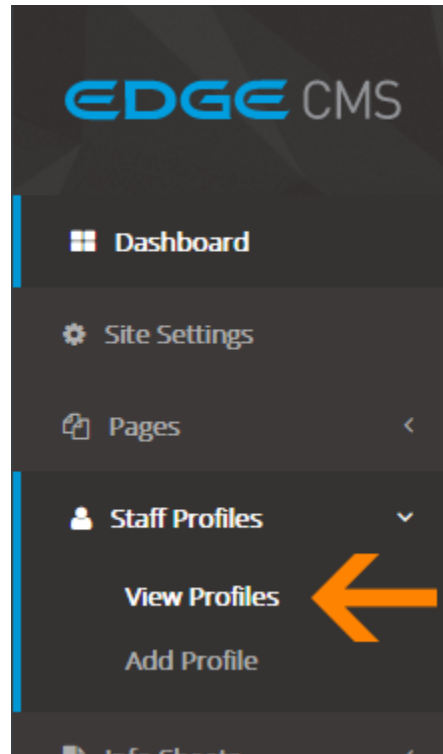# Add New Staff Profile

Video Overview

To add a new staff profile to your content management system follow the steps below.

STEP 1 - Access

Select and expand the **Staff Profiles** menu item and select the **Add Staff Profile** option.

STEP 2 - New Staff Profile Details
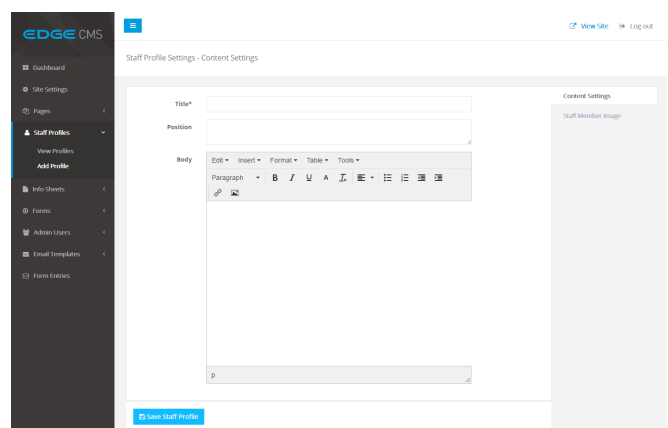
Fill out the new page settings fields.

Title

Required The Staff Member's name.

Position

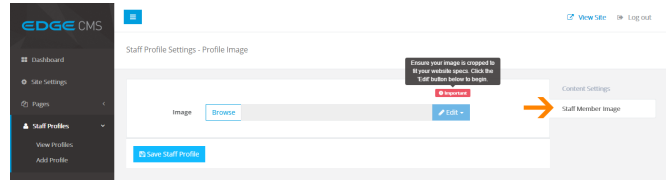If applicable, add the Staff Member's current position within the organisation.

Body

Add the staff member's content here.

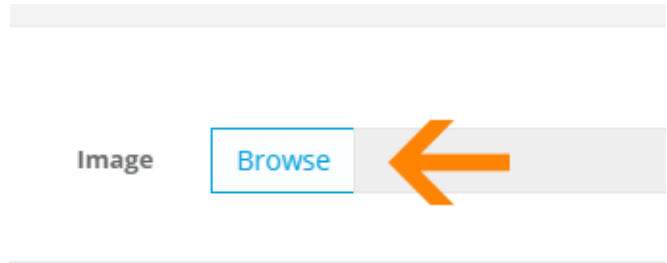## STEP 3 - Upload and Crop Staff Member

Image/Photo

Select the **Staff Member Image Tab** to access the image upload and crop tools.

STEP 4 - Open Media Library

Click the **Browse** button to open the **Media Library**

STEP 5 - Select or Upload Image

Click an image to select it or click **Add files** to upload a new image.

STEP 6 - Crop the Image

Cropping Images

*Cropping the image to match your website specs is essential to ensure your website is always looking its best.*

You will see the message below when crop options are available.

Click the **Edit** button and **Crop Image** from the drop down menu to open the **Image Crop Tool**

Hold click and **drag** over the image to highlight and select the section you wish to use then click **Save changes** to save the image crop changes.
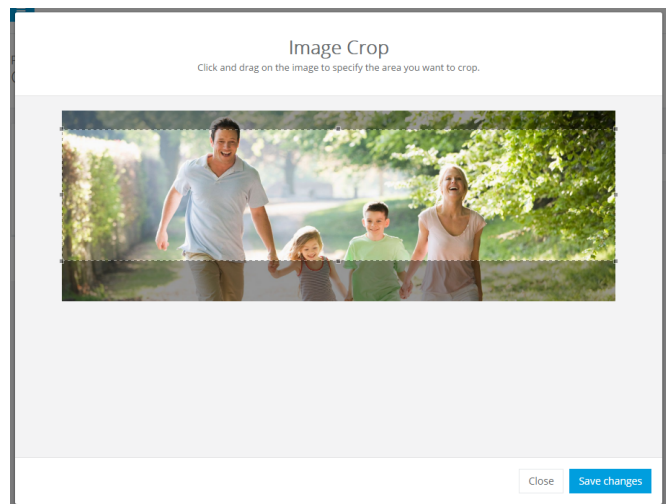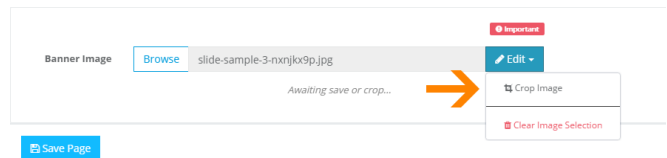
STEP 6 - Save

Ensure you press the **Save** button at the bottom of the screen after any change to ensure the changes are saved to the system.