Member Spotlight Management

How do I edit a member spotlight on my website?

To edit a member spotlight on your website, follow these steps:

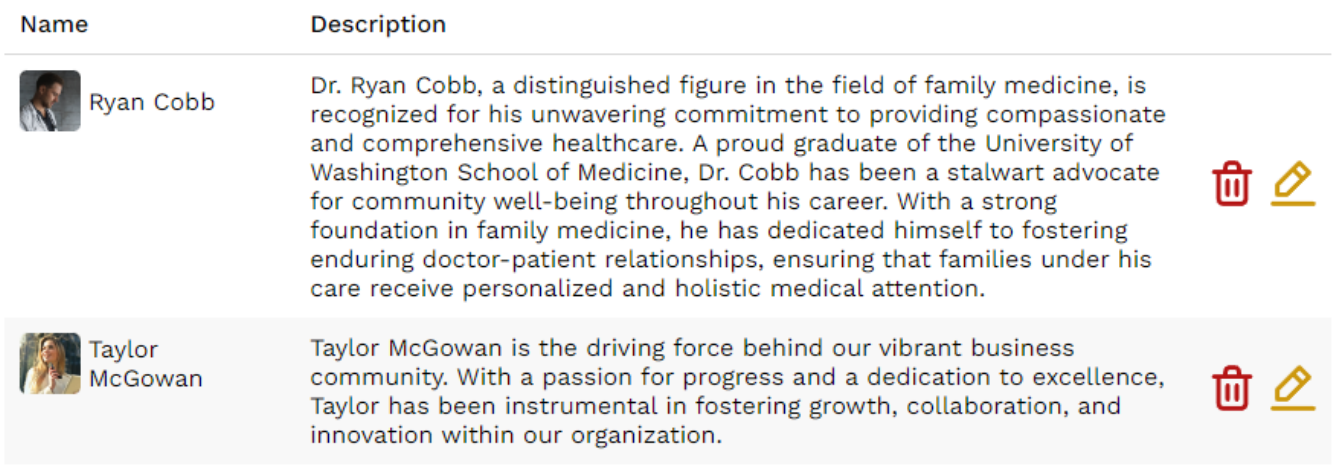
1. Go to the Admin Tools tab at the top.

2. Go to Member Spotlight under the Web Builder heading.

3. Find the member spotlight you'd like to edit by searching by name or description via the search bar.



4. Click on the yellow pencil icon after selecting which Member Spotlight you'd like to edit.

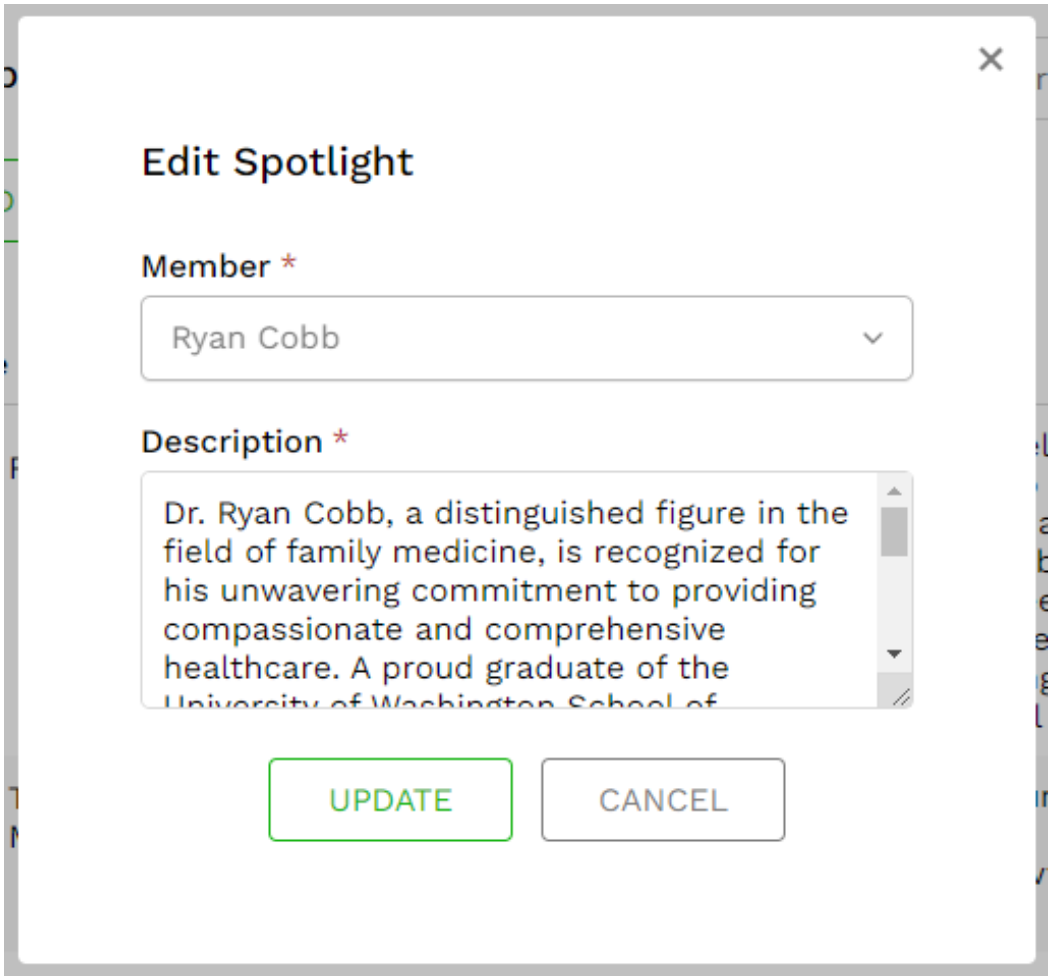


5. Edit the member spotlight by changing out the member name with the drop-down menu and/or edit the description below.

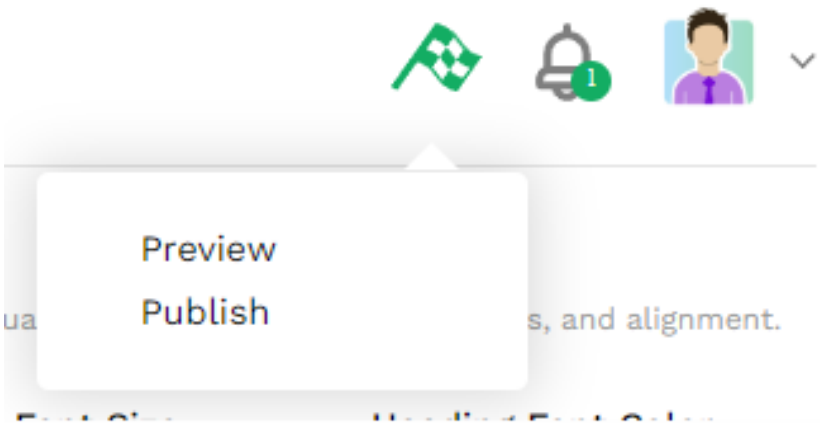
6. Once finished, click on the green Update button. If you've selected the wrong member spotlight or you no longer would like to edit this member spotlight, click on the gray Cancel button.

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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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Unique solution ID: #1064
Author: n/a
Last update: 2024-05-29 23:34

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