**Adding Employees to Our Team Page on Website SOP**

**Objective:**

To ensure the accurate and orderly addition of new employees to the Our Team page on the website, maintaining consistency in formatting and presentation.

**Procedure:**

1. Image Headshot:

* Locate the employee's image in the Employee Headshots Folder.
* Access Canva and search for the file titled "Website Headshot" to ensure image size consistency with other website images.
* Download the employee headshot into Canva.
* Create a new page in the Website Headshot File.
* Insert the employee's image, size it properly, and download it to the computer.

2. Adding to Website:

* Log into the website with admin access.
* Navigate to the Our Team page and select 'Edit with Elementor.'

Note: Arrange the addition of the employee in alphabetical order, adjusting existing entries as needed.

3. WordPress Editing:

* To add to WordPress, select the Grey Box in the left corner to edit the container.
* Right-click on the box and choose 'Duplicate.'
  + This action will create two identical containers for editing.

A screenshot of a person smiling

Description automatically generated

* Edit one of the containers:
  + Change the employee's name.
  + Update their role within the organization.
  + Add the employee's LinkedIn profile:
    - If unavailable, use the link for the ProVal Tech Website.
  + Update the employee's image:
    - Click on the left-hand panel to change the image.
    - Follow prompts to upload a new photo.
    - Include alt text for accessibility purposes.

A screenshot of a video chat

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A screenshot of a computer

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4. Preview and Finalization:

* Preview the changes before saving using the eye button.
* Once satisfied with the layout, select 'Update.'

To Remove an Employee:

* Hover over the employee's section.
* Right-click on the Grey box in the left corner of the container.
* Choose 'Delete' to remove the employee from the Our Team page.

Note:

Ensure all changes are reviewed for accuracy and consistency with the organization's branding guidelines before updating the live website.