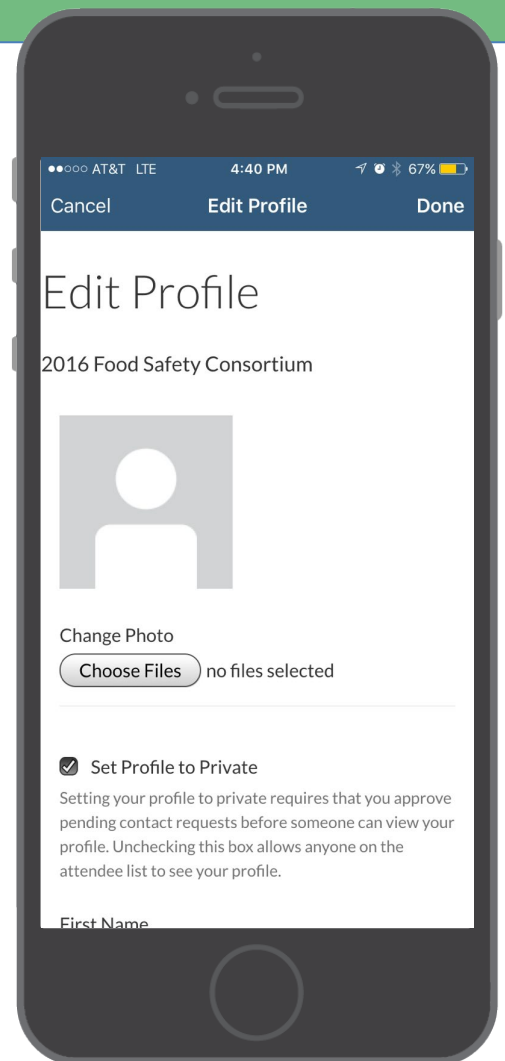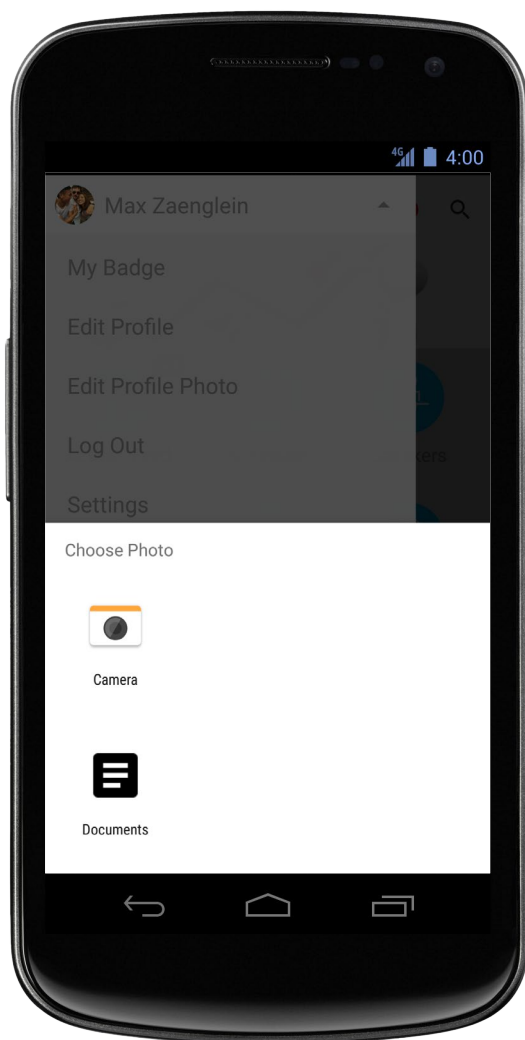# Adding Your Profile Photo

On iOS

1 Access your profile settings. After logging in, tap the hamburger icon in the top left, then tap your name at the top of the screen.

2 Choose your photo. Click **Choose Files** and either select a photo from your gallery or take a new one with your camera.

Or Android

1 Access your profile settings. After logging in, tap the hamburger icon in the top left, then tap the arrow to the right of your name at the top of the screen.
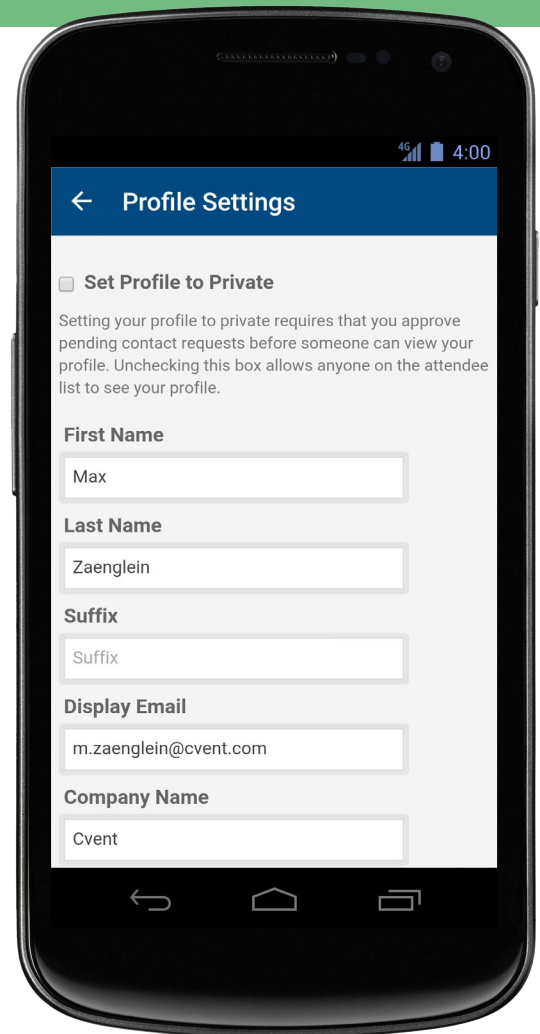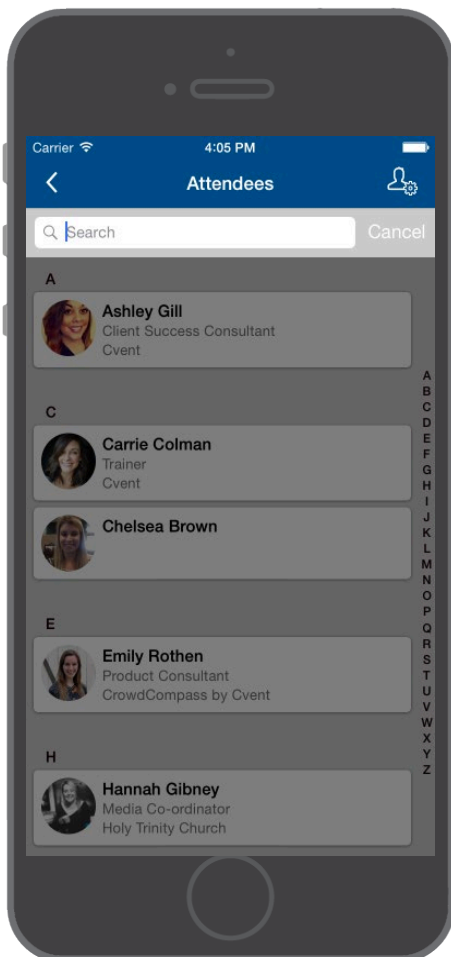
2 Uncheck the box. Tap **Edit Profile Picture**, then either select a photo from your gallery or take a new one with your camera.

Marketing Yourself

Build Your Profile

1 Access your profile settings. After logging in, tap the hamburger icon in the top left, then tap your name at the top of the screen.

2 Tell us about you. Fill out the text fields to give other delegates a sense of who you are. You can write a short bio, provide your contact information, or direct people to your website or social media accounts.

Profile Settings

☐ **Set Profile to Private**

Setting your profile to private requires that you approve pending contact requests before someone can view your profile. Unchecking this box allows anyone on the attendee list to see your profile.

First Name
Max

Last Name
Zaenglein

Suffix
Suffix

Display Email
m.zaenglein@cvent.com

Company Name
Cvent

Attendees

Search   Cancel

A

Ashley Gill
Client Success Consultant
Cvent

C

Carrie Colman
Trainer
Cvent

Chelsea Brown

E

Emily Rothen
Product Consultant
CrowdCompass by Cvent

H

Hannah Gibney
Media Co-ordinator
Holy Trinity Church

Take it Public

1 Access your profile settings. If you don't mind fellow delegates seeing your profile, you can set it to public.

After logging in, tap the hamburger icon in the top left, then tap your name at the top of the screen.

2 Uncheck the box. At the top of your Profile Settings, make sure that the box marked "Set Profile to Private" is unchecked.