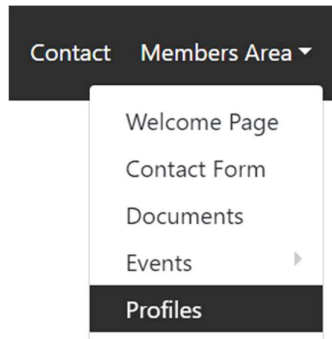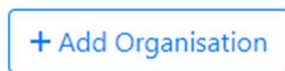# How to set up Profiles

1. Go to **Members Area > Profiles**



2. Press **'+ Add Organisation**'



3. Enter the name of your organisation (this will not be displayed on the page, it is to help you differentiate between your teams.)
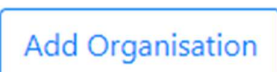


4. Select which (**if any**) fields are to be **hidden**. You can leave these blank if you don't want to hide any fields. You can come back and edit these at any time.
E.g.- If you select 'Profile Photo', this will not be displayed when you add the profiles to a page. (Please note that only the display style 'Table' will hide the selected fields)



5. Once you have filled these fields in, press '**Save Organisation**'



6. When '**save organisation**' is pressed, you will be shown a green banner confirming it has been saved successfully.
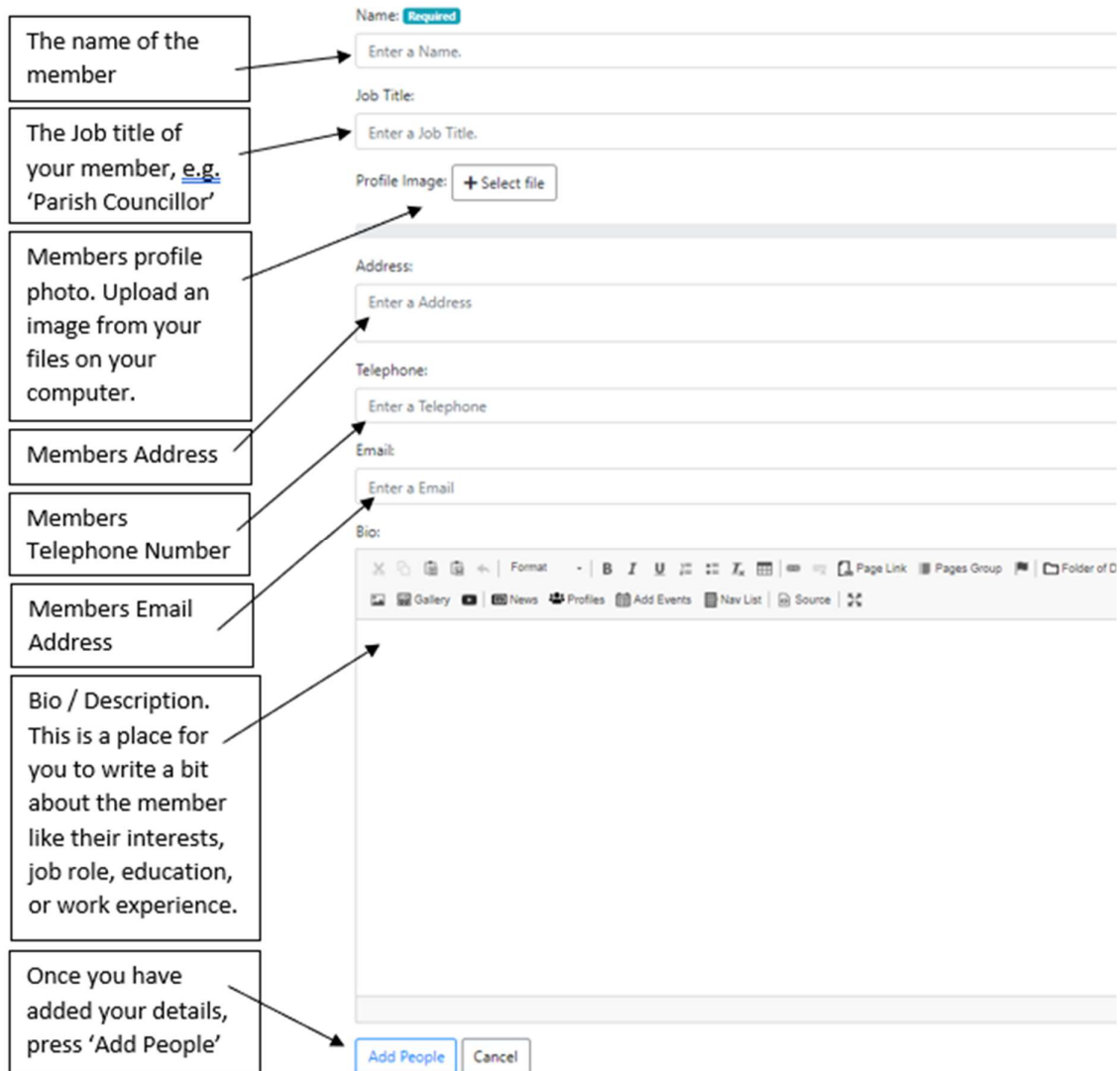
7. Once you see the banner, press the '**Back**' button. This will redirect you to the organisations admin list. From here, press the name of the organisation you would like to add a member too.

8. Press the '**+ Add People Member'** button.

+ Add People Member

9. You will be directed to a Pro Forma to fill in with the information about the member.

| | |
|---|---|
| The name of the member | Name: Required |
| | Enter a Name. |
| The Job title of your member, e.g. 'Parish Councillor' | Job Title: |
| | Enter a Job Title. |
| Members profile photo. Upload an image from your files on your computer. | Profile Image: + Select file |
| | Address: |
| | Enter a Address |
| Members Address | Telephone: |
| | Enter a Telephone |
| Members Telephone Number | Email: |
| | Enter a Email |
| Members Email Address | Bio: |
| Bio / Description. This is a place for you to write a bit about the member like their interests, job role, education, or work experience. | |
| Once you have added your details, press 'Add People' | Add People    Cancel |

10. Once you have filled in your information and pressed 'Add People', you will be shown a green banner confirming it has saved successfully.

**People Saved.** The People has been saved successfully.
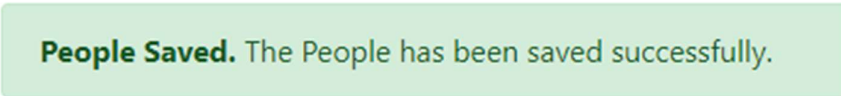
11. To add another member, repeat the process from step 8 onwards.