Member Spotlight Management

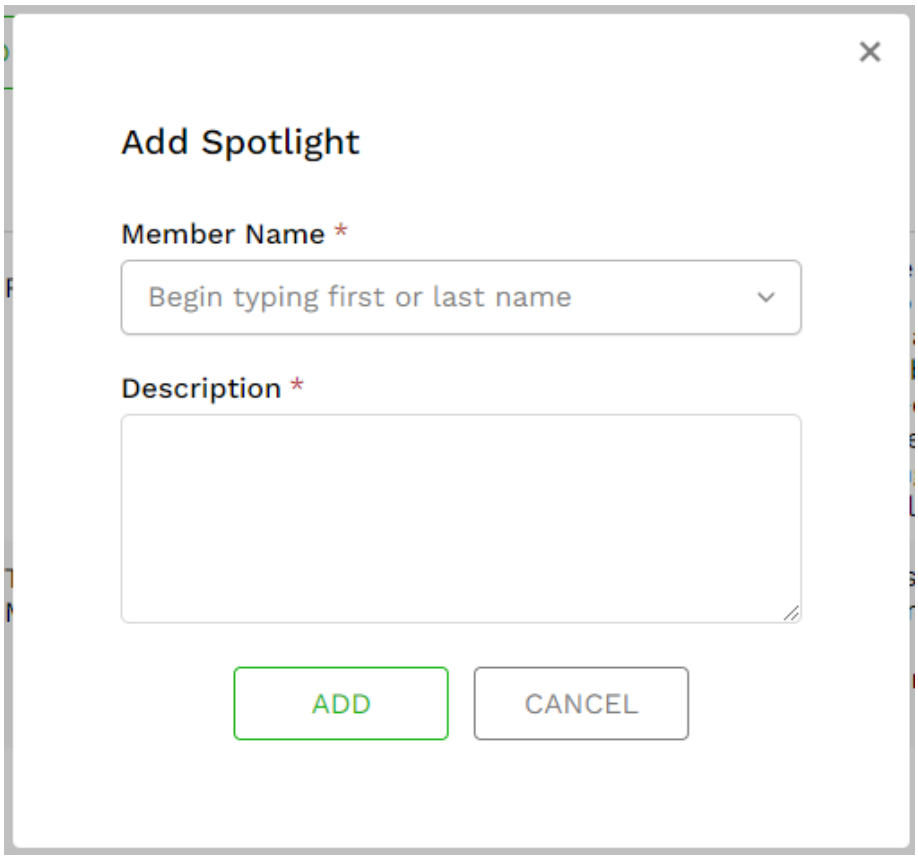
How do I add a new member spotlight to my website?

To add a new member spotlight to your website, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Member Spotlight under the Web Builder heading.
3. Click on the green Add Spotlight button.



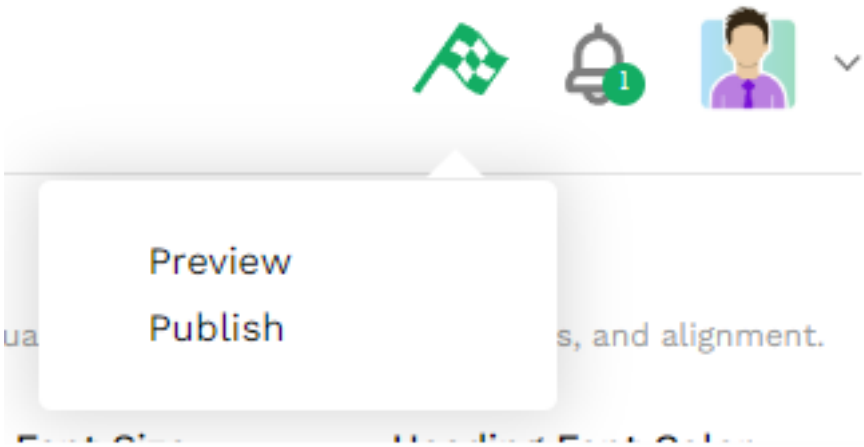
4. Select the member you'd like to highlight by starting to type the member's first or last name or click on the Member Name field for the drop-down menu to appear.
5. Add a description.
6. Click on the green Add button. If you no longer want to add a Member Spotlight, click the gray Cancel button.



7. To publish changes, click on the green checkered flag icon beside your notification bell icon and select Publish. All changes must be published to be shown on the public-facing website.

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Didn't find what you’re looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

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