

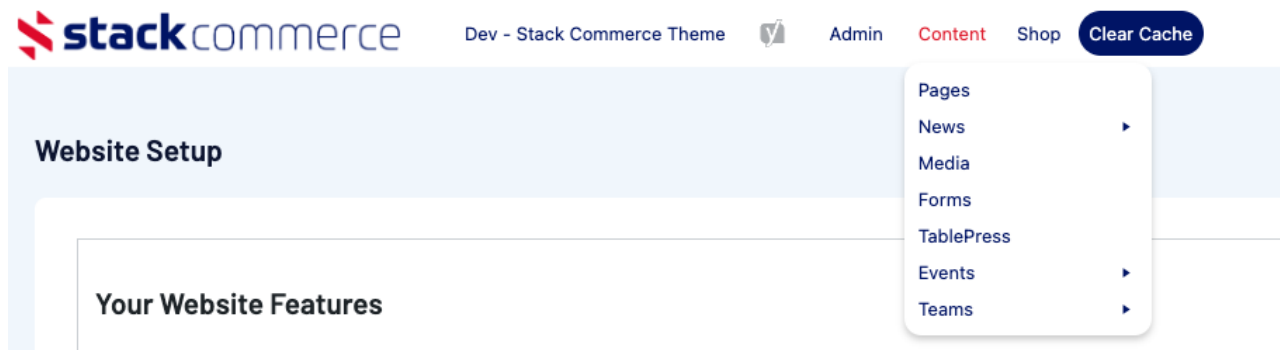
Creating a Staff Page

Last Modified on 16/12/2024 2:53 pm AEDT

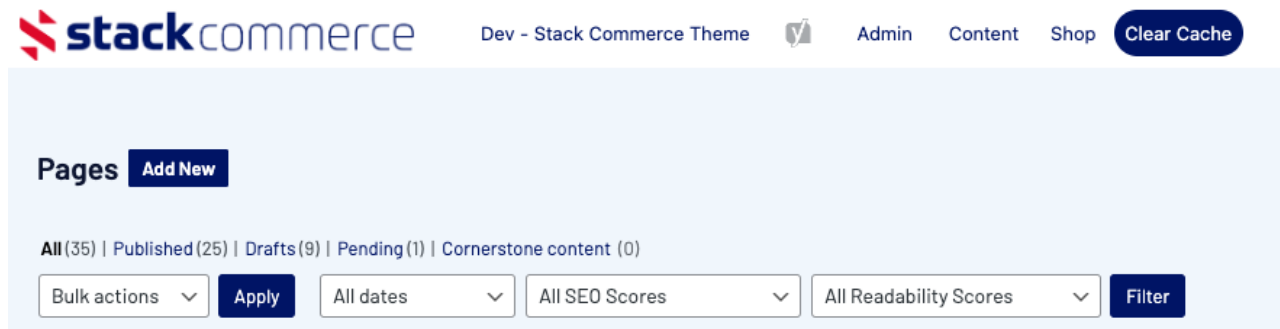
A staff page allows your organisation to create a page that lists general and contact information related to your staff that you might want people to know about.

NOTE: This add on has to be enabled for your organisation. To check if this is available for your website, [check your GameDay Dashboard](#).

1. Hover over **CONTENT**.
2. Click on **PAGES**.



3. Click **ADD NEW** against the PAGES heading.



4. On the right hand side of the page you will see a **PAGE ATTRIBUTES** menu. Under this menu, select the **STAFF PAGE** from the **TEMPLATE** drop down list.

Page Attributes ^ v

Parent
 (no parent) v

Template
Staff Page v

Order
 0

Need help? Use the Help tab above the screen title.

This will automatically adjust the page to display this template.

Add New Page

Add title

Tiles

Display Page Title
 Do you want to display the page title on top of the page over the banner?
 Yes No

Banner Image
 Improve the look of your page with an image banner across the top of your page. If an image is selected it will create a banner and place it behind your page title. Recommended image dimensions are: 1600px by 800px.
 No image selected [Add Image](#)

Staff Members [Add Staff member](#)

Sections
 Want to add something extra to your page? You can select these sections from your homepage, they will be displayed below the main page content.
[Add link to Learning Academy when the course is done.](#)

CTA No Partners No Major Partners No Match Center No Social Feed No

Publish ^ v

[Save Draft](#) [Preview](#)

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

[Publish Immediately](#) [Edit](#)

SEO: Not available

Readability: Not available

[Go to a new draft](#) [Publish](#)

Page Attributes ^ v

Parent
 (no parent) v

Template
Staff Page v

Order
 0

Need help? Use the Help tab above the screen title.

5. Add a title for this Staff Page, and select if you wish to display it using the toggle. You can also add a page banner or image for this page if you wish to add one.

6. To add a staff member click **Add Staff Member**.

Add New Page

Add title

Tiles

Display Page Title

Do you want to display the page title on top of the page over the banner?

Yes

Banner Image

Improve the look of your page with an image banner across the top of your page. If an image is selected it will create a banner and place it behind your page title.

Recommended image dimensions are: 1600px by 800px.

No image selected [Add Image](#)

Staff Members

[Add Staff member](#)

Sections

7. Fill out all details related to the staff member needed. All these fields are optional so you can choose which ones you fill out.

- Add a photo of this member
- Add the name of the staff member
- Add general information about the staff member
- Add a website link to another page or website (e.g their linkedin page, instagram page etc)

Staff Members

The screenshot shows a form for adding staff members. It is divided into several sections:

- Photo:** A field with the text "No image selected" and an "Add Image" button. Below it, instructions state: "For best size use 360px wide by 360px high."
- Name:** A simple text input field.
- About:** A rich text editor with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and various formatting icons (bold, italic, underline, quote, link, etc.).
- Link to more info:** A field with a circular refresh icon and a text input field. Below it, instructions state: "Add a link to additional info about this staff member."
- Additional info:** A section with a table structure. The table has two rows:
 - Row 1: A "Heading" field with the text "1" and a "Content" field.
 - Row 2: A "Heading" field and a "Content" field.There are plus and minus icons on the right side of the table to add or remove rows. Below the table is an "Add more info" button.

At the bottom right of the form is an "Add Staff member" button.

8. In the **ADDITIONAL INFO** section, this is where you can add their contact details like email, phone number etc. Click **ADD MORE INFO** against this section.

This screenshot shows the "Additional info" section of the form. It consists of a light gray box on the left labeled "Additional info" and a large empty text area on the right. In the bottom right corner of the text area is a teal "Add more info" button.

9. This will display a content section where you can input relevant contact information. You can add as many of these content boxes as you like, just click the ADD button.

E.g. the first content box can be phone number and then the second can be email etc.

This screenshot shows the "Additional info" section after two content boxes have been added. The table structure is as follows:

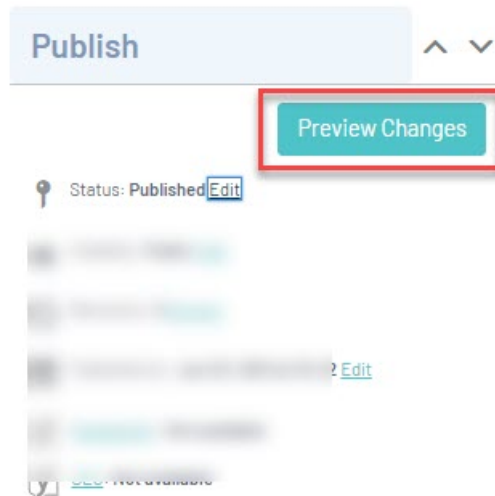
1	Heading	Contact Number
	Content	0412 14
2	Heading	Contact Email
	Content	presiden[redacted].com.au

There are plus and minus icons on the right side of the table. Below the table is a teal "Add more info" button.

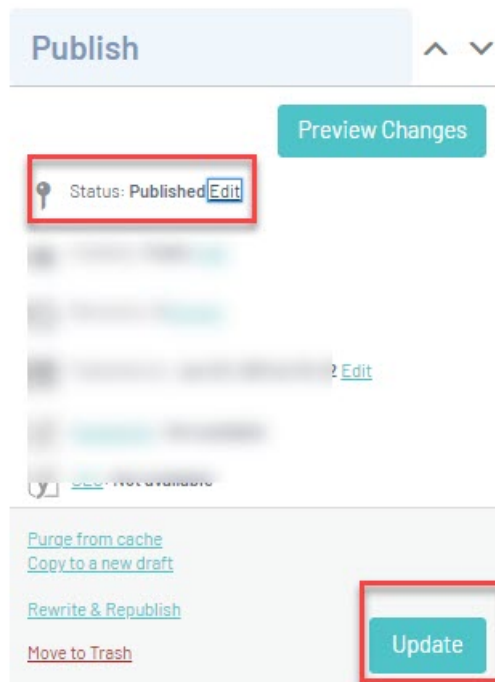
10. Repeat for all relevant staff members.

11. If you wish to view a draft of what changes you have made will look like on the page itself. Click the **PREVIEW CHANGES** button in the right hand corner.

Your changes don't need to have been saved/published yet to use this preview as it will display anything you currently have on this page.



12. When ready to push this page live/save, click **UPDATE** and make sure this is set to **PUBLISHED** status.



EXAMPLE OF VARIOUS CONFIGURATIONS FOR A STAFF PAGE



LUKE

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only fi

Email : info@mygameday.app

Other Custom Info: 12345667



JANE

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only fi

Position: Vice President

Other Custom Info: 12345667



STAFF 3

Different images and text can be applied to create a custom bio.

There are two 'information' fields.