Steps to Upload Certificate Cards to a Member’s Profile:

1. Login to your Club Account on the Website using you ID and Password.
2. Go to you profile by clicking on your name that appears in the upper right hand corner of the screen.
3. Select Member Photo Albums.
4. Create an Album, suggest you call it Certifications.
5. Upload the images of the certifications that were emailed to you.

**Hint:  First you will have to convert your cards from PDF format to JPG format, suggest you just do a screenshot or take a picture with your phone**.