How to Add and Edit Member Fields (as a Member)

NOTE - Widgets and the options available within them may vary from what is shown in this document as community widget settings are customized by the community’s administrators.

Add Member Fields:

1. Navigate to your profile within the community.

2. You will be in Edit Mode by default. (You will need to be in Edit Mode in order to add Member Fields to your profile.)

3. Make sure you are on the tab you want to add content to. Click where you want the content added.

4. Click the tab.

5. The categories available for you to add will be shown in the left portion of the window. The editable categories are determined by your community administrator.

6. Click on a category to view the available fields. The checkboxes for some fields may be grayed out if your community administrator determined that those fields are required and cannot be removed from display.

7. Check the box in the Show column if you want a field to show in your profile.

8. Click to save your changes.

Edit Member Fields:

1. Navigate to your profile within the community.

2. You will be in Edit Mode by default. (You will need to be in Edit Mode in order to add Member Fields to your profile.)

3. Click next to the Member Fields area you want to edit.

4. Check the fields you want to add or uncheck the fields you want to remove from your profile.

5. Click .

Move Fields:

1. Navigate to your profile within the community.
2. You will be in Edit Mode by default. (You will need to be in Edit Mode in order to move an area of fields in your profile.)

3. While hovering over the header for the fields, you will see a four-headed black arrow. Click and hold the four-headed arrow to drag and drop the field block where you want it to appear. As you move over other content areas, they will be shaded light blue. The field area you are moving will appear ABOVE the blue shaded area.

Remove Member Fields:

1. Navigate to your profile within the community.

2. You will be in Edit Mode by default. (You will need to be in Edit Mode in order to add Member Fields to your profile.)

3. Click next to the Member Fields area you want to delete.

4. A confirmation window will appear. Click to delete the field content block.

Preview My Profile:

1. Click to toggle to.

2. To move back into Edit Mode, click .