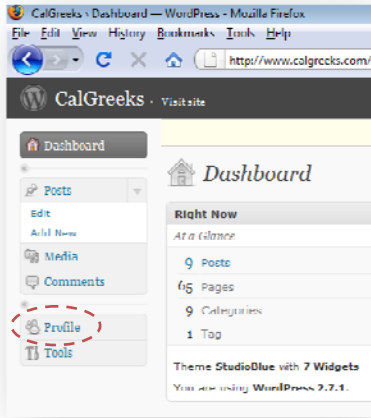


## Editing Your Chapter Profile

### 1. LOGIN

Navigate to [calgreeks.com/wp-login.php](http://calgreeks.com/wp-login.php) and login with the username and password that were provided to you. If you have not received a username or password, please email [ifc.external@calgreeks.com](mailto:ifc.external@calgreeks.com).



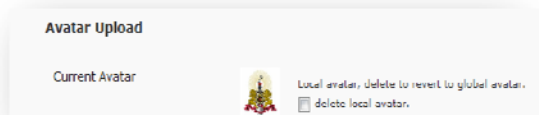
To change your password after logging in, click on “Profile” on the left-hand side of the screen. Scroll down to “About Yourself” and you will see a field labeled password. Insert your new password, and then click “Update Profile” at the bottom of the page.

### 2. BASIC INFO

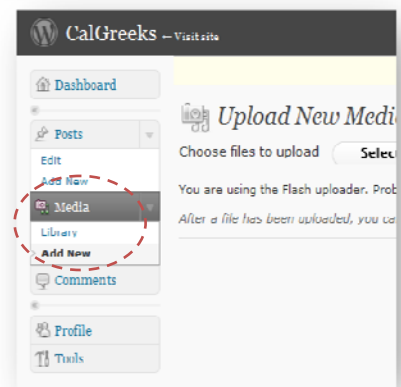
After logging in, click on “Profile” on the left-hand side of the screen. Scroll down to the “Extra Fields” section and you will see all the fields which are displayed on your chapter profile page on CalGreeks.com. Fields which you leave blank will not be displayed on your chapter profile page.

### 3. IMAGES

Chapter Crest: Your chapter profile comes preloaded with an image of your chapter crest. If you wish to change it, your new image must be 300 x 300 pixels. On the “Profile” page scroll down to “Avatar Upload”. First check “Delete Local Avatar” and scroll down and click on “Update Profile”. Then upload your new image from the same location, and click on “Update Profile” again. Your new avatar should now be displayed.



Chapter Image: You are also able to upload one image of your chapter members, house, etc. To upload or change your chapter image, first ensure that your image is smaller than 400 x 400 pixels. In the left-hand sidebar click on “Media” and then “Add New”. Upload your image and then click “Save all changes”. Now go to “Media” and “Library” where you will see a thumbnail of your image. With your mouse hover over your image thumbnail and

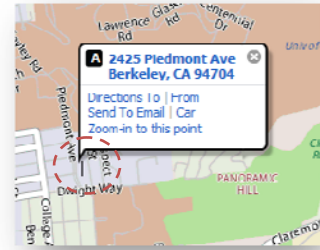


then click on “View”. From there right click on your image, and select “View Image”. This will display only your image in a white window – copy and paste the text in the address bar (it should look like this: calgreeks.com/wp-content/uploads/2009/09/your\_image.jpg). Now go back to your “Profile Page” and scroll down to the field “image”. Paste the link in this field and then click “Update Profile”.

Other Images: You can add other images to your chapter profile by using the blog feature. Please see the blog section of this guide for more information about how to do this.

#### 4. MAPPING

For housed chapters, the CalGreeks website generates a custom Google Map showing visitors the location of your chapter house. Latitude and longitude data are updated in the “Profile” section. To find these coordinates for your chapter house go to maps.yahoo.com and input your chapter’s address. Ensure that the black cross is over the right part of the map for your chapter house. In the address bar you will need to write down two numbers:



<http://maps.yahoo.com/#mvt=m&lat=37.867138&lon=-122.251246>. The first number is your latitude and the second is your longitude. Insert these numbers into the “latitude” and “longitude” on the “Profile” page and then click “Update Profile”.

#### 5. Blogging

You also have the ability to add blog posts to your chapter profile. This allows you to add additional images, rush info and more to your chapter profile. Note that your posts will not appear on your chapter profile until they have been approved by an administrator. To add a post, click on “Posts” then “Add New”. The top bar on your screen is for your post’s title. The large box is where you can insert your post’s text and also insert images and other attachments. To do so click on the star symbol next to “Upload/Insert” and upload your document, choosing “Insert into Post” once your image/document has uploaded. Once your post is complete, check the “CHAPTER POST” box under “Categories” and then click the blue “Publish” button.

