

## Adding/Editing People

1. To add or edit a person, navigate to a page with a *People Section* then click “**Tools**” > “**Manage People**”:



2. Click “**+ Person**” to add a new entry or click on a person from the list to edit an existing entry:



3. Complete the following required fields as well as any additional information (points of contact, about section, picture, etc.):

First Name *required\**

Last Name *required\**

Show in People Section *select a value\**

 Yes  No

*\*show this record in the public directory*

*\*Note that “**Show in People Section**” must be set to “**Yes**” for the person to display on the site*

4. Select the groups the individual belongs to and type an optional title:

Tags

Groups

**Elected Officials**

**Fire Department**     **Parks & Rec Department**     **Planning Committee**     **Police Department**

**Staff**

5. Click "Save" to finalize the entry:

