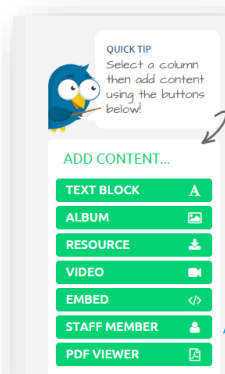


## For Website Users: Adding Staff

If you would like to add a staff page to your school website, eSchools have created a special feature to make this easily achievable.

### To add a Staff page to your website:

- Decide where you wish the page to sit within the website and create a new page.
- Once your page has been created, select the staff member tool from the left.



- Complete the relevant fields in the pop-up window.
- It is possible to add an image of the staff member by selecting the green +. Choose the image which has been stored locally on your machine.

A screenshot of a 'Add content' pop-up window. The window has a blue header with a plus sign icon and the text 'Add content'. Below the header is a green button with a white plus sign. The form contains several input fields: 'Title' (a dropdown menu), 'First name' (a text box), 'Last name' (a text box), 'Gender' (a dropdown menu with 'Male' selected), 'Email address' (a text box), and 'Job title' (a text box). Below these fields is a large text area labeled 'Biography'. At the bottom right of the window are two buttons: 'CANCEL' and 'SAVE'.

- Once selected a further pop-up window will appear allowing you to crop the image.