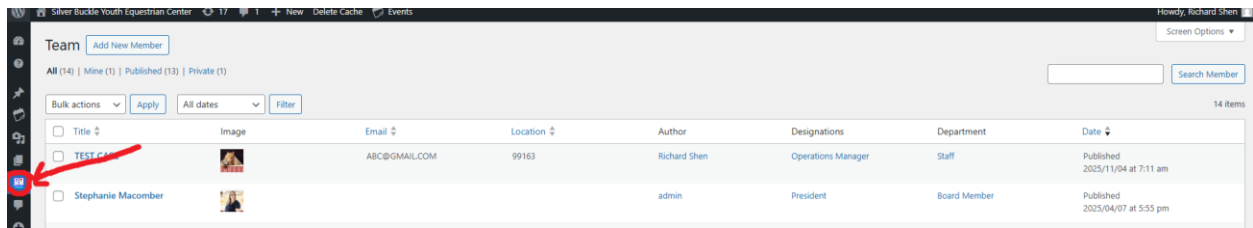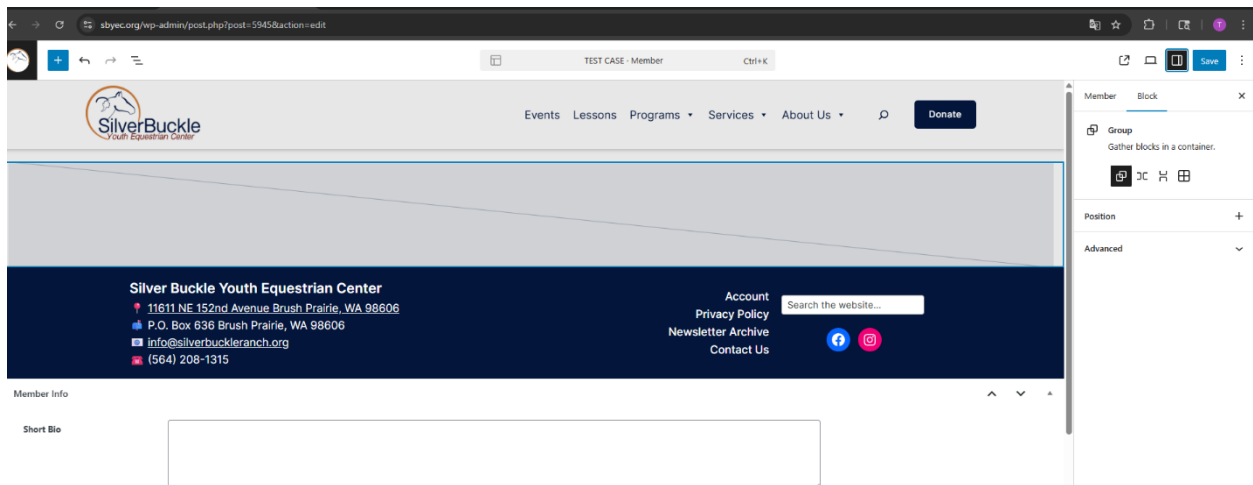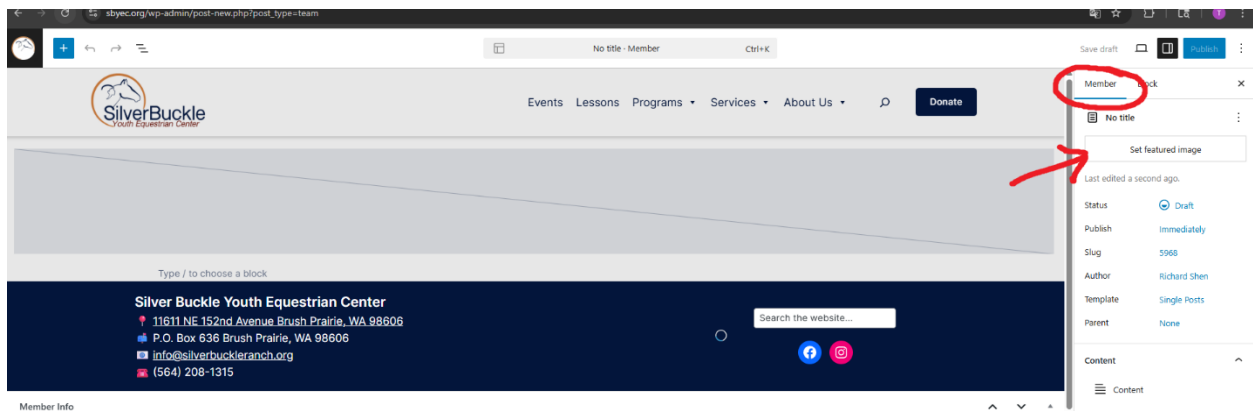-Add a new member

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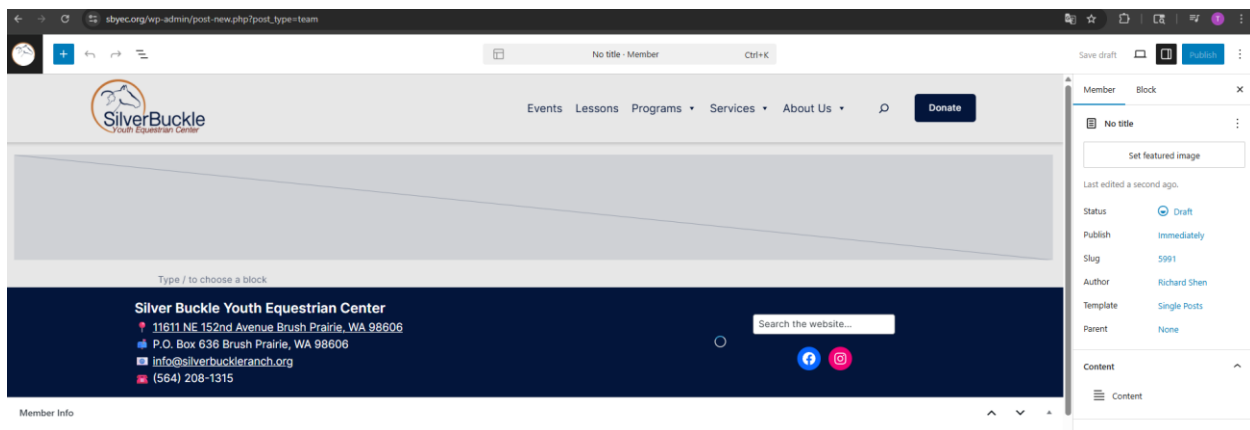

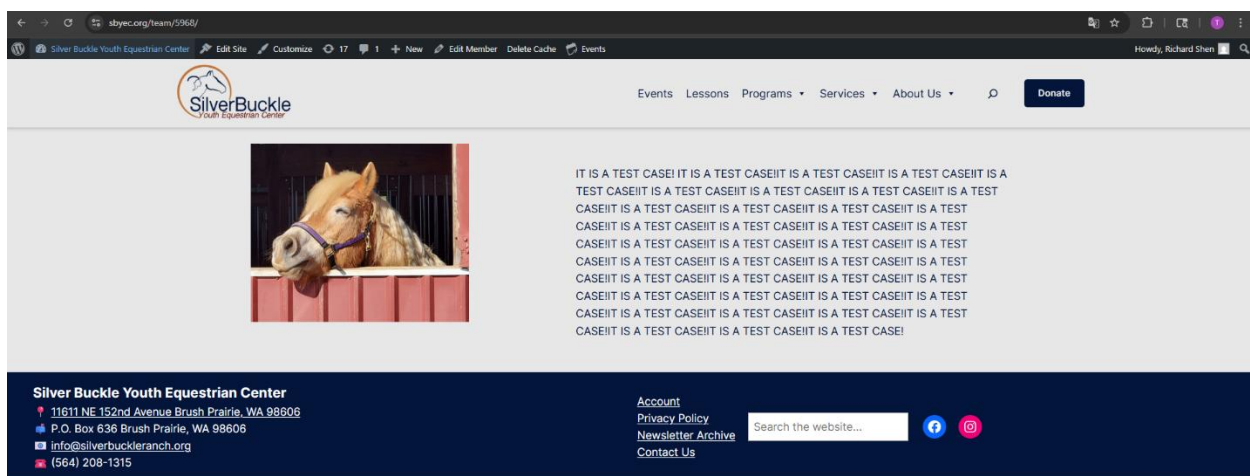STEP 2: This is the inside of the Add New Member.

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

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.

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

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.

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

Silver Buckle Team

Cherie Elliot
Operations Manager

Shawna Barttlet
Barn Manager & Boarder Liason

Ken Ayers
Facilities

Sarah Long
Tuesday & Saturday Instructor

Andrea Johnson
Monday & Wednesday Instructor

Jessica Overbagh
Herd Manager, Lesson & Instructor Development