

-Add a new member

STEP 1: Click the team icon, then press the “Add New Member”

The screenshot shows the WordPress admin interface for the 'Team' list. In the sidebar, there's a 'Team' icon with a red arrow pointing to it. The main area displays a table with columns: Title, Image, Email, Location, Author, Designations, Department, and Date. There are two entries: 'TEST CASE' and 'Stephanie Macomber'. The 'TEST CASE' entry has a small thumbnail image, while 'Stephanie Macomber' has a placeholder profile picture.

STEP 2: This is the inside of the Add New Member.

The screenshot shows the WordPress editor for a 'TEST CASE - Member' post. The left side shows the Silver Buckle Youth Equestrian Center website with contact information. The right side shows the Gutenberg editor with a 'Member' block selected. A red arrow points to the 'Member' tab in the right sidebar.

STEP 3: Click the “Member” first, then press the “Set featured image” to add a personal photo.

The screenshot shows the WordPress editor for a 'No title - Member' post. The left side shows the Silver Buckle Youth Equestrian Center website. The right side shows the Gutenberg editor with a 'Member' block selected. A red arrow points to the 'Set featured image' button in the right sidebar.

STEP 4: Click “Type / to choose a block” to text your personal experience. After importing your image and finishing typing your personal experience, please remember to “Publish” it.

The screenshot shows a WordPress post editor for a page titled "No title - Member". The page content area is currently empty, indicated by a large gray placeholder box with the text "Type / to choose a block". The top navigation bar includes links for Events, Lessons, Programs, Services, About Us, a search icon, and a "Donate" button. On the right side, there's a sidebar for managing the page structure, showing a "Member" block with the title "No title". The sidebar also includes sections for Status (Draft), Publish (Immediately), Slug (5991), Author (Richard Shen), Template (Single Posts), Parent (None), and Content.

Step 5: This is what I have done after these steps.

Silver Buckle Youth Equestrian Center

Events Lessons Programs Services About Us

Donate

Step 6: If you want to set this member as a staff member or a Board member. Back to “STEP 1” and find the member that just added. After that, Click “Quick Edit”.

Step 7: Enter the title (usually, it will be the added member's name), then choose the member's Designations and Department.

QUICK EDIT

Title TEST CASE

Slug 5968

Date 11-Nov 05 2025 at 03 : 27

Author Richard Shen (WSUstudent47s)

Password -OR- Private

Designations

Barn Manager & Boarder Liaison
 Facilities
 Herd Manager
 Lesson & Instructor Development
 Member at Large
 Monday & Wednesday Instructor
 Operations Manager

Order 0

Template Default template

Status Scheduled

Department

Board Member
 Staff

Update Cancel

STEP 8: The “TEST CASE” is added to the “Silver Buckle Team”

Silver Buckle Team



Cherie Elliot
Operations Manager



Shawna Barttlet
Barn Manager & Boarder Liaison



Ken Ayers
Facilities



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Sarah Long
Tuesday & Saturday Instructor



Andrea Johnson
Monday & Wednesday Instructor



Jessica Overbagh
Herd Manager, Lesson & Instructor Development

