



Instructions for Submitting Your Online Profile

We are excited to help you create your online profile! Please review the instructions below and follow them carefully to ensure we can get your profile live as soon as possible.

Please submit your profile using [this form](#). Once materials are received, please allow 7-10 business days for the online profile to be created.

1. Profile Text

Create your profile text on a Microsoft Word document. **Please do not share your full profile book.** Your online profile should highlight a few key sections. For guidance on length and content, we encourage you to review a few of our [existing profiles](#).

2. Gallery Card Text

Write a short intro for your gallery card on the family search page. It should be no more than two sentences. *Example: Hello, We are John and Tim. Thank you for considering our profile!*

3. Fun Facts

Include five to 10 fun facts about each hopeful parent.

4. Photos – Please read section carefully

Upload all your photos to a Dropbox or Google Drive folder in JPG/PNG format and share the link with us. **Please make sure the folder permissions allow access to anyone with the link.**

Using folders or labels, organize your photos into the following categories:

- One banner photo (at the top of your profile page)
- One square gallery card photo (on the [family search page](#))
- Up to four story photos (placed throughout your profile text)
- Up to 20 family photos (at the bottom of your profile)

If you would like captions included on your story and family photos, please rename each photo file with its corresponding caption.

5. Release of Personal Information

Sign the Release of Personal Information found on the next page of this document.

If you have any questions or need support along the way, don't hesitate to reach out to your counselor or profiles@cradle.org. We look forward to seeing your profile come together!



Release of Personal Information

I hereby consent that The Cradle be authorized to use my name, “Online Profile” and photographs of myself and children (if applicable) for use on The Cradle’s website. I also grant permission to make changes, edits or alterations as needed for such purposes. I warrant that I am the parent/legal guardian of any minors listed below, and agree to the above terms on their behalf.

Please check all that apply, by leaving it unchecked you are stating we do not have that permission:

I/We have enclosed photographs and text for use on The Cradle’s website.

I/We have submitted a video and in doing so acknowledge this gives The Cradle the permission to post the video on their YouTube channel.

I/We would also like to be added to The Cradle’s social media posts, which include The Cradle’s Facebook and Instagram.

Name(s)

Address

Phone

Email

Child’s name (if applicable)

Signature(s)