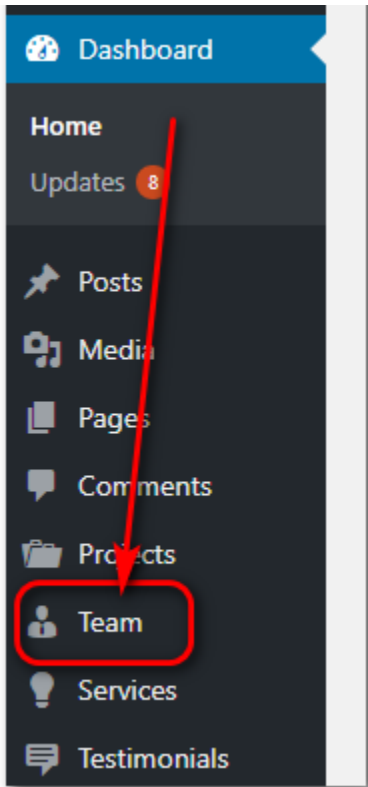


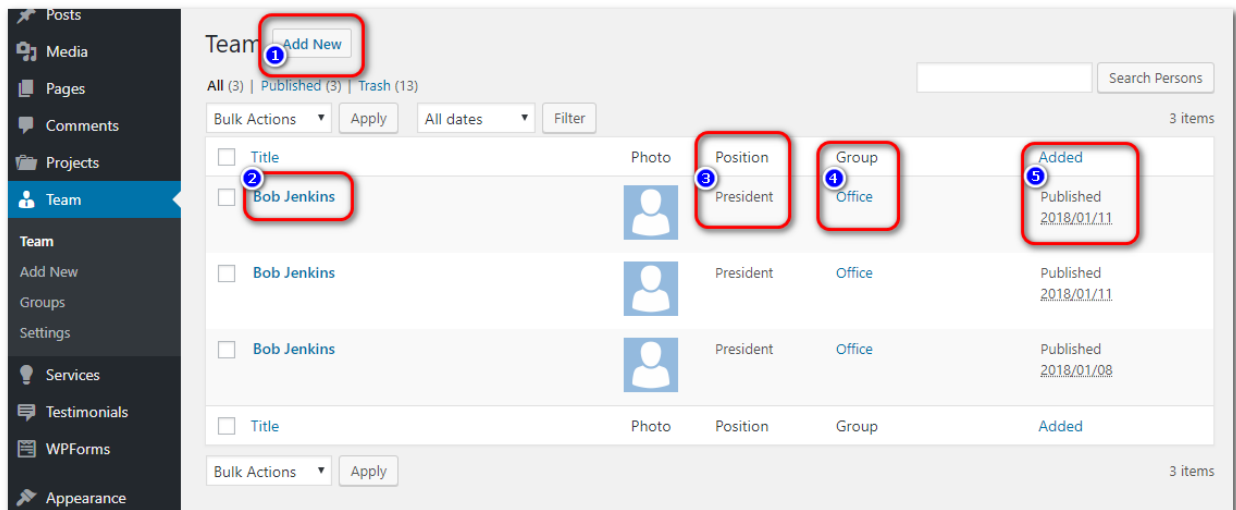
## Team Member Editing



On the left toolbar, click “Team” (picture to left)

Team Module (picture below):

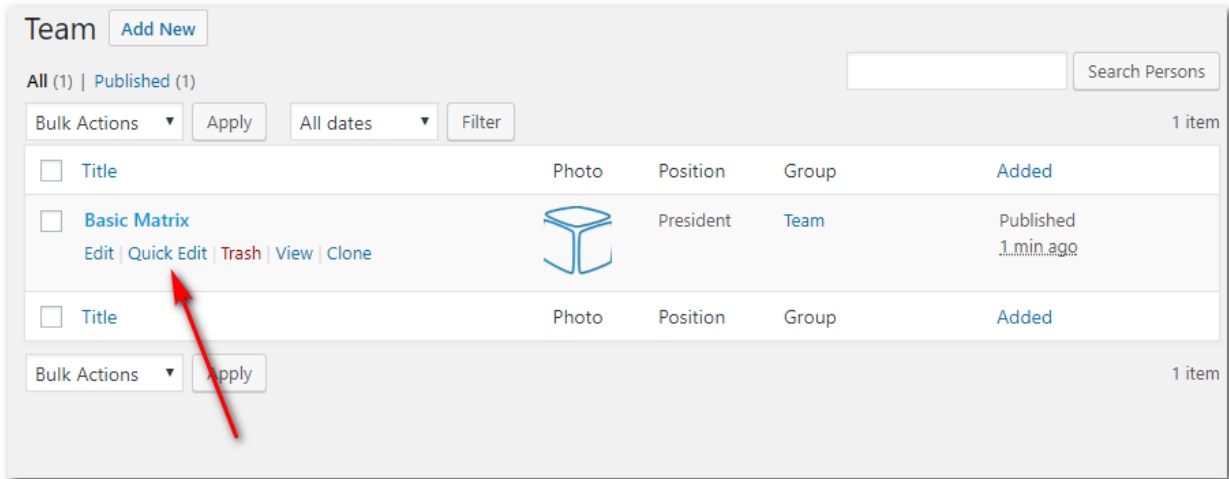
1. “Add New” will let you add a new team member.
2. Clicking on the name of a team member will allow you to edit that member. Hovering will give you more options (see next page)
3. The position will show on the webpage, so make sure it is correct.
4. The group will determine WHERE the team member shows up on the page (or if they show up at all).
5. When did you publish this team member? This may affect the order that they appear on the website. You can edit this in “Quick Edit” by hovering over the team member’s name and selecting “Quick Edit.” See next page for more...




## Team Member Editing

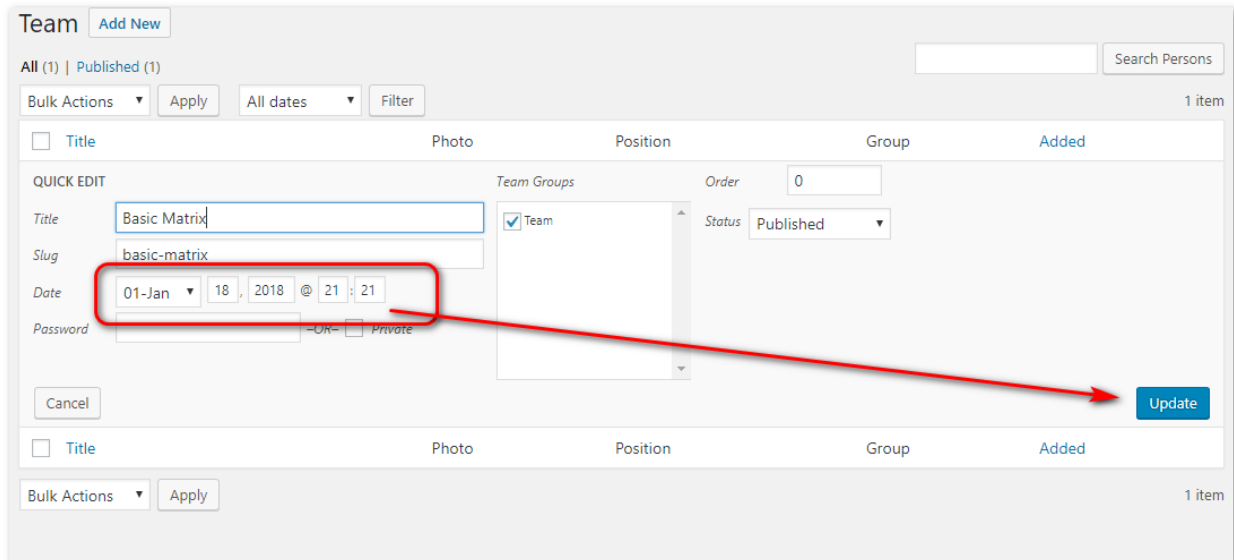
**You can get to Quick Edit by hovering over the team member's name.**

**Quick Edit:** The more current the date, the higher the team member is on the page; the farther the date is in the past is the lower they are on the page.



The screenshot shows a 'Team' management interface. At the top, there is a search bar and a 'Search Persons' button. Below that, there are filters for 'Bulk Actions', 'Apply', 'All dates', and 'Filter'. The main content area displays a table of team members. The second row is for 'Basic Matrix', with a red arrow pointing to the 'Quick Edit' link in the row's action menu. The table columns are 'Title', 'Photo', 'Position', 'Group', and 'Added'.

<input type="checkbox"/>	Title	Photo	Position	Group	Added
<input type="checkbox"/>	Basic Matrix		President	Team	Published 1 min ago
<input type="checkbox"/>	Title	Photo	Position	Group	Added



The screenshot shows the 'QUICK EDIT' form for the 'Basic Matrix' team member. The form includes fields for 'Title' (Basic Matrix), 'Slug' (basic-matrix), 'Date' (01-Jan 18, 2018 @ 21:21), and 'Password'. There is a 'Team Groups' section with a checked 'Team' option and an 'Order' field set to 0. The 'Status' is set to 'Published'. A red arrow points from the 'Update' button at the bottom right of the form back to the 'Quick Edit' link in the previous screenshot.

**QUICK EDIT**

Title: Basic Matrix

Slug: basic-matrix

Date: 01-Jan 18, 2018 @ 21:21

Team Groups:  Team

Order: 0

Status: Published

Update

## Team Member Editing

### Adding a New Person:

The screenshot shows the 'Add New Person' form with the following elements and callouts:

- 1**: Name input field (placeholder: 'Put Name here').
- 2**: Rich text editor toolbar with options like bold, italic, link, etc.
- 3**: Title input field (placeholder: 'Title Here').
- 4**: Location input field (placeholder: 'Yrs Experience here').
- 5**: Phone Number input field (placeholder: 'Phone Number').
- 6**: Featured Image field with a 'Set featured image' link.
- 7**: Team Groups section with a checked 'Office' group and an '+ Add New Group' link.
- 8**: Publish date field (placeholder: 'Publish on: Jan 2, 2018 @ 18:09').
- 9**: Publish button.

1. Type in the person's name. The page will automatically name itself after that person.

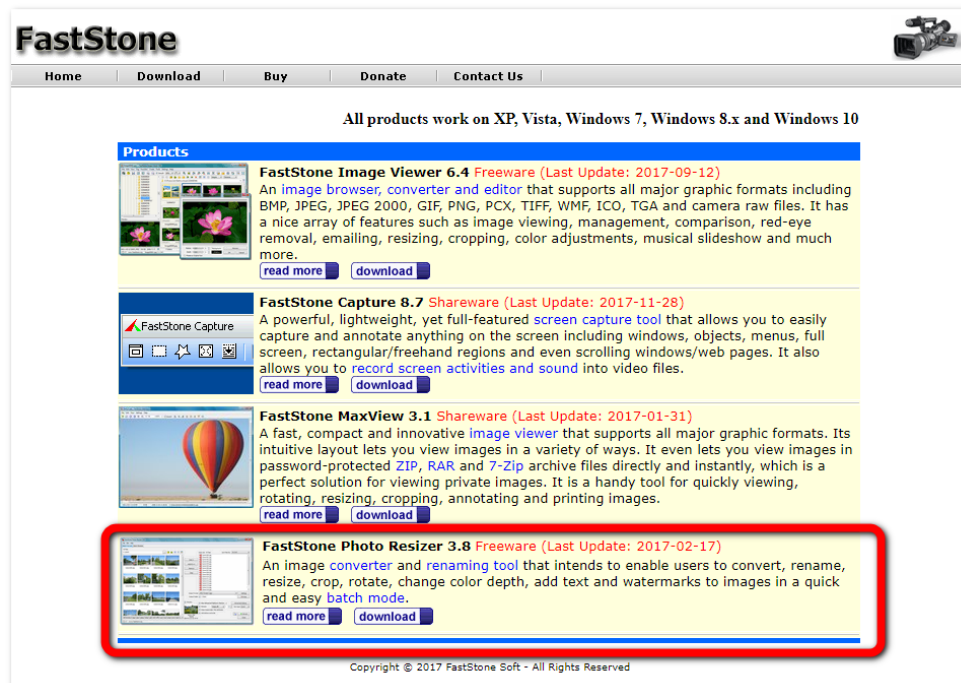
## Team Member Editing

### Optional:

2. This is the bio. Whatever you put here will appear on the website.
3. Put the position of the team member here.
4. The “Location” can have information like the years of experience or any other important tidbit. It does not have to be the location the person is at.
5. The phone number to reach this person can be put here.

### Important:

6. Set the featured image of the person.
  - a. It helps to have a picture that is small, like 640x640. To help you, we suggest the **FastStone Photo Resizer** from <http://www.faststone.org/>



- b. A neutral background in the image helps for consistency.
7. Select what group they are in. You can make new ones, but groups will appear where they are coded to appear, so some groups may appear in different places.
  8. Notice above the Publish button is the date which you published. You can click “edit” and adjust the date to adjust where the team member sits on the webpage they are on. You can pick any date that you would like, but it affects the order that the team members are shown on the webpage. Older dates = further down on the page; newer dates = higher on the page; future dates = not published yet.
  9. Publish = live on the webpage.