

5Rhythms.ch

How to update the profile and upload
your profile picture

Login:

5rhythms.ch/admin

Updating your profile

Within the **Posts** click on **Mine** and you'll find your personal profile labeled with your first and your last name.

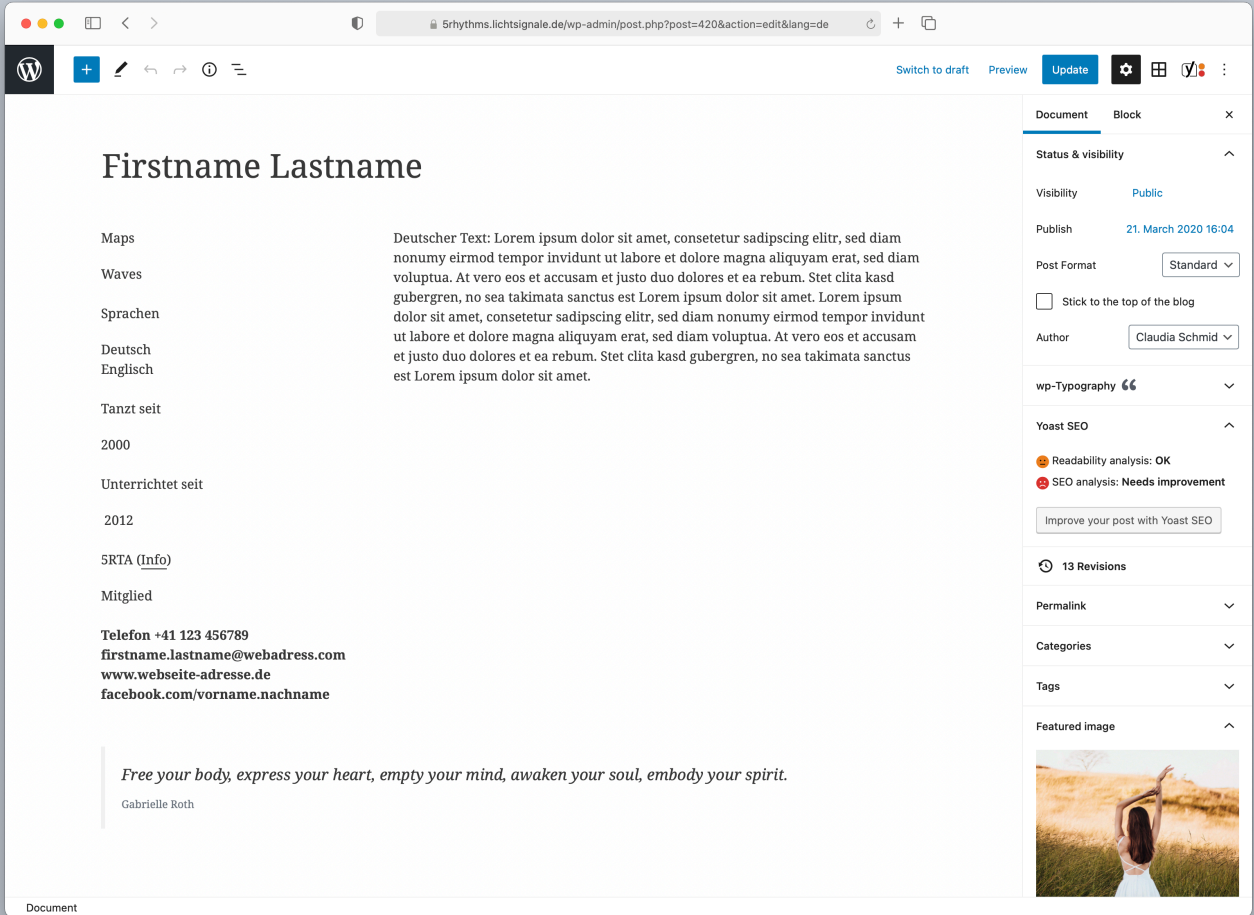
Please click on **DE**, if it isn't already selected and then click on your **name** in the Title column

The screenshot shows the WordPress dashboard for a user named 'Howdy, Urs Keller (Teacher in Training)'. The left sidebar contains various menu items, with 'Posts' highlighted. The main area displays the 'Posts' list, filtered by 'Mine'. The table has columns for Title, Author, Categories, Tags, and Date. The first post is titled 'First Lastname' and is circled in red. The second post is 'Urs Keller (Teacher in Training)' and the third is 'Urs Keller — Draft'. The bottom of the screen shows a file manager with three files: 'Mietkonditionen.pdf', '01-01-Depeche....mp3', and '20141114_Swiss....pdf'.

Title	Author	Categories	Tags	Date
First Lastname	Urs Keller (Teacher in Training)	Grossraum Zürich	—	Published 2020/11/09 at 1:31 pm
Urs Keller (Teacher in Training)	Urs Keller (Teacher in Training)	Grossraum Zürich, Nordwestschweiz, Romandie, Tessin, Zentralschweiz	—	Published 2020/11/09 at 12:49 pm
Urs Keller — Draft	Urs Keller (Teacher in Training)	Grossraum Zürich, Nordwestschweiz, Romandie, Tessin, Zentralschweiz	—	Last Modified 2020/11/07 at 4:39 pm

Updating your profile

Now you'll see everything presented on your profile.

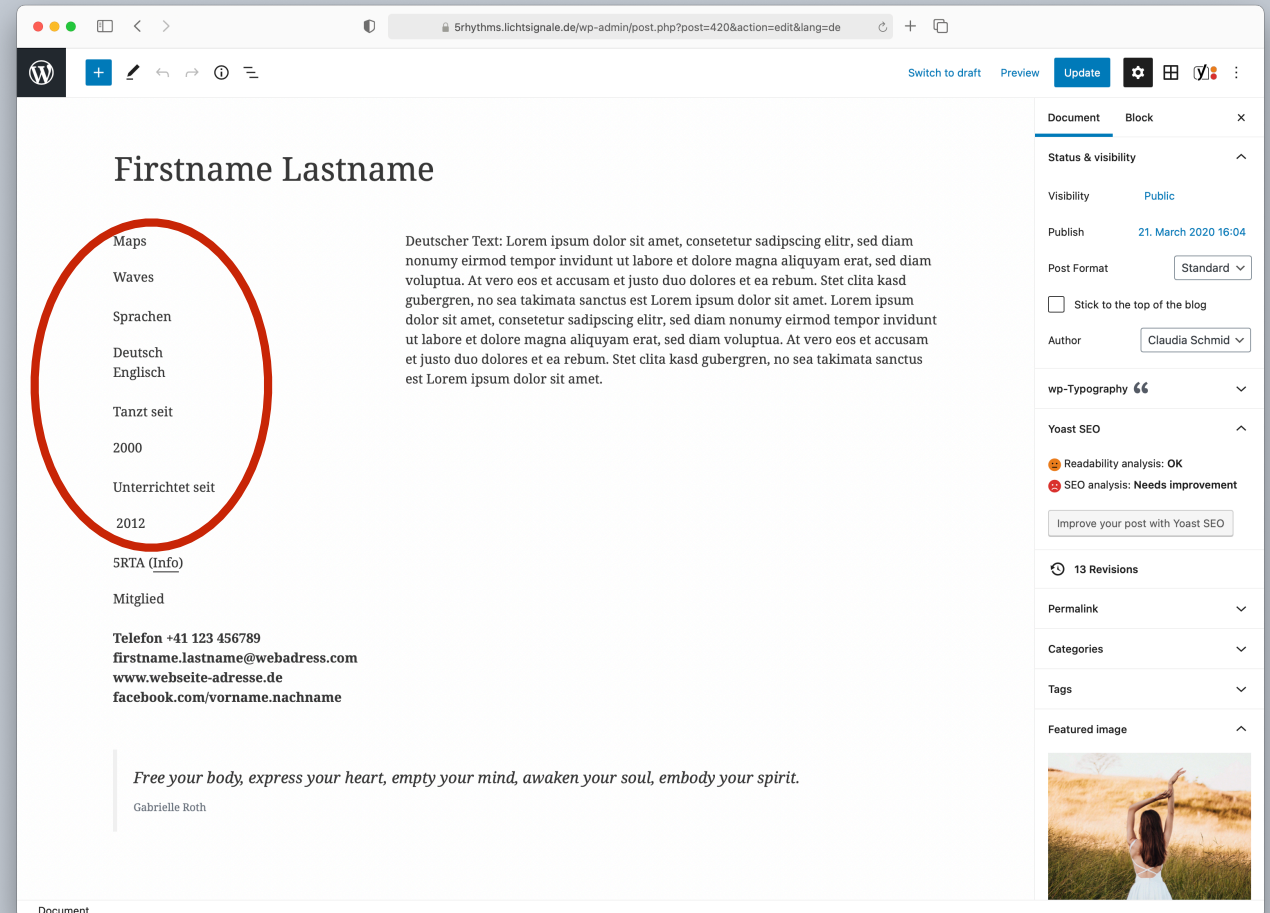


Updating your profile

Please keep the headlines (Maps, etc) and update the info pertaining to you.

The topics are:

- Maps
- Languages
- Dancing since
- Teaching since

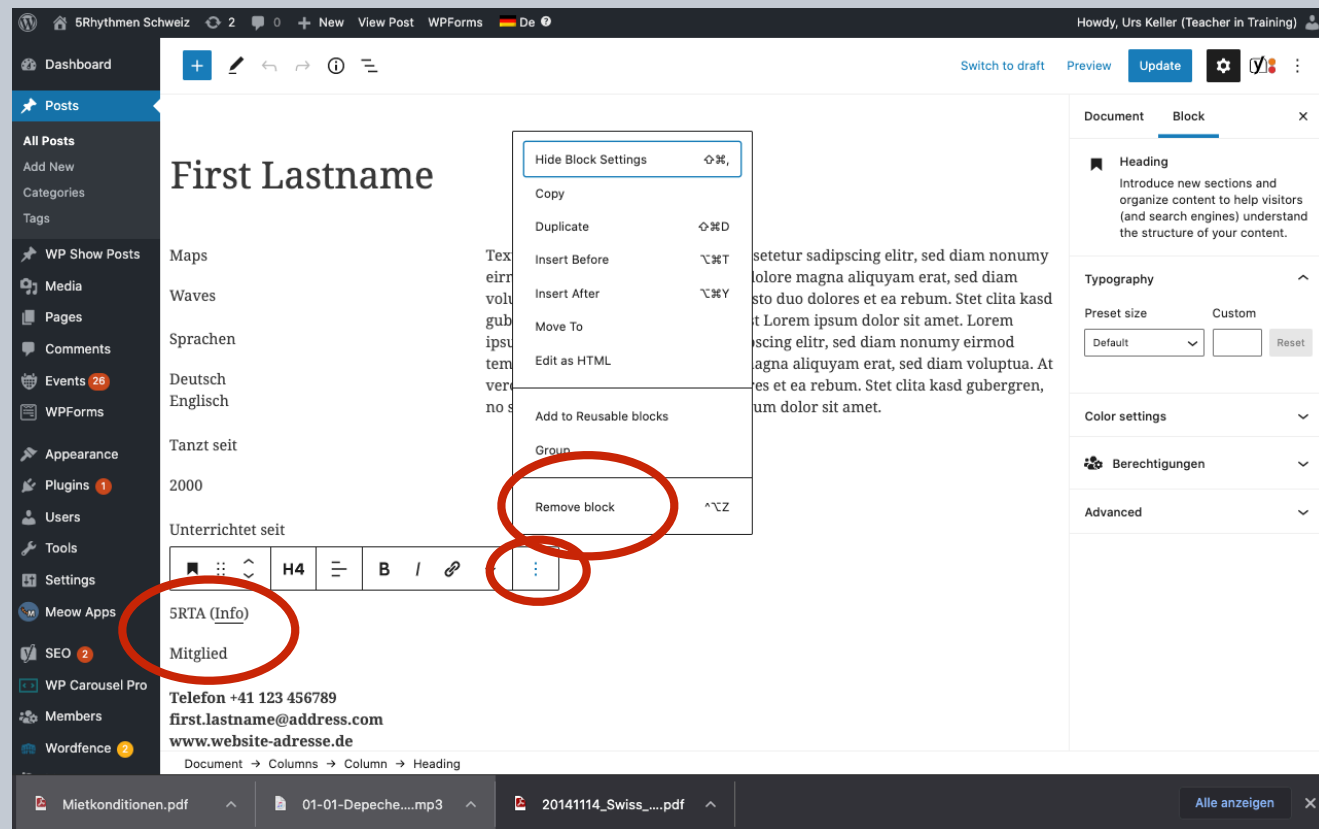


Updating your profile

If you're not participating in the 5RTA program, please delete the part.

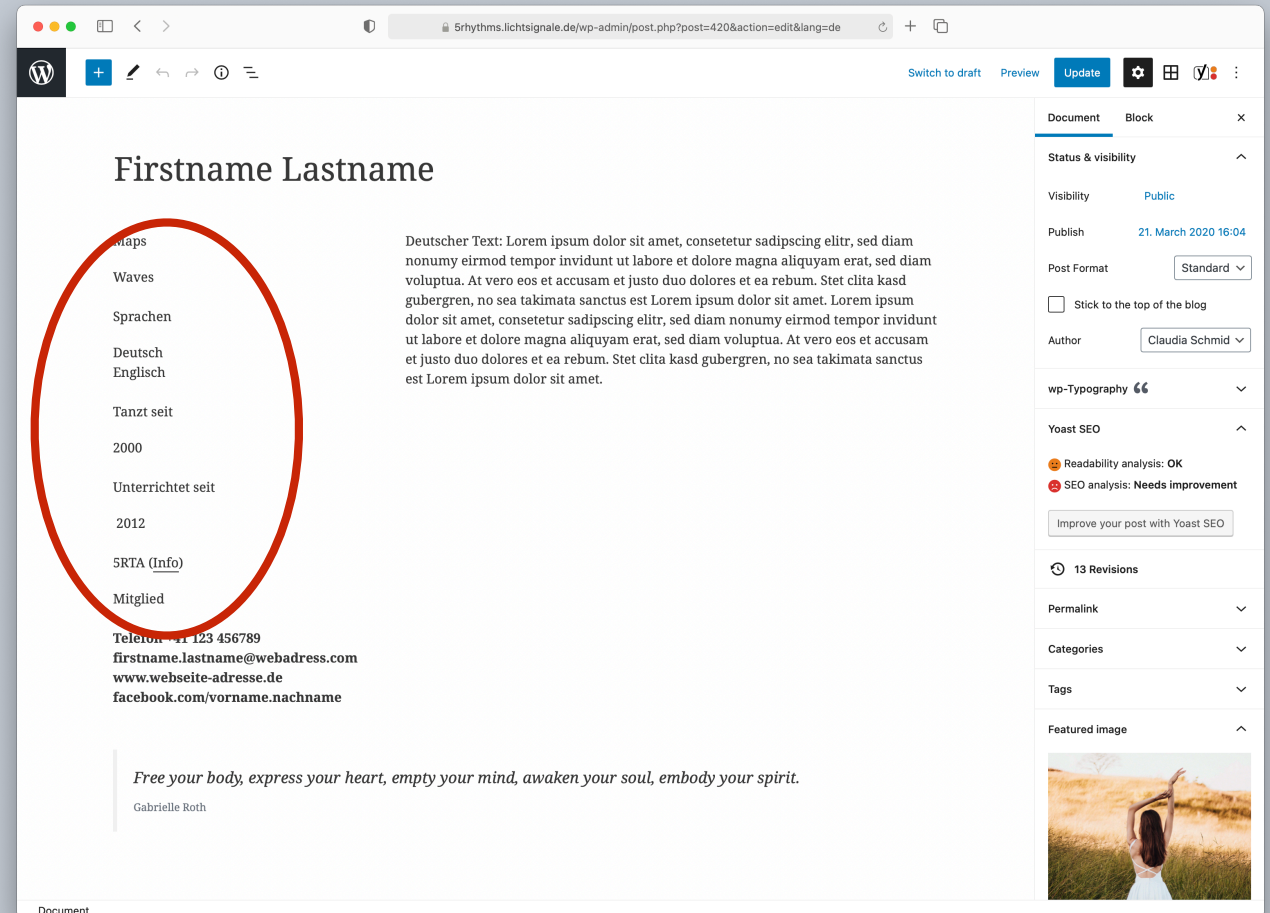
Click onto 5RTA (Info), select More Options(⋮) and choose Remove Block.

Then click onto Mitglied, select More Options(⋮) and choose Remove Block.



Updating your profile

Please adjust the headlines (Maps, Sprachen, etc) if you want the headlines in different language than German

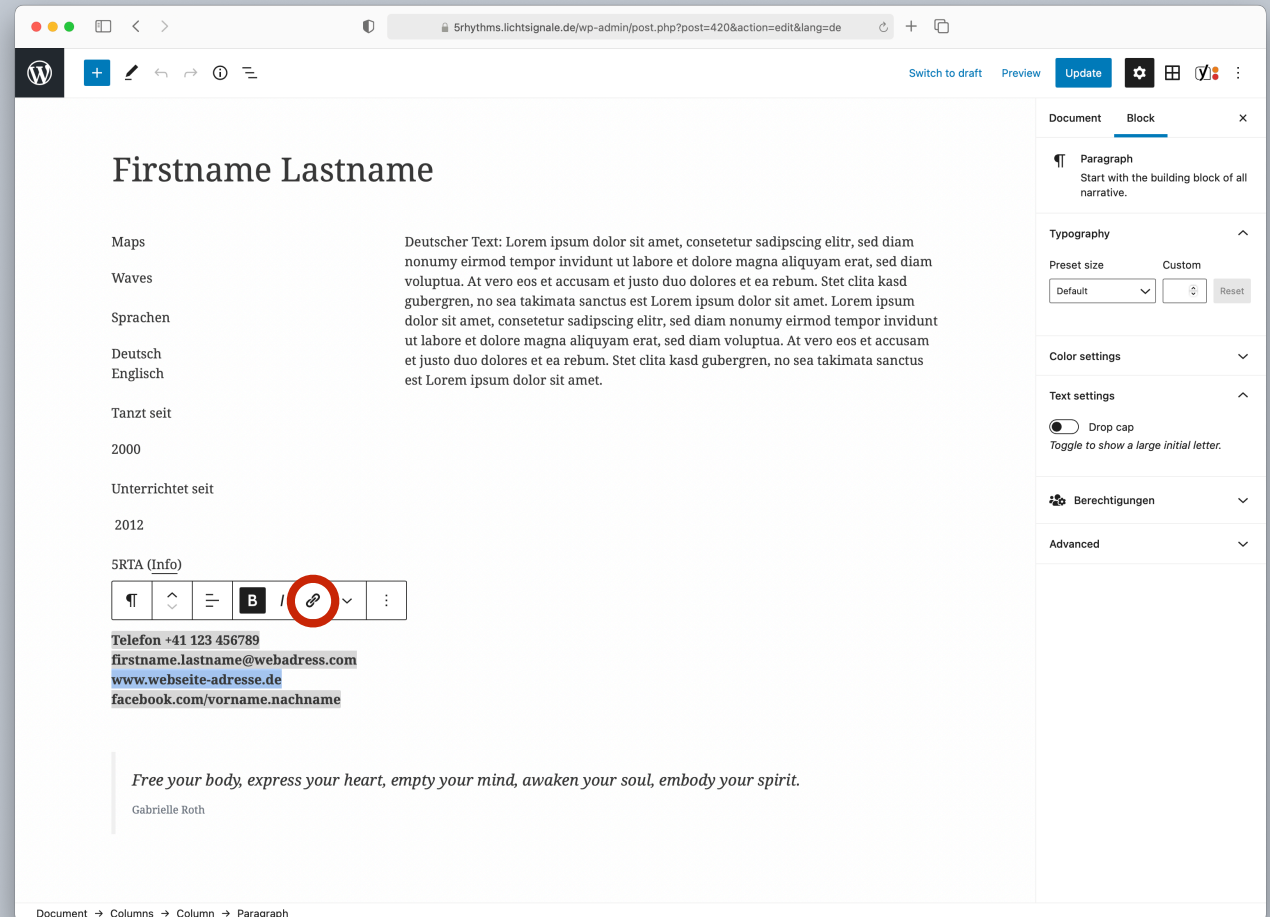


Updating your profile

Please enter the contact data you want to provide at the bottom of the left column.

You can create a link by selecting the text and then clicking on the link icon.

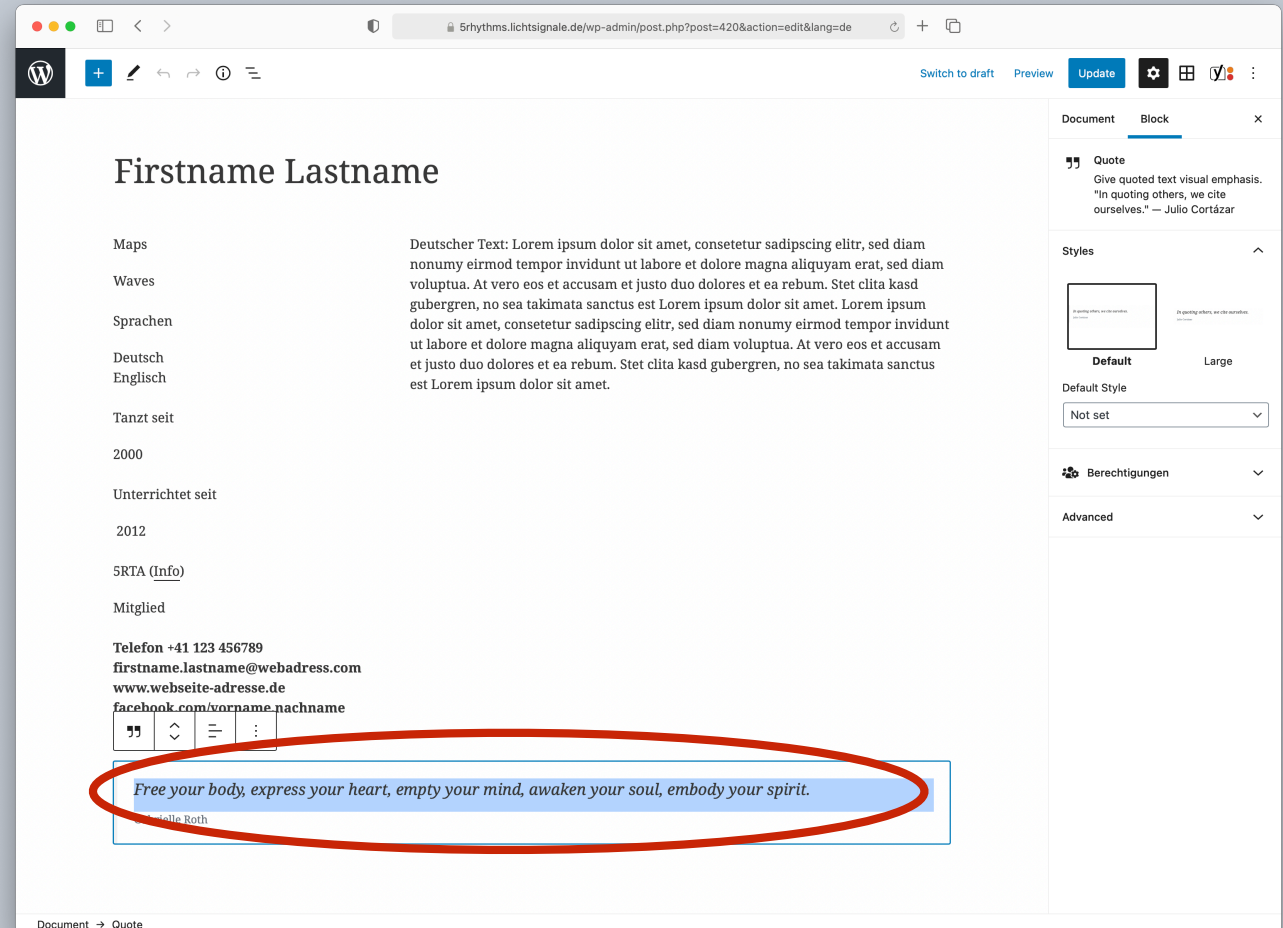
Please keep everything within the contact area bold for consistency.



Updating your profile

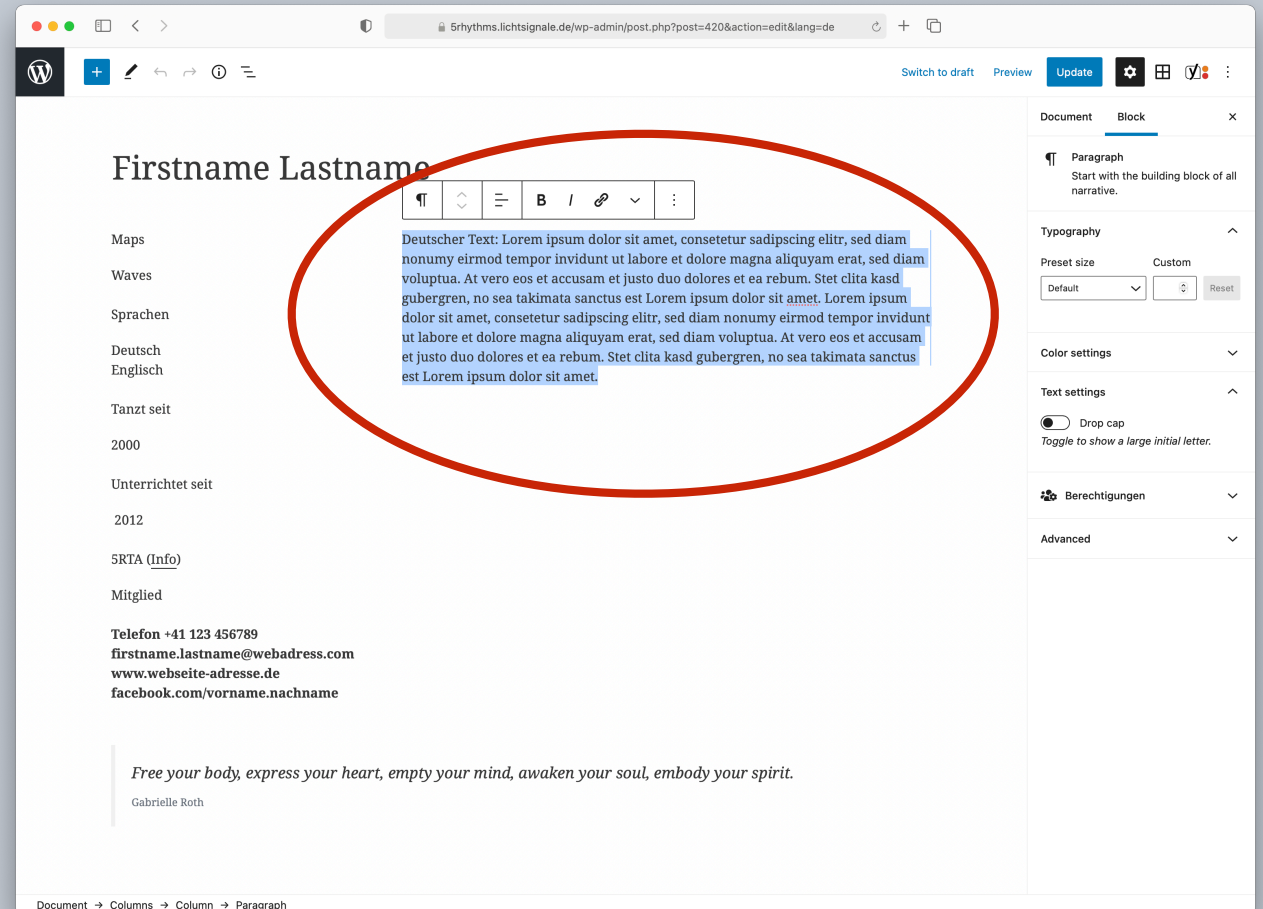
At the bottom of the editor, you can add a quote you enjoy that represents your stance towards 5Rhythms.

Please remember to update the author of your quote.



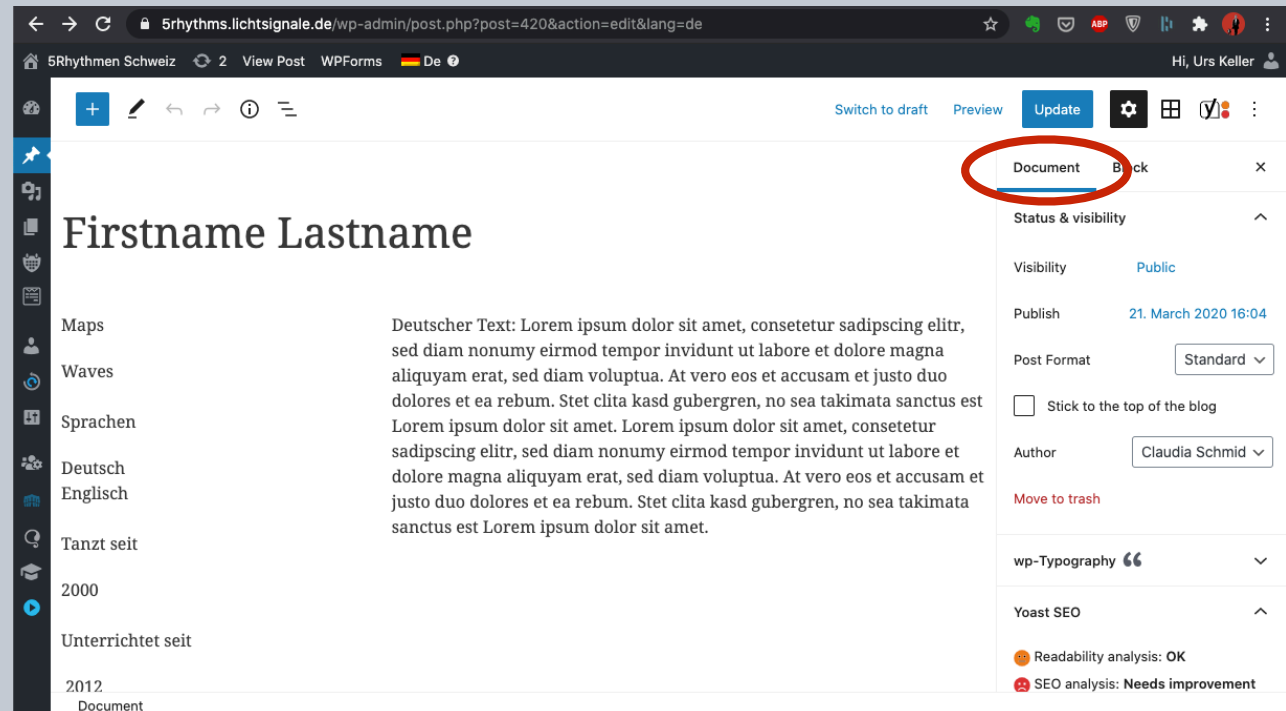
Updating your profile

Please provide a description about yourself so that visitors to the site can get to know you.



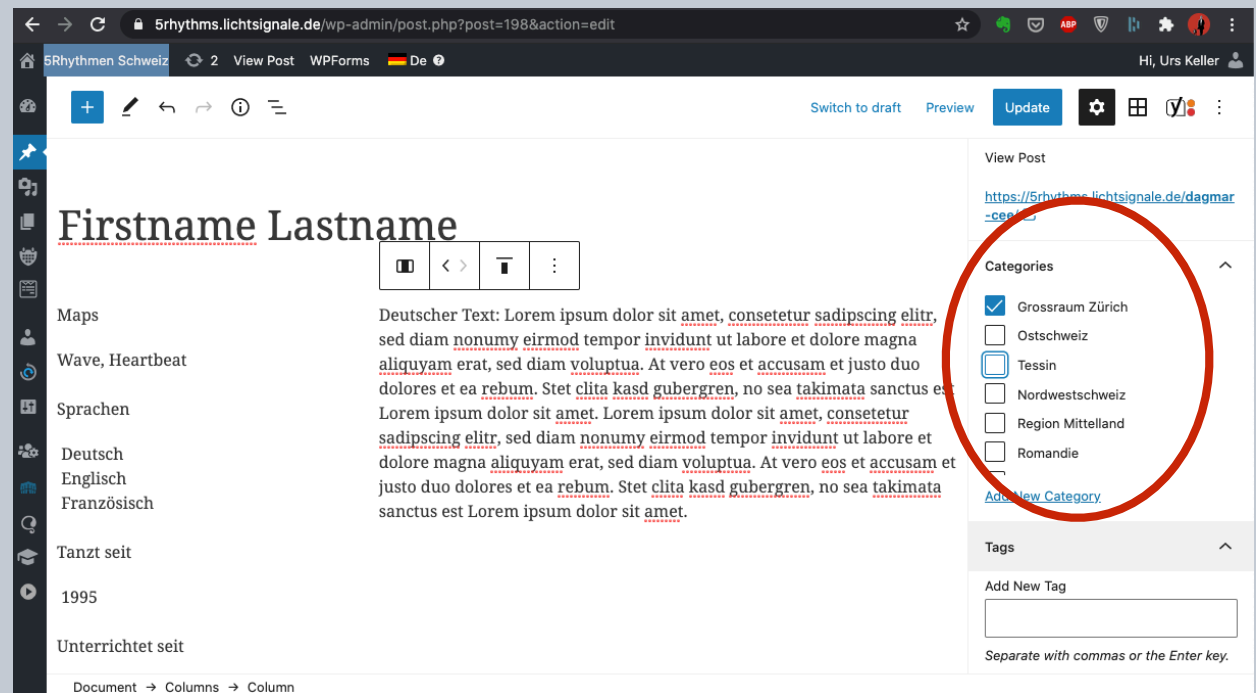
Updating your profile

Now let's add your regions and your profile picture. For this click on **Document**.



Updating your profile

Scroll down to **Categories** and select the regions where you are offering your work

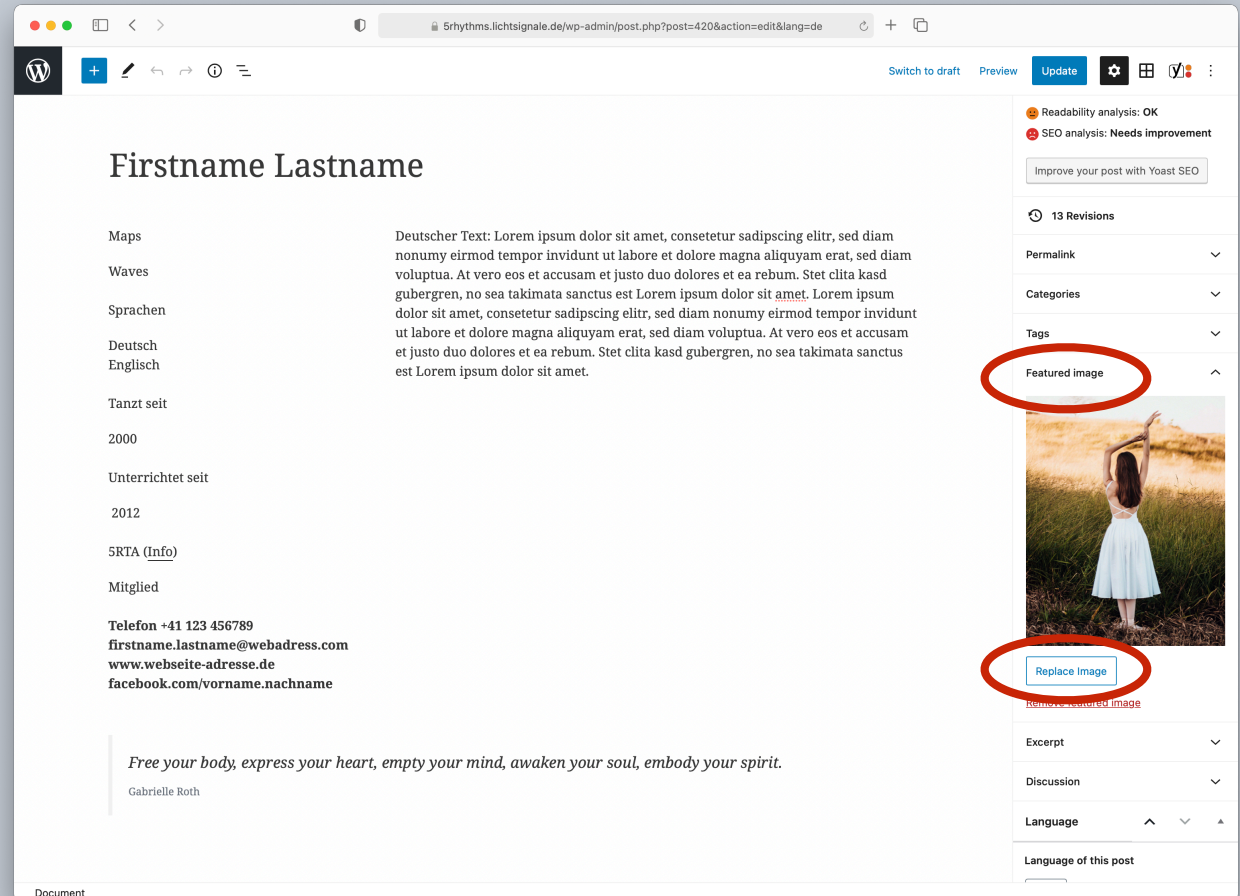


Updating your profile

Please make sure that you a big image in good quality.

We want to project an embodied practice. Therefore choose an image with your full upper body and thighs visible. DON'T use an image with only your head.

Now scroll down to **Featured Image** and click on **Replace Image** at the bottom to do so.

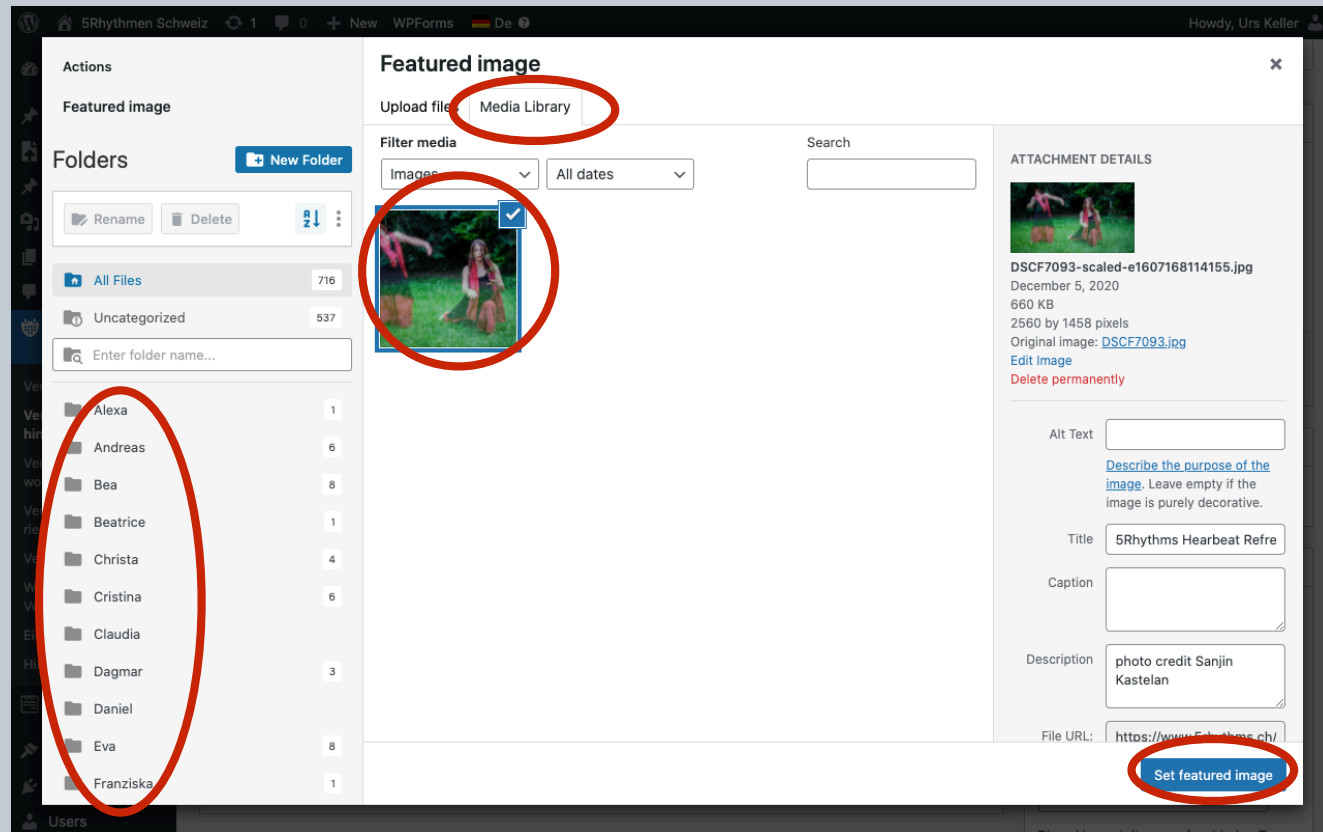


Updating your profile

Now, you can choose from already uploaded images or you can upload your own.

How to upload a new image is explained on the next page of this tutorial.

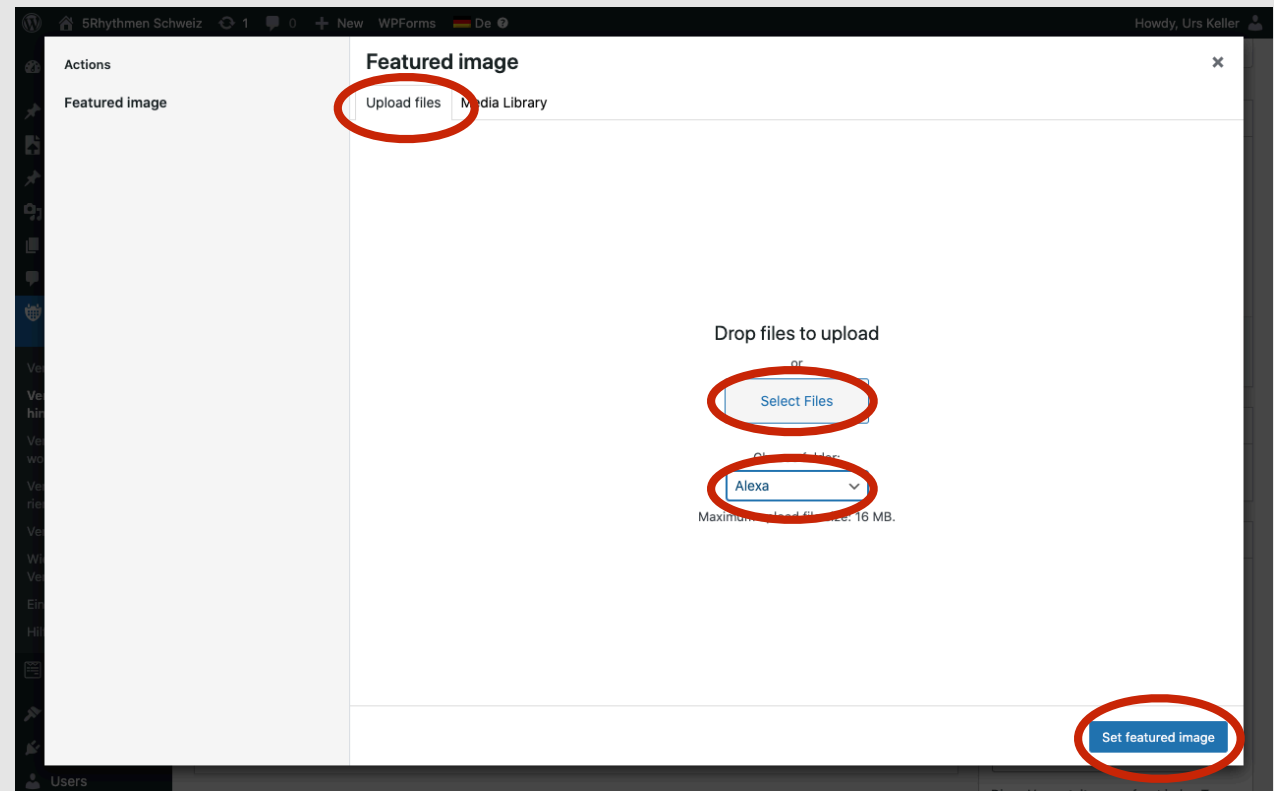
To choose an existing image choose your folder, select the image and finally click on Set featured image.



Updating your profile

To upload a new image change to **Upload files**, then choose your **folder** and upload your image with **Select Files**.

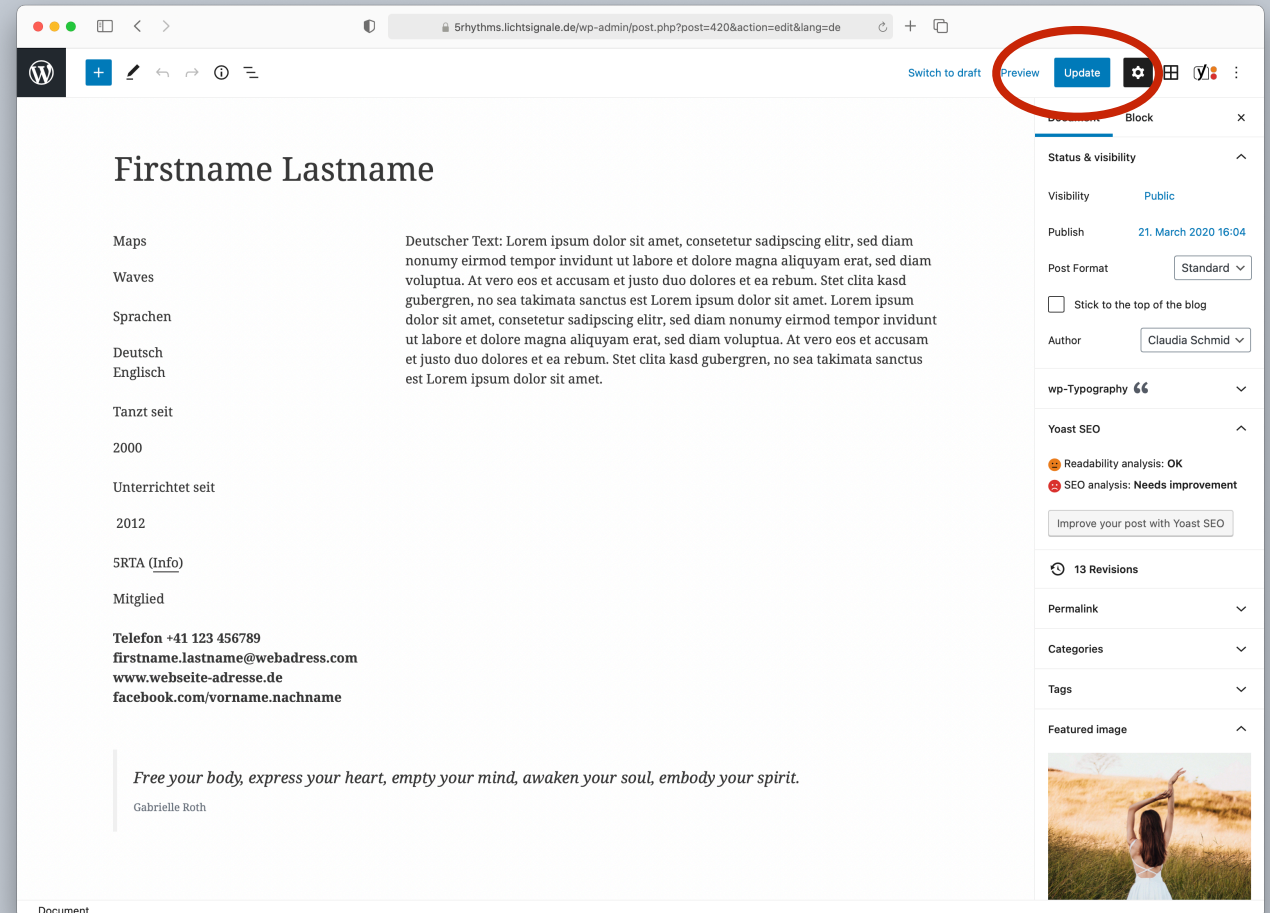
And finally click **Set featured image**



Updating your profile

Once you've finished editing, please remember to click on **Update** to save the changes.

Please keep in mind, that any changes will only appear after you click on **Update**.



Updating your profile

And now you can visit your own updated profile on the website.

