

# Edit Team Profile

## Summary

This tutorial guides you through editing your team profile in BuilderPal, including updating company details, adding service areas, uploading images, and showcasing a portfolio. Keeping your profile current helps attract better job matches, improves team visibility, and ensures accurate contact information for collaborations.

## Prerequisites

- You must be logged in to your BuilderPal account at <https://app.builderpal.com>.
- Have admin or managerial access to the team profile.
- Prepare any images or portfolio items you want to upload in advance.

## Steps

1. **Go to the Company Back Office and click your team profile at the top of the My Team section to open it.**



2. **Click Edit in the top right corner, then update your team name, handle, overview, slogan, address, and contact details as needed.**



3. **Click Save to apply your changes to the profile details.**



4. **Click Add service areas, then select custom locations or use the recommended list to define your work availability.**



5. **Click the camera icon on the profile image to upload a new profile picture or team banner from your device.**



6. **Scroll to the portfolio section and add details or images of completed projects to highlight your work.**



## Confirmation

Your team profile updates will appear immediately in the Company Back Office and on public views like Job Connector listings. Refresh the page to confirm changes, such as the new name, images, or service areas displaying correctly.

## FAQ

### **Why can't I see the Edit button on my team profile?**

You need admin-level access (like Admin (GC) or Team Project Manager). If it's missing, contact your team admin to adjust your permissions via the Team Members settings.

### **What happens if I change my team handle?**

The handle updates your unique URL slug (e.g., @yournewhandle), but existing links may break. Notify connected users or subs, as it's visible in invitations and bids.

### **Can I add multiple service areas?**

Yes, select as many as needed during setup or edits. This improves job matching in Job Connector but doesn't restrict project creation outside those areas.

### **How do I remove a portfolio item after adding it?**

Click the edit icon next to the item in the portfolio section, then select delete. Confirm the action to remove it permanently from your profile.

### **Is there a file size limit for profile images or banners?**

Uploads are limited to 5MB per image. Use JPEG or PNG formats for best results; larger files may fail to upload.

## Related Articles

- [Sign up for BuilderPal](#)
- [Create a Business Profile](#)
- [Manage Your Service Area](#)
- [Edit Personal Profile](#)
- [Manage Contacts](#)
- [Create Team Members](#)

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