

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.

Member Spotlight









Search name or description



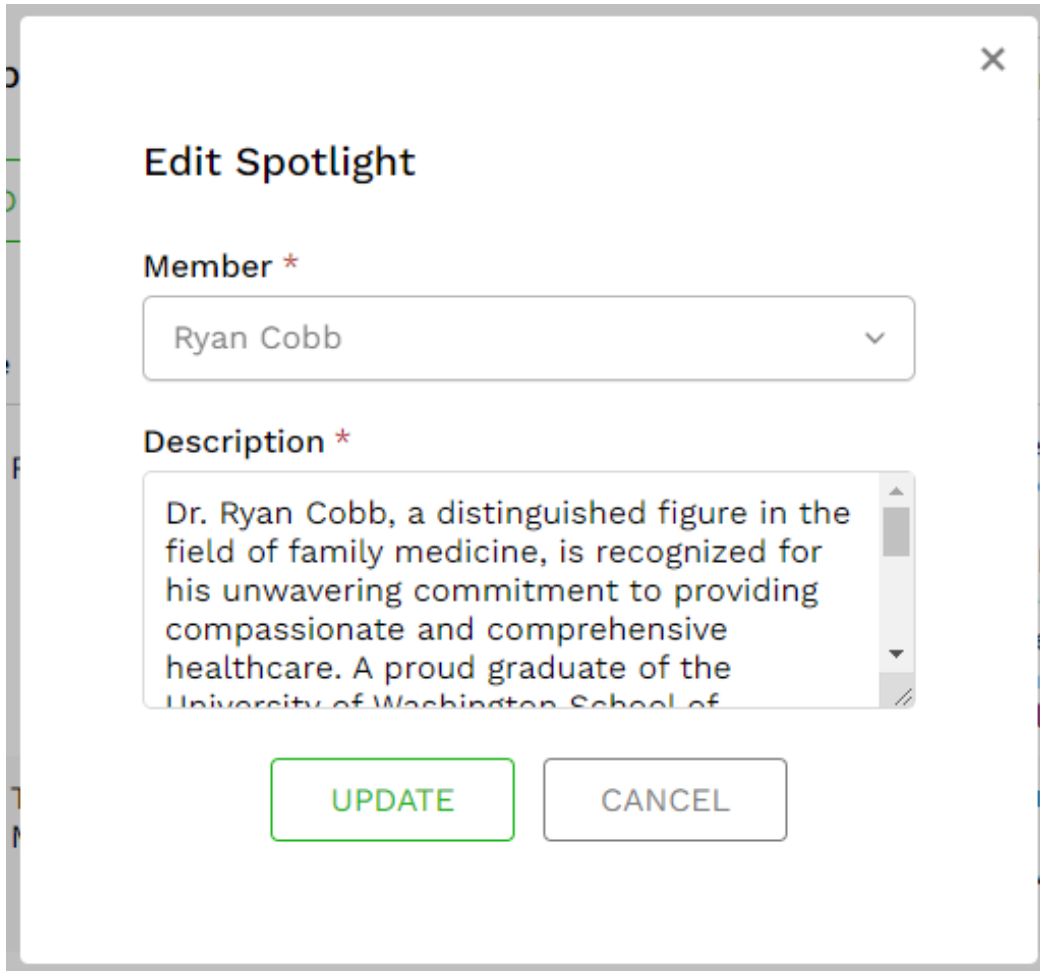
ADD SPOTLIGHT

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

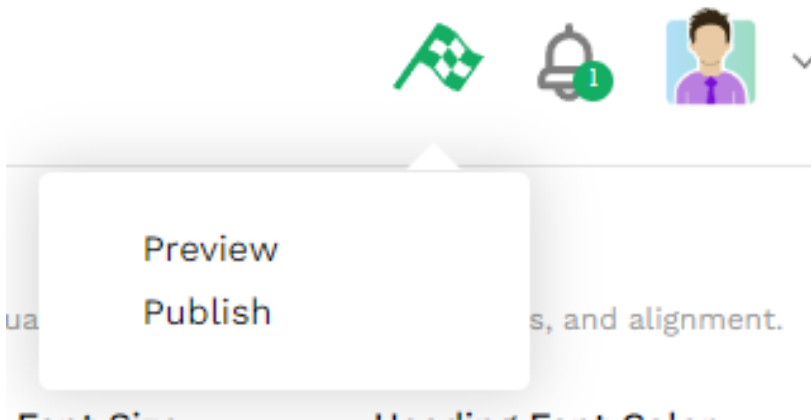
Name	Description	
 Ryan Cobb	Dr. Ryan Cobb, a distinguished figure in the field of family medicine, is recognized for his unwavering commitment to providing compassionate and comprehensive healthcare. A proud graduate of the University of Washington School of Medicine, Dr. Cobb has been a stalwart advocate for community well-being throughout his career. With a strong foundation in family medicine, he has dedicated himself to fostering enduring doctor-patient relationships, ensuring that families under his care receive personalized and holistic medical attention.	 
 Taylor McGowan	Taylor McGowan is the driving force behind our vibrant business community. With a passion for progress and a dedication to excellence, Taylor has been instrumental in fostering growth, collaboration, and innovation within our organization.	 

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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