# FAQ – How do I add a profile picture to my contacts form?
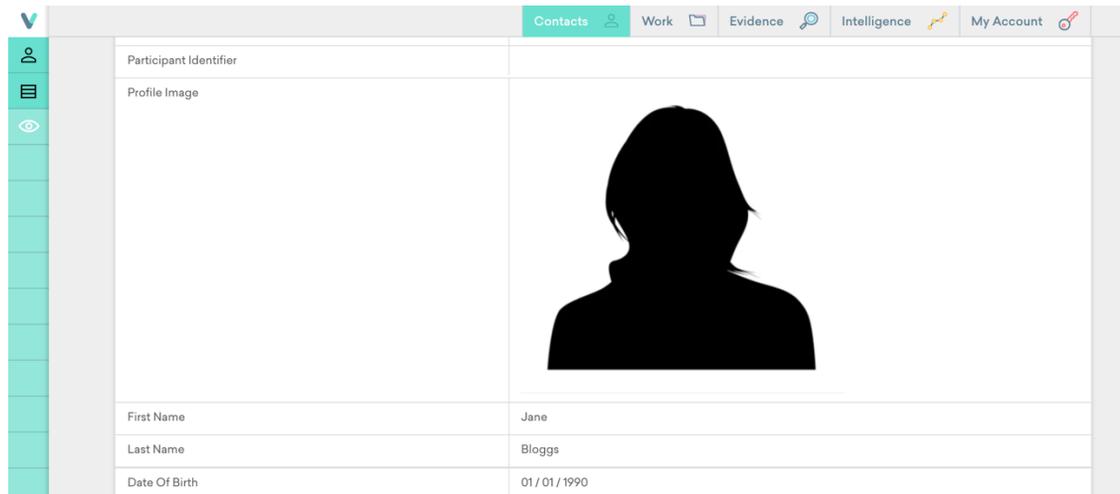
Administrators can add an 'image' field to forms on Views, allowing users to upload profile pictures when creating new contacts. To do this:

- Hover over *My Account* and select *Administration*

- Select *Flexible Fields* from the sections on the left-hand side

- Choose the relevant area from the sub-menu on the left-hand side (e.g. "Participants")

- Click on the **plus** icon

- Enter a *Name* for the field (e.g. "Profile Picture")

- Under *Input Type,* select **Image**

- Choose a *Category* for the field and then click *Save*

- Select whether this field should be *Compulsory,* and then click *Commit*

The image field will now be added to the form. The next time the form is completed, the user will be able to upload an image file for this field:
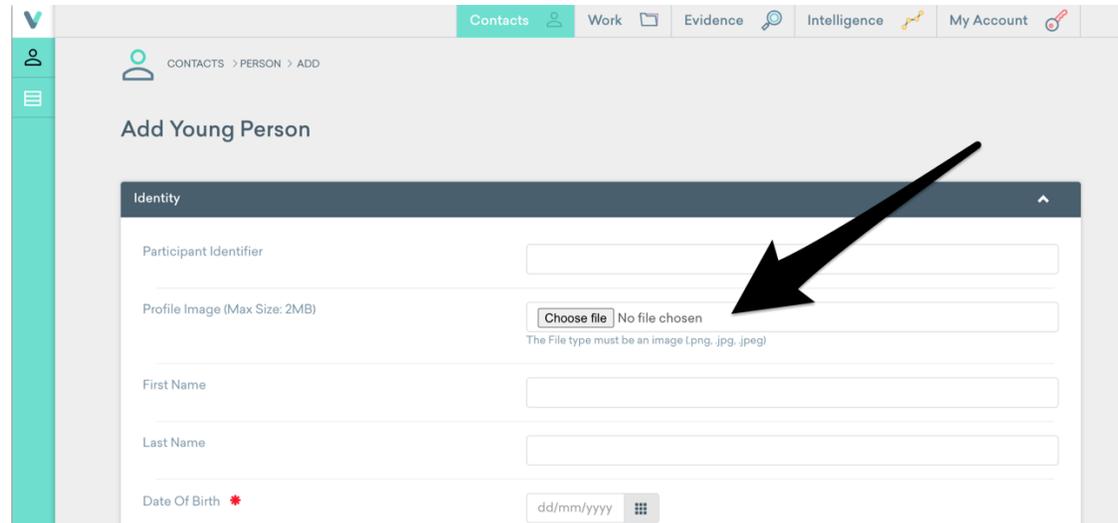
The image will then be added to the front of the record: