

How to customise your profile on Share Plate

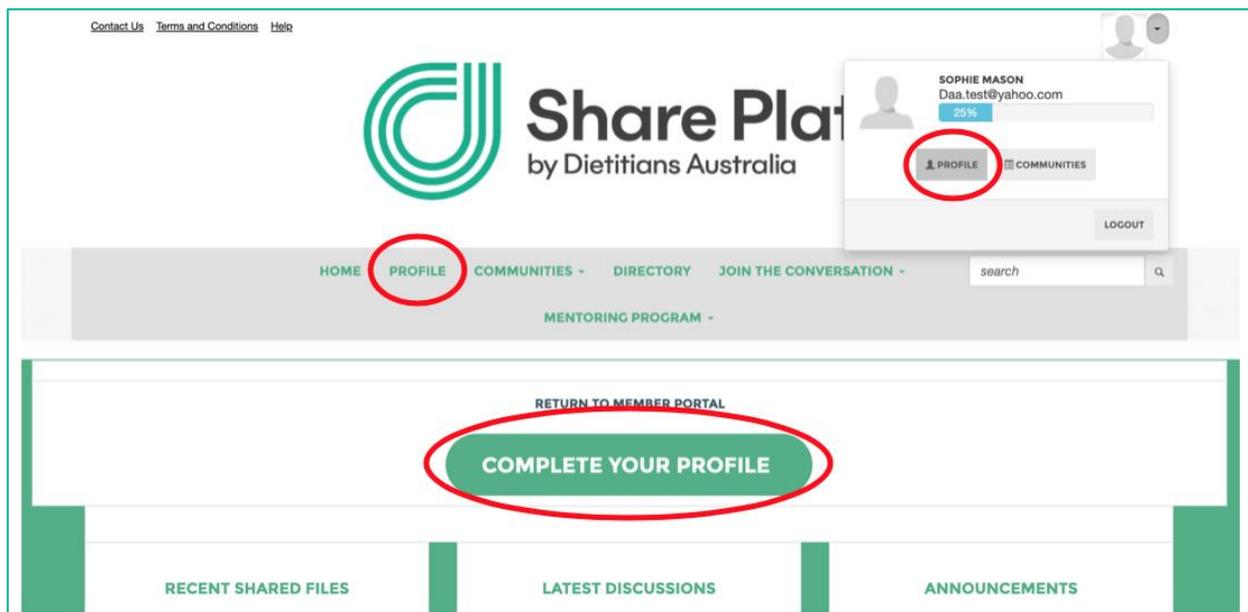
A guide for building your unique Share Plate profile and performing a number of actions like;

- Accessing your profile
- Updating your profile picture
- Adding profile information

Accessing your profile

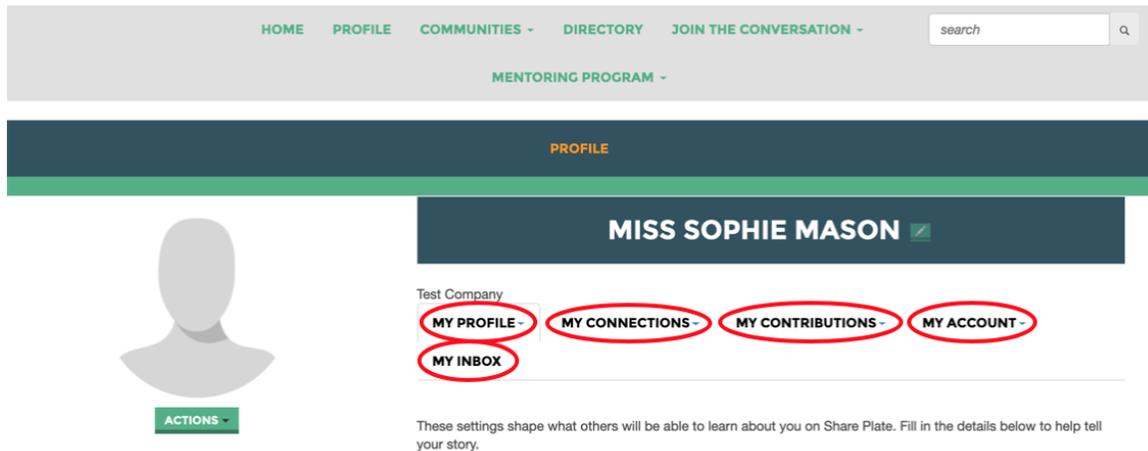
Step 1: To access your profile, click your user menu at the top-right, followed by 'PROFILE'.

You may alternatively select the 'PROFILE' or 'COMPLETE YOUR PROFILE' options on the homepage.



You'll then be taken to your Share Plate [profile page](#).

The different areas and account options are separated into the tabs highlighted in the image below.

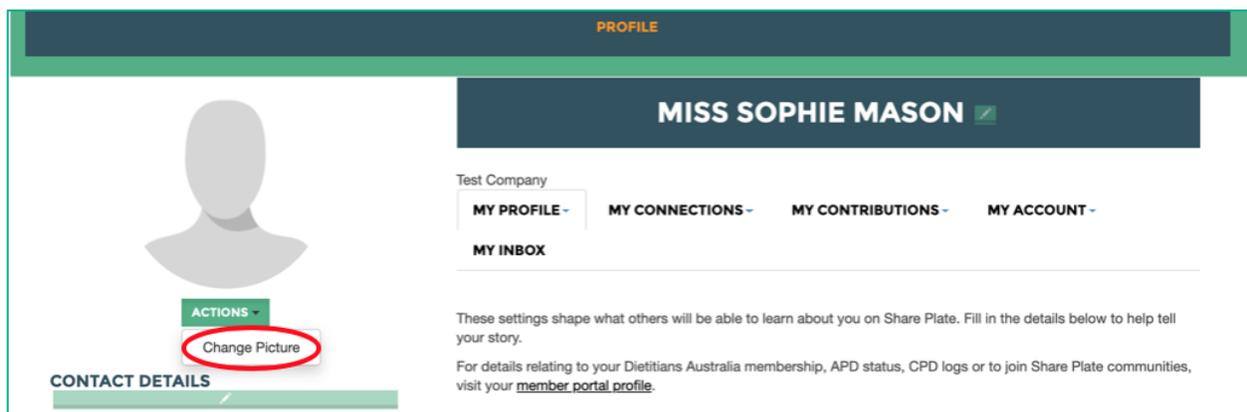


Upload a profile picture

Uploading a profile picture is highly recommended as it lets other users “put a face to name”. This unique identifier helps you to establish your online persona, giving you stronger connections to your communities.

Step 1: Click ‘Change Picture

Click the ‘ACTIONS’ option located below your default profile image. Click ‘Change Picture’ from the drop-down.



Step 2: Upload your image.

Browse your computer for your desired image, or use any of the available third-party options (e.g. connect to Facebook, Google Photos, Instagram, etc.).

Once you have selected your desired image, crop it to fit Share Plate's size requirements and then click 'Save'.

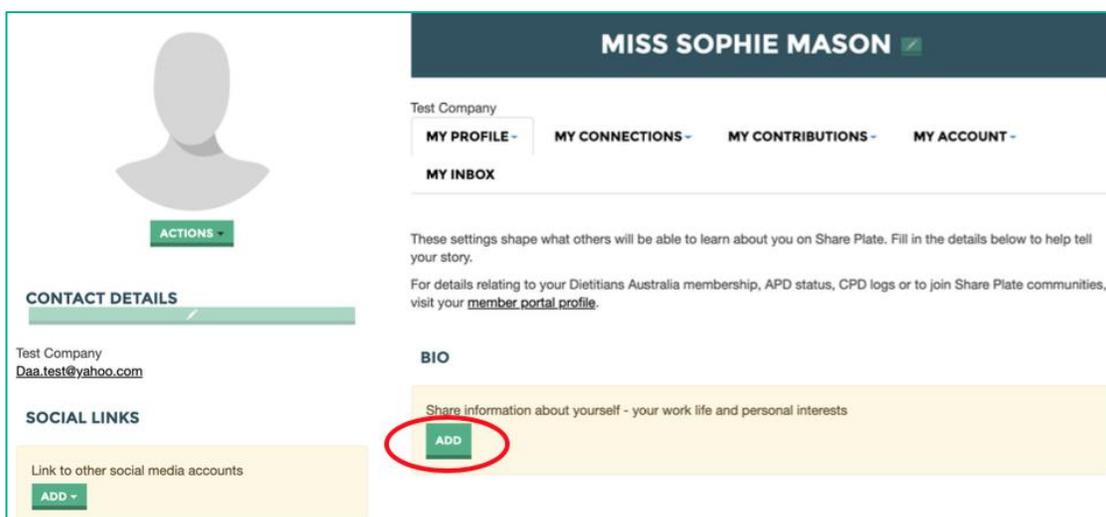


Managing your personal information

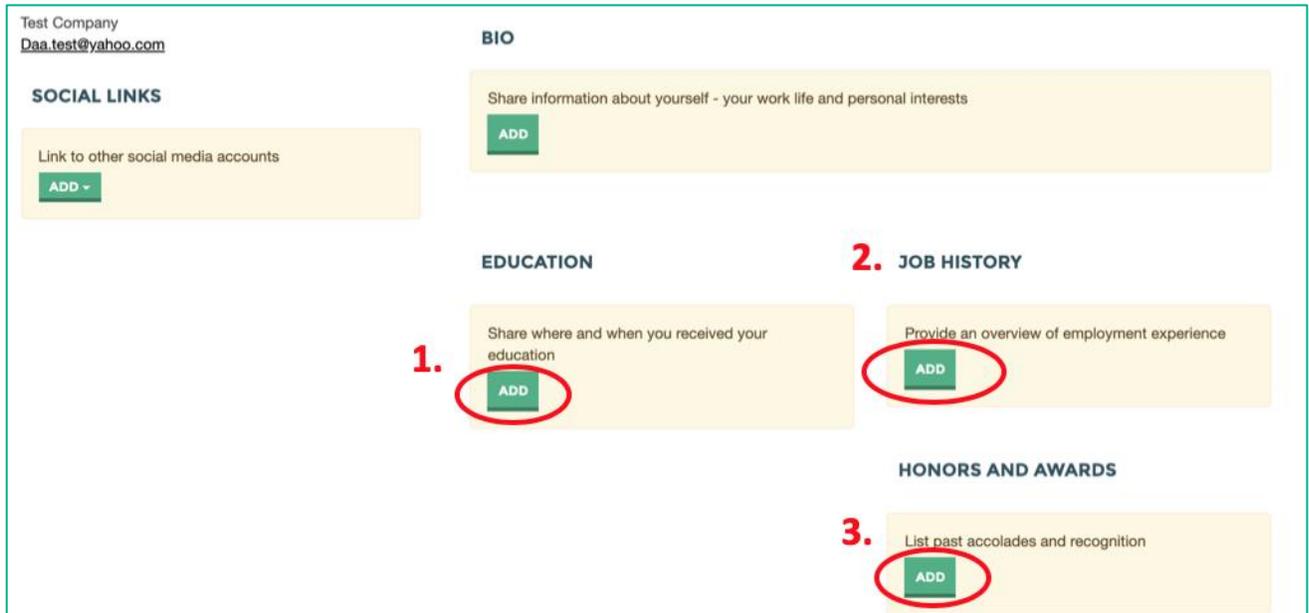
From the 'My Profile' page, shape the information about yourself you'd like to share with fellow Share Plate members.

Step 1: Write a personal bio

Select the 'ADD' option and write a short message to introduce yourself and tell your story.



Step 2: List your Job History, Education, and 'Honors and Awards' by providing details to the corresponding sections.



The screenshot shows a profile customization interface. At the top left, it displays 'Test Company' and the email 'Daa.test@yahoo.com'. Below this is a 'SOCIAL LINKS' section with a text input field and an 'ADD +' button. To the right is a 'BIO' section with a text input field and an 'ADD' button. Below the bio are three sections: 'EDUCATION', 'JOB HISTORY', and 'HONORS AND AWARDS'. Each of these three sections has a text input field and an 'ADD' button. Red circles and numbers highlight these 'ADD' buttons: '1.' is next to the 'EDUCATION' button, '2.' is next to the 'JOB HISTORY' button, and '3.' is next to the 'HONORS AND AWARDS' button.

Congratulations! You're now ready to customise your profile in Share Plate. For other tips and resources visit <https://shareplate.dietitianaustralia.org.au/help>