

Adding Profiles to your Website

Last Modified on 07/03/2016 10:12 pm EDT

Profiles can be used to showcase important people within your organisation such as board members, life members or elite athletes

Click on **PROFILES** in the left side menu and a dropdown will appear with Options, Profile Types and Profiles.

Click **OPTIONS** and Edit. Under **DISPLAY MENU** select **YES**.

Enter a **TITLE** for your page, e.g. 'Profiles' or 'Athletes'.

If you are going to use profile types, the next step is to click **PROFILE TYPES** in the left side menu. Profile types allow you to categorise your profiles, e.g. Board Member, Life Member, Noted Athletes.

If you would like to do this click **ADD**, enter the **TITLE** of the profile type and enter a number to establish the order that they display in, e.g. Board Member would be 1, Life Member would be 2.

To set these profile types live, click again on **PROFILE TYPES** in the left hand menu and set the **STATUS** to a **GREEN TICK**.

To add the individual profiles click on **PROFILES** in the left hand menu. Click the **ADD** button.

If you created **PROFILE TYPES**, select the category from the drop down box. If not, just leave it as it is.

Enter a **NAME** for the profile and add a brief summary if you would like to write something about them. If you add your members **EMAIL ADDRESS** under **EMAIL ADDRESS**, the user will have the ability to click on the profile and email the member in question.

You can set the order that the profiles appear by typing a number in the **ORDER** box, e.g. 1, 2, 3.

You can also need add a profile image in the **Files > Thumbnail Image** section.

Once you have finished adding profiles, click **SAVE** to finish. Then click **PROFILES** again on the left hand menu and set each **STATUS** to a **GREEN TICK** to set them live.
