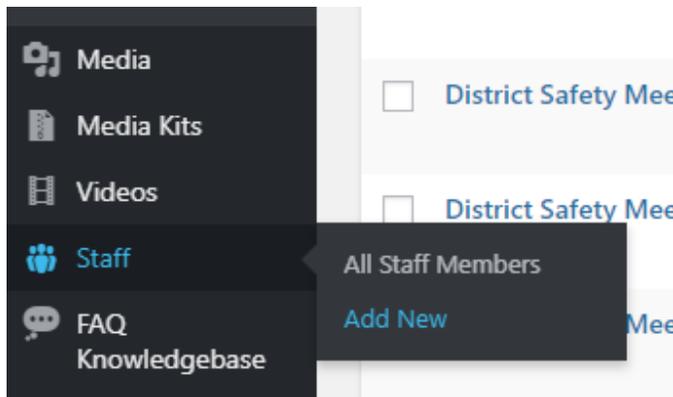
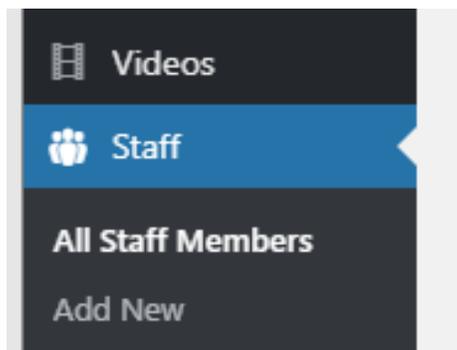


How to Add New Staff Members to WordPress and Publish or Remove from Leadership Page

1. Log into your WordPress Dashboard.
2. Under the **Staff** menu, click the **Add New** menu item. You'll be taken to the **Add New Staff Member** screen, where you can fill in the information about your new staff member.



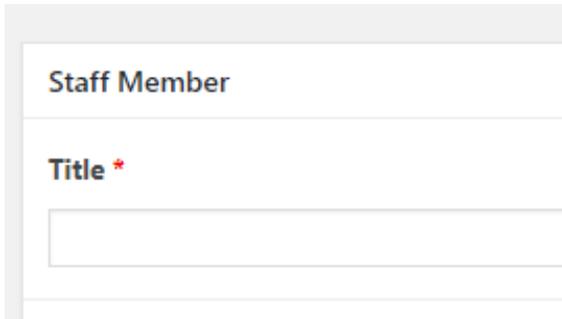
To view your new staff member, navigate to **All Staff Members** in the menu on the left, under **Staff**.



3. Enter a title for your staff member in the field that reads **Enter title here**. This is where you would input the new staff member's **name**.

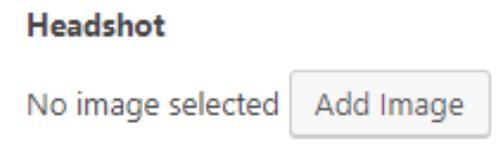
A screenshot of the 'Add New Staff Member' form. The form has a title 'Add New Staff Member' and a text input field with the placeholder text 'Enter title here'.

4. Enter your new staff member's **job title** in the field that reads **Title ***. You should find this field just below "Staff Member."



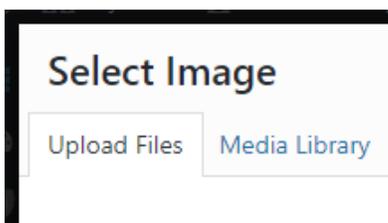
A screenshot of a form section titled "Staff Member". Below the title is a text input field labeled "Title *".

5. Upload a head shot for your new staff member by clicking the **Add Image** button just under **Headshot**.



A screenshot of a "Headshot" section. It displays the text "No image selected" and a button labeled "Add Image".

6. Choose from the existing **Media Library** or select the tab **Upload Files** to import a new headshot.

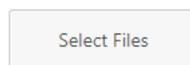


A screenshot of a "Select Image" dialog box. It features two tabs: "Upload Files" and "Media Library".

- a) If you are uploading a new file click the **Select Files** button under the **Upload Files** tab.

Drop files anywhere to upload

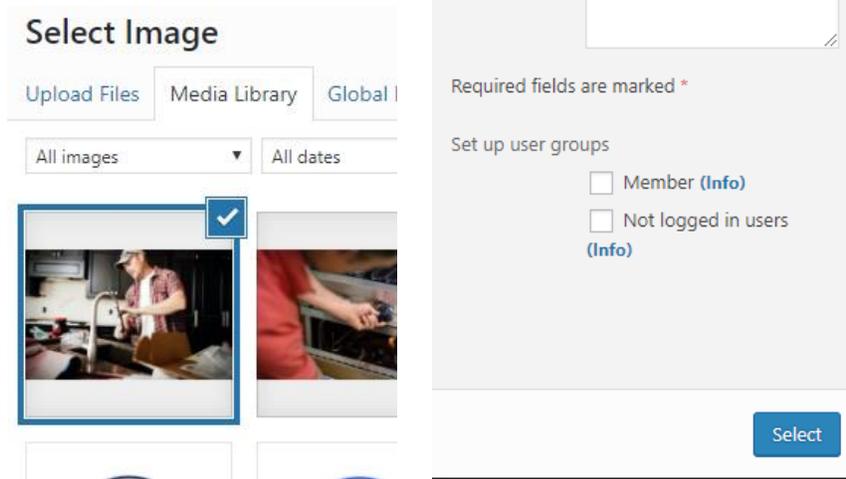
or



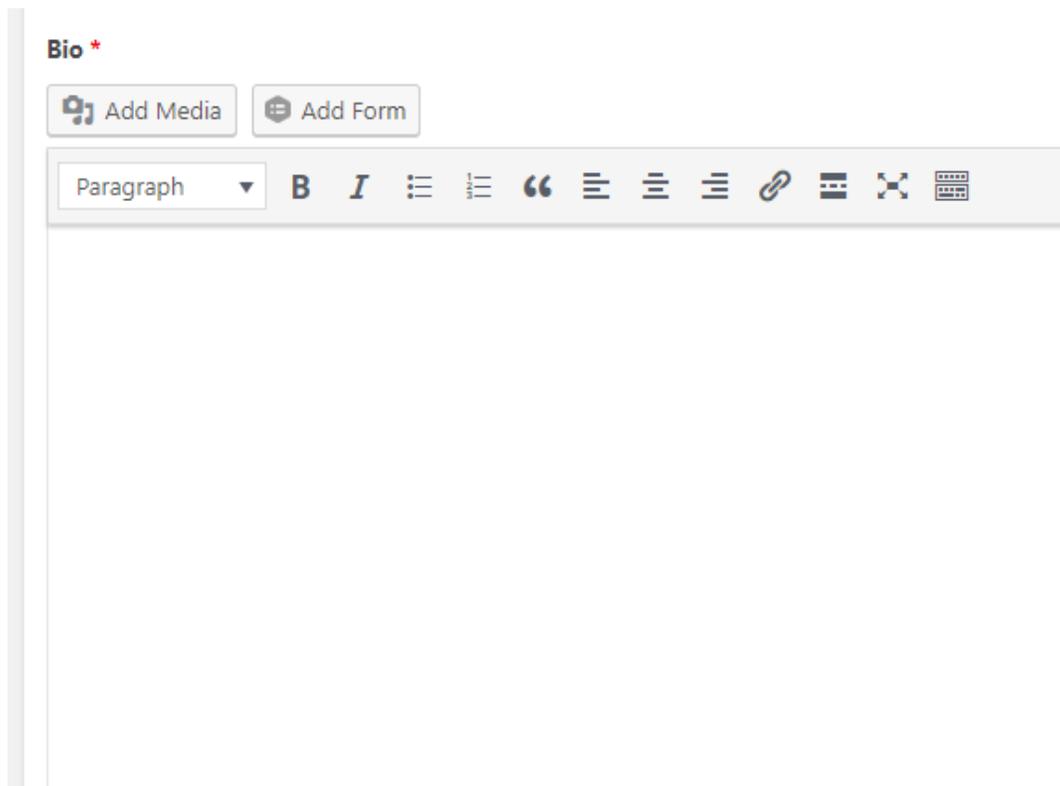
A button labeled "Select Files".

Maximum upload file size: 50 MB.

- b) Once uploaded this will be added to your media library. On the screen that follows make sure the image you uploaded is surrounded by a blue border with a check box and click the blue **Select** button in the bottom righthand corner.



7. Input a brief description of the staff member and their role in the description section under **Bio ***.



8. If you would like visitors to be able to connect with your new staff member input their contact information under **Email** and **Phone Number**. There is also a space to add a new staff member's **LinkedIn Profile URL** to connect on LinkedIn.

Email

Phone Number

LinkedIn Profile URL

9. You also have the ability to input **Responsibilities** for a new staff member. To do so click the blue **Add Responsibility** button. You can add multiple responsibilities by clicking the same button. This will be in a bulleted format on your site.

Responsibilities

These are shown under the "Contact me for" section.

1	Responsibility * Managing Trade shows
2	Responsibility * <input type="text"/>

Add Responsibility

10. Make sure to publish your new staff member by clicking **Publish** in the top righthand corner.

Publish ▲

Save Draft Preview

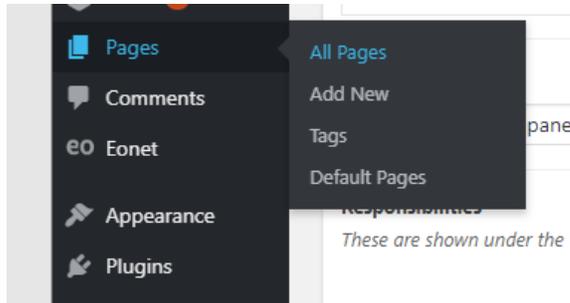
📍 Status: Draft [Edit](#)

👁️ Visibility: Public [Edit](#)

📅 Publish immediately [Edit](#)

Publish

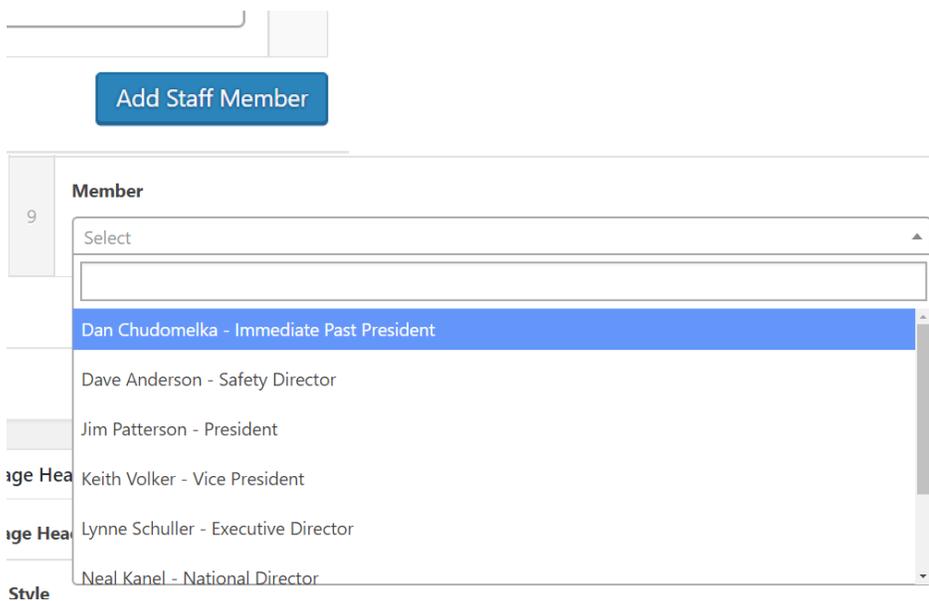
11. To add your newly added staff member to your leadership and staff page(s) navigate to **All Pages** under **Pages** in the menu to the left.



12. Select your **Leadership & Staff** page (this may be titled board members, executives, etc.)
13. To remove a staff member from a particular section, under **Members *** hover over the staff member you would like to remove and click the **minus symbol** to the right.



14. To add a new staff member click the blue **Add Staff Member** button and select the staff member from the drop down list under **Member**.



15. Make sure to update the page by clicking **Update** in the top righthand corner.

Publish ▲

Preview Changes

🔑 Status: **Published** [Edit](#)

👁️ Visibility: **Public** [Edit](#)

📅 Published on: **Jun 6, 2018 @ 20:31** [Edit](#)

[Move to Trash](#) [Update](#)