

# Uploading Facebook Picture and Text to PressPoint

## To upload pictures

Starting with the file name: The format for Certification Pictures should be

**LastNameFirstInitial\_CertLevel\_Date**

Example: HoweR\_GoldCert\_11-07-2017

NOTE: Do not use a comma between last name and first initial.

File name: Howe,R\_GoldCert\_11-07-2017.JPG

No comma

In PressPoint, find the participant who you certified and single-click on the profile picture square.



Rachel Lewis

Individual

#3294 Since April 20, 2015 View

Profile

History

Files

Relationships

First Name

Rachel

Last Name

Lewis

Email (UNUSED) \*

4dv2vMw1429553139@noreply.invalid

Organization

Site Record

What is the address of your Backyard Habitat? \*

144 Middlecrest Rd

Property Type

Single-Family Residential ▾

Lake Oswego Demo Site?

Outstanding Example - Garden or Yard Tour Worthy?

Property Neighborhood

Initial Site Assessment

Assessment Date

2015-05-29

Technician

Cindy Ellison ▾

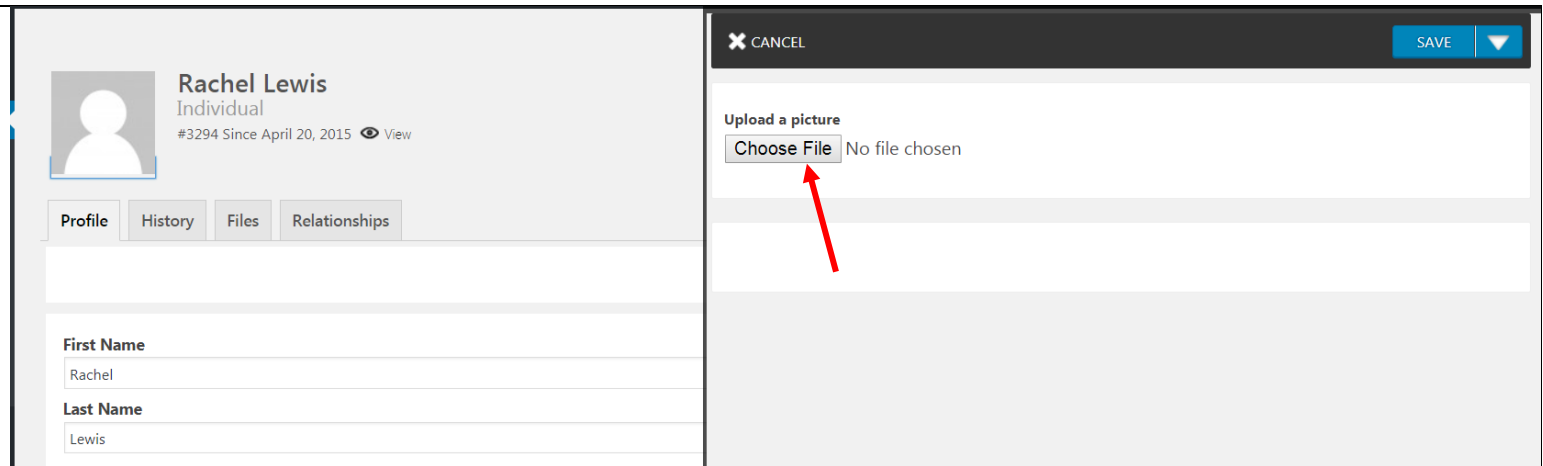
Watershed

Oswego Lake ▾

Onsite Natural Water Source

A new section shows up to the right.

Single-click the "Choose File" button.



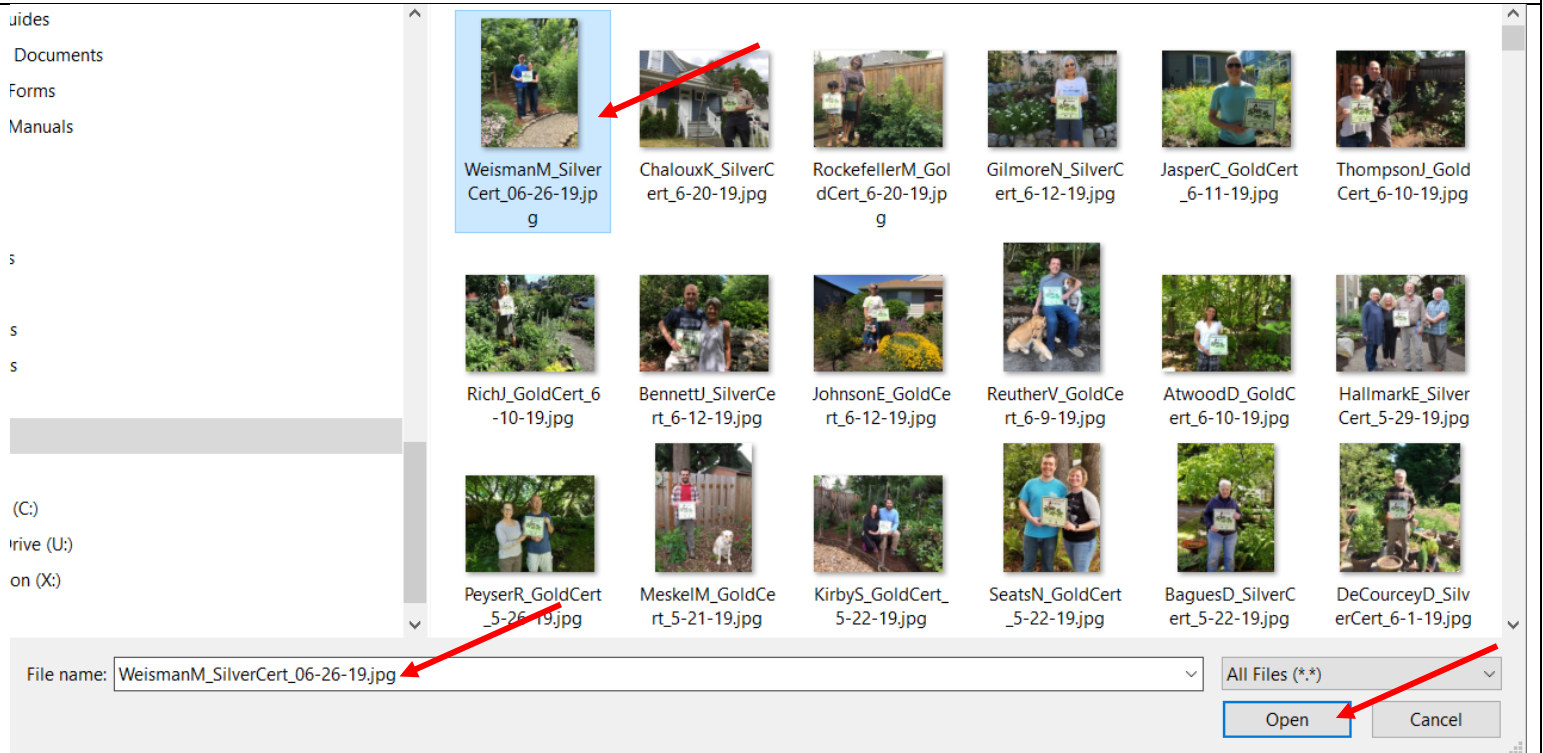
The screenshot shows a user profile for Rachel Lewis, an individual with ID #3294, who joined on April 20, 2015. The profile includes tabs for Profile, History, Files, and Relationships. Below the profile information are input fields for First Name (Rachel) and Last Name (Lewis). An upload dialog box is open on the right, titled "Upload a picture", with a "Choose File" button highlighted by a red arrow. The dialog also has "CANCEL" and "SAVE" buttons.

A window where you can find and select files will open.

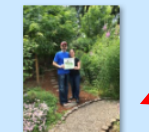

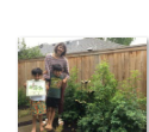
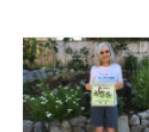

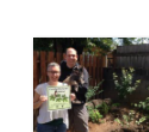




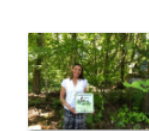

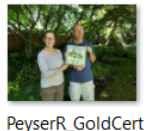
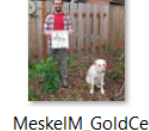
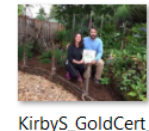
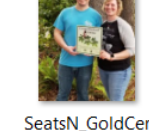
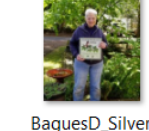
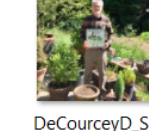
Find and click on the picture you want to upload.

Select and copy the file name (for next step).

Single-click the "Open" button.



The screenshot shows a file explorer window with a grid of image files. The left sidebar shows folders like "Guides", "Documents", "Forms", and "Manuals". The main area displays a grid of image thumbnails, each with a filename below it. The first file, "WeismanM\_SilverCert\_06-26-19.jpg", is selected and highlighted with a blue border. A red arrow points to this file. At the bottom, the "File name" field contains the selected filename, and the "Open" button is highlighted with a red arrow. The "File name" field also has a red arrow pointing to it.

Thumbnail	Filename
	WeismanM_SilverCert_06-26-19.jpg
	ChalouxK_SilverCert_6-20-19.jpg
	RockefellerM_GoldCert_6-20-19.jpg
	GilmoreN_SilverCert_6-12-19.jpg
	JasperC_GoldCert_6-11-19.jpg
	ThompsonJ_GoldCert_6-10-19.jpg
	RichJ_GoldCert_6-10-19.jpg
	BennettJ_SilverCert_6-12-19.jpg
	JohnsonE_GoldCert_6-12-19.jpg
	ReutherV_GoldCert_6-9-19.jpg
	AtwoodD_GoldCert_6-10-19.jpg
	HallmarkE_SilverCert_5-29-19.jpg
	PeyserR_GoldCert_5-26-19.jpg
	MeskelM_GoldCert_5-21-19.jpg
	KirbyS_GoldCert_5-22-19.jpg
	SeatsN_GoldCert_5-22-19.jpg
	BaguesD_SilverCert_5-22-19.jpg
	DeCourseyD_SilverCert_6-1-19.jpg

Paste the file name into the "Title" field **without** the extension (.jpg or .png).

It should match the file name on the right.


Select the correct certification date.

Single-click the "Save" button.

Your picture will be displayed as the person's profile picture once the page is refreshed, and the action can be seen in the History tab.

**X CLOSE**


**Title**  
WeismanM\_SilverCert\_06-26-19

**Upload a picture**  
 WeismanM\_SilverCert\_06-26-19  
([Download](#)) [Delete](#)


**Date**  
2019-06-12


**Notes**

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 **Rachel Howe**  
Individual  
#4238 Since May 6, 2016 [View](#)

[Profile](#) [History](#) [Files](#) [Relationships](#)

 NOV 08 2017

[Howe,R GoldCert 11-07-2017.JPG](#)  
Type: jpeg Categories:  


NOTE: In the case you added the picture as a single file instead of as a profile picture, all you have to do is:

- open the file in the History tab.
- check the box that says "Make this my profile image."
- click the save button.


✕ CANCEL SAVE ▼


**Title**

**Date**

**Notes**

**File**

 [Howe,R\\_GoldCert\\_11-07-2017.JPG](#)



Make this my profile image

Make this my cover image

Add this to my portfolio

**File Categories**

Sel

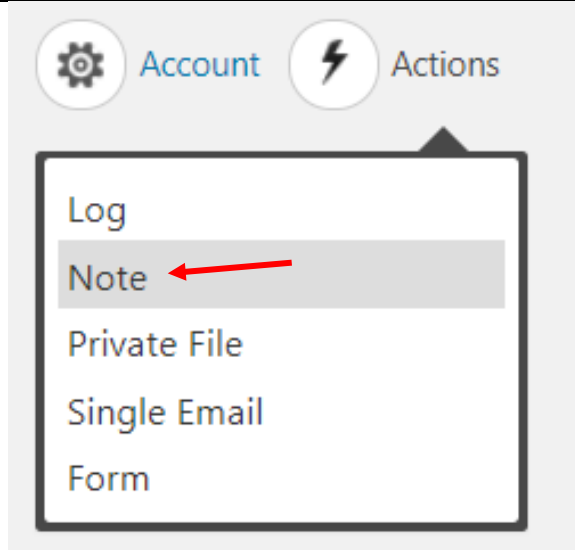
+ [Manage](#)

**To upload FB blurbs or other text**

Single-click the “Actions” button while on the participant’s profile.



Single-click the “Note” option.



In the screen that opens, complete the fields:

**Subject:** for certification visits, the subject should be “Cert Visit Note”

**Date:** type or select the date of the certification visit.

**Message:** Type the Facebook text in this box. Note that there are 2 tabs on the right upper corner of this box: “Visual” and “Text.” I prefer to enter text in the “Text” tab.

This is the blurb guideline that we give to certification volunteers:

- 1) Start the post by sharing the participant(s) first name and the city or neighborhood where the property is located. Tell us your good impressions about your visit, and work in special details about and the features of the yard. Tell us about the participants(s)' accomplishments (what changed since enrolling in the program? Was this a blank canvas or an ivy patch? Etc.).
- 2) Next, name a few of the native plants that you saw at the property. Bonus points for adding how those native plants are being used (hedgerow, raingarden, etc.).

The screenshot shows a mobile application interface for creating a certification visit record. At the top, there is a header with 'Debug', 'Developer', and 'Howdy, JP Marchetti-Mendez'. Below the header is a dark bar with a 'CANCEL' button on the left and a 'SAVE' button on the right. The main form area contains several fields and a rich text editor:

- Subject:** A text input field with a red arrow pointing to it.
- Date:** A date selection field with a red arrow pointing to it.
- Message:** A rich text editor with two tabs: 'Visual' and 'Text'. Blue arrows point to these tabs. Below the tabs is a toolbar with icons for bold (B), italic (I), underline (U), quote, text color (ABC), list, link, unlink, and image. A red arrow points to the main text area of the editor.
- Type of Interaction:** A dropdown menu with a red arrow pointing to it.

3) Lastly, celebrate the participant's accomplishments making sure to mention the certification level achieved.

**Type of Interaction:** single click the down arrow inside the selection box and select “In-Person Conversation.”

Single click the “Save” button.

**IMPORTANT!!!**

Send an email alerting the person in charge of FB posts about your certification. Make sure to include a link to the participant’s profile (copy the URL (the web address from your internet browser)) and his/her name to alert them that a FB post can be created.