

How to upload a picture for an online RIF

Once you select to create a new RIF, fill in appropriate information on the potential new member and click on Browse to select a picture:

▼ Potential New Member Information

Please provide as much information as you know about the potential new member. If you need to gather more information, the system will save the form and allow you to edit. The information is final once you hit 'submit'. Please enter the potential new member's **home address including their home zip code (where she attended high school)**. Do not enter the campus address of the potential new member if they are already attending the college or university.


*required fields

| | | | |
|------------------|----------------------|---------------------------------|----------------------|
| *First Name: | <input type="text"/> | *Street Address: | <input type="text"/> |
| Middle Name: | <input type="text"/> | Address Line 2: | <input type="text"/> |
| *Last Name: | <input type="text"/> | *City: | <input type="text"/> |
| *Preferred Name: | <input type="text"/> | *State: | Select one... ▼ |
| Home Phone: | <input type="text"/> | *Zip Code: | <input type="text"/> |
| Email Address: | <input type="text"/> | Facebook Link: | <input type="text"/> |
| Twitter Link: | <input type="text"/> | LinkedIn Link: | <input type="text"/> |
| | | Other personal website or blog: | <input type="text"/> |

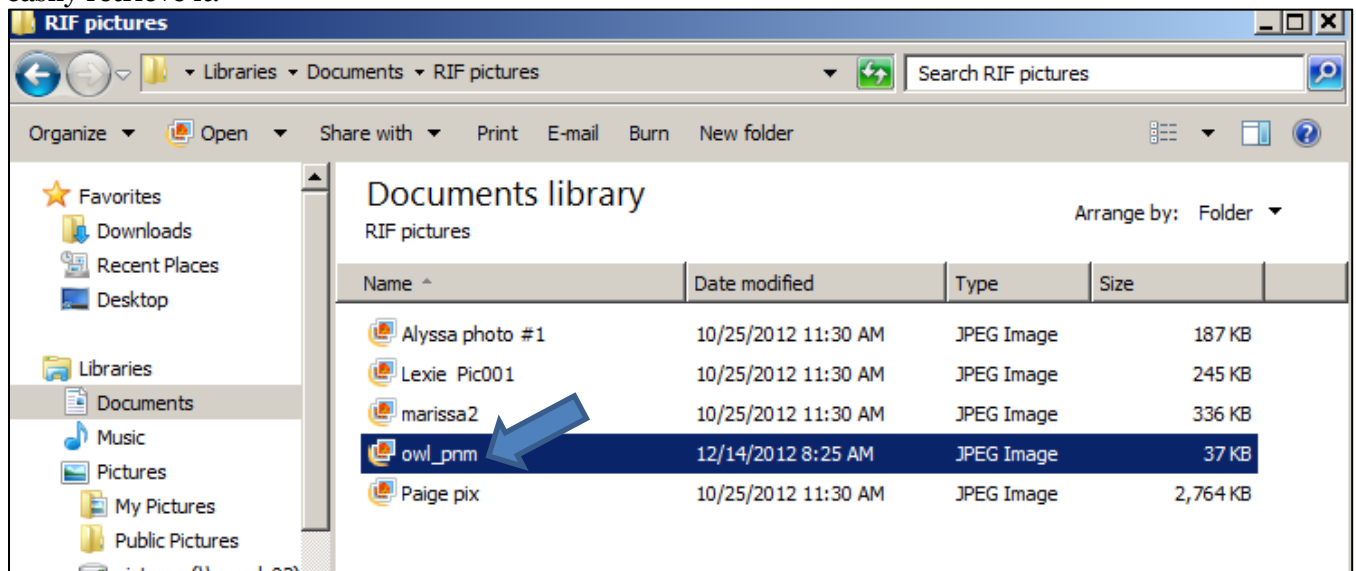
jpeg, gif, or png... 350 KB max size

Select a picture:

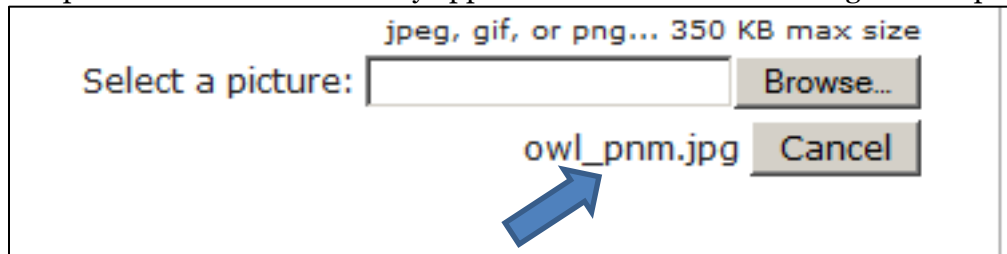
▶ Parent Information



Browse to the location on your computer where you have saved the picture. If you received the picture within an email, save it to your My Pictures folder or My Documents folder in order to easily retrieve it.



The picture will not immediately appear. The filename of the image will display.



To view the picture, refresh your webpage.



Only one picture can be uploaded for each RIF. Notice that it must be a **jpeg, gif or png** file type and the size cannot exceed **350 KB**.

If you have any questions, please email ChiOmega@ChiOmega.com or call 901/748-8600.