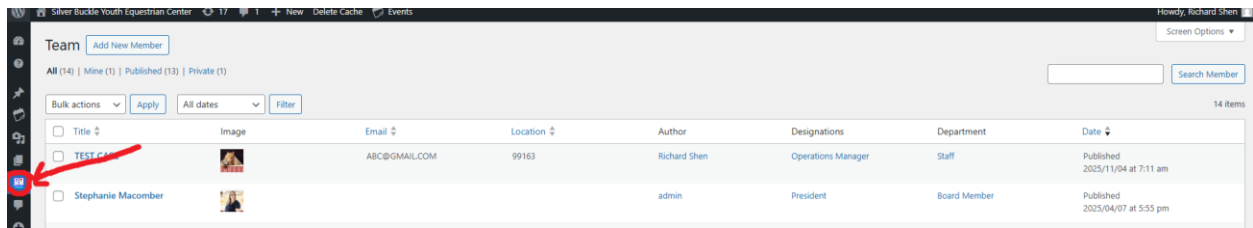
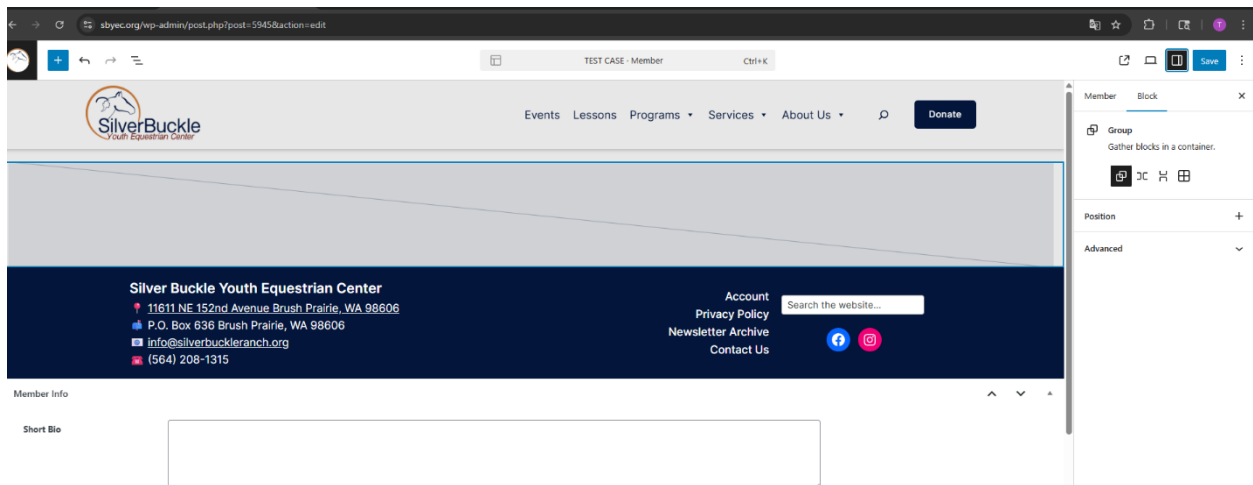


-Add a new member

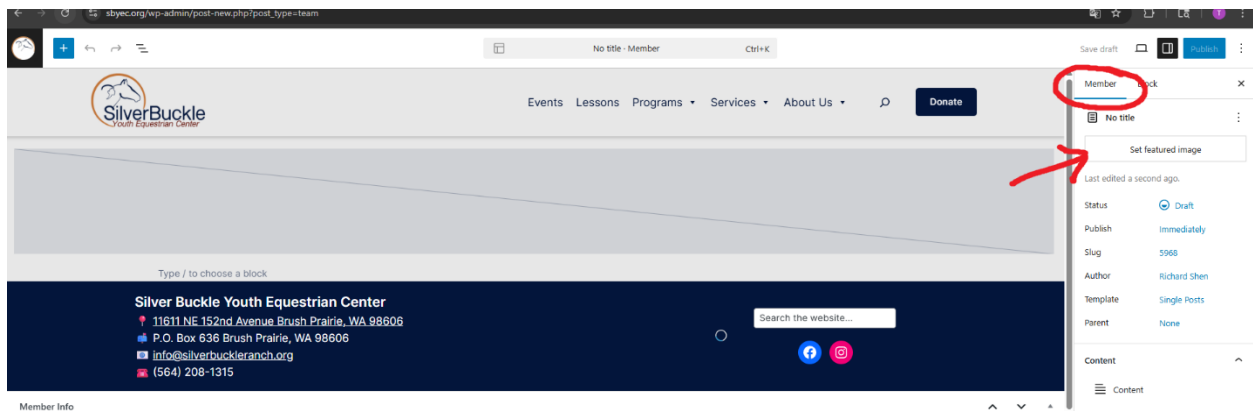
STEP 1: Click the team icon, then press the “Add New Member”



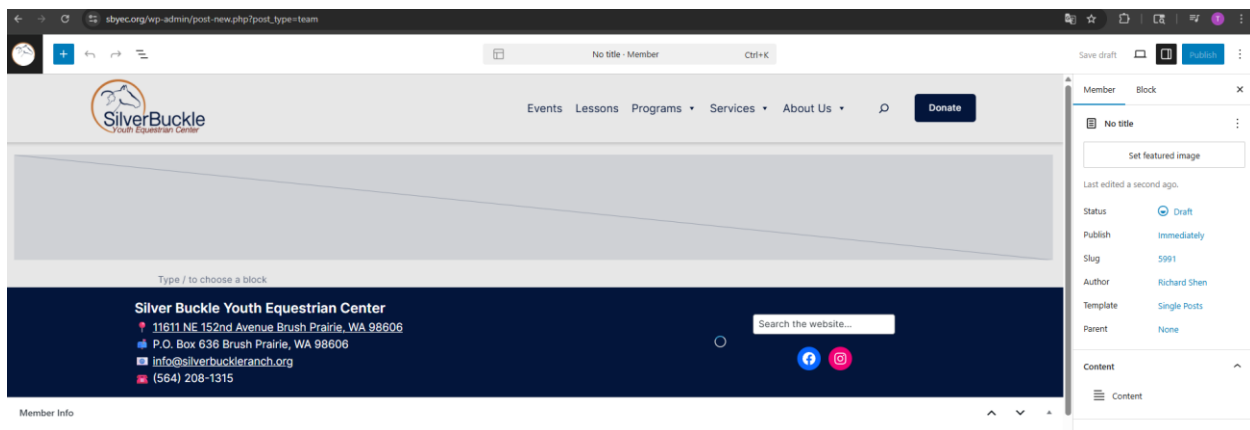
STEP 2: This is the inside of the Add New Member.



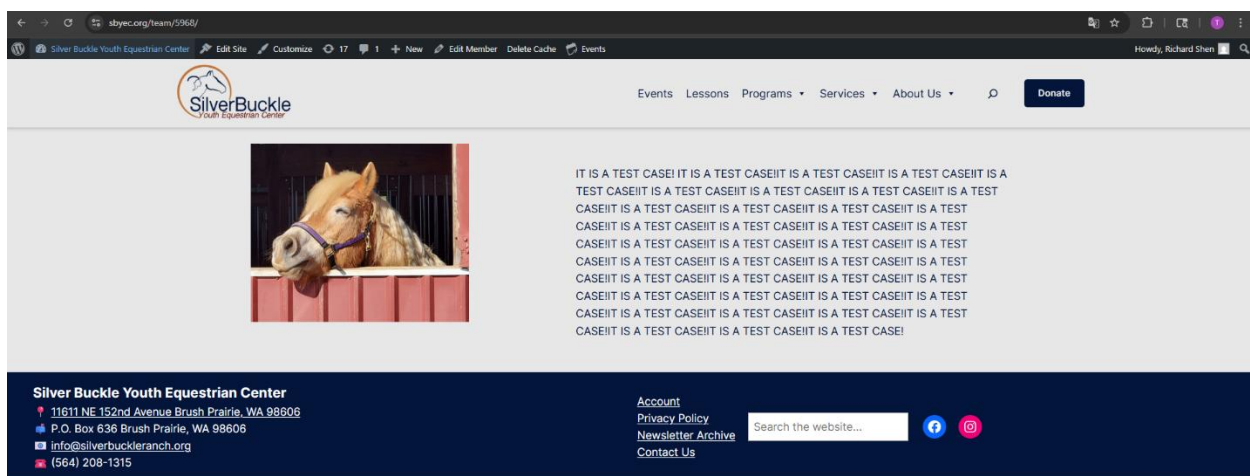
STEP 3: Click the “Member” first, then press the “Set featured image” to add a personal photo.



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.

QUICK EDIT

Title:

Slug:

Date: at

Author:

Password: ☐ Private

Designations

- ☐ Barn Manager & Boarder Liason
- ☐ Facilities
- ☐ Herd Manager
- ☐ Lesson & Instructor Development
- ☐ Member at Large
- ☐ Monday & Wednesday Instructor
- ☒ Operations Manager

Department

- ☐ Board Member
- ☒ Staff

Order:

Template:

Status:

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



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Sarah Long
Tuesday & Saturday Instructor



Andrea Johnson
Monday & Wednesday Instructor



Jessica Overbagh
Herd Manager, Lesson & Instructor Development

