdajewish.org) to reset your log in.
3. Once logged in, there will be a new tab, slightly lower, on the right hand side labeled "My Account." There you will find a drop down menu where you can click on "Directory."
4. Here is a list of all of our congregants. Below the alphabet, there is a button that reads "Edit My Account Info". Click on that.
5. Scroll down just a little till you see "Change Directory Listing" and the second item there is "Picture". To the right you will see a button that says "Upload a File". Click on that.
6. Find the photo that you want to use on your computer and insert.
7. Before closing the website, scroll down to the bottom right side of the page and make sure that you click "Save Changes"

It is that easy! If you need additional help, please contact Geryl, [geryl@bethesdajewish.org](mailto:geryl@bethesdajewish.org) or Amy, [amy@bethesdajewish.org](mailto:amy@bethesdajewish.org)