

# Staff Element Overview:

## In the Websites Dashboard

☐ From the Dashboard, select **People** in the menu, then **Groups**

☐ Create a Series (Optional)

- **Series are optional** and useful for organizing Groups into larger collections
- From the Groups dashboard, select **Series** on the top navigation bar.
- Select **Add New Series**
- Add the Series name, keywords, and any other details to help distinguish it from other Series.

☐ Create a Group (Optional)

- From the Groups dashboard, click **Groups** on the top navigation bar.
- Navigate to **Add New Group**
- Give your Group a Name and include any additional details, such as whether the Group should be part of a Series and who the Group Admins are, to customize it for your organization's needs.
- Click **Add Group** after filling in that information
- Here you will:
  - Add Existing Members to the Group
  - Add the Group to a Series if you've created one
  - Select Edit Group to make any changes to existing Groups

**Pro-Tip:** Let's talk more about how you can use these organizing tools!

**Series:** Picture a Series like a campus or main location—such as “Midtown Campus.” Under that Series, you can organize all related ministries. If you only have one campus, Series can still help by grouping similar volunteer efforts, like “Food Drive Volunteers” or “Homeless Ministry.” This keeps everything under one umbrella for quick access.

**Groups:** Think of a Group as the actual volunteer team or ministry. Each Group represents the people who serve in that area. This makes it easy to communicate, schedule, and manage volunteers without mixing them up with other teams.



# Staff Element Overview:

## In the Websites Dashboard (Continued)

### ☐ Add Members to Group

- Need to Create New Members?
  - Select **Members** in the left-hand menu, then **Add New Member**.
  - Enter the Member's information, including their assigned **Groups**, **Permissions**, and any additional details as needed.
  - You'll update the content displayed on your website later using the Website Editor.
- Already have your Members created?
  - Add them to a Group by selecting their **Name**, Navigating to Step 4, titled **Groups**, where you can manage or create Member settings.

**Pro-Tip:** Add images to Member profiles to help reinforce a sense of trust for your ministry's website.



# Staff Element Overview:

## Editing Your Website

- ☐ Navigate to the Websites Editor
  - Select **Websites**, then **Manage Sites**
  - Click the 3-dot menu for the website you're editing, then **Edit Site**
- ☐ Create a Page or Block dedicated to Staff
  - Pages divide your ministry's website into separate sections, such as Home, About, or Contact.
  - Blocks are layout sections you add to Pages to structure content. This is where you'll place an element which allows you to customize each Page to fit your needs.
  - If you already have a Page or Block created for your Staff, move on to next step.

**Pro-Tip:** Create Pages first to structure your site, then add Blocks and Staff Elements. This keeps your layout clean and makes it easier to manage content later!

- ☐ Find Staff Elements
  - Select the + symbol on the left-hand menu and search for Staff, or scroll down to that section of elements.
- ☐ Choose Staff display variation
  - Staff Layout - Displays a list of staff members with filtering options and the ability to group staff.
  - Staff List - Shows a single, unfiltered list of staff members.
  - Staff Featured - Highlights one specific staff member.
  - Staff Detail - Displays detailed information (such as a bio) for a staff member. This element is typically used alongside the Staff Layout, List, or Featured element, and connects to a page dedicated to Staff Detail.
- ☐ Drag and Drop selected **Staff Element** onto the dedicated Page or Block



# Staff Element Overview:

## Editing Your Website (Continued)

### ☐ Configure Additional Staff Element Settings

- Hover over the new Element and click the ^ symbol to open its settings.
- Select the **Staff Layout** (first symbol) setting to customize what information is displayed.
- From here, you can:
  - Set the number of columns or items shown
  - Choose which details appear under display
  - Filter which Series and Groups to display.

**Pro-Tip:** Begin with the default settings, then adjust columns, display options, and filters to match your ministry's needs. Small tweaks can make a big difference in clarity and engagement.

