How to Add and Edit RSS Feeds (as a Member)

NOTE – RSS Feeds and the options available within them may vary from what is shown in this document as community RSS Feed settings are customized by the community’s administrators.

Add RSS Feed:

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 RSS Feeds 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 RSS Feeds tab.

5. The RSS Feeds defined by your community administrator will be shown. Click the by a category to expand it in order to view your options.

   NOTE - If the feeds within a category have sub-categories you will see a so you can expand it further. If there is no, then you will simply click on the feed you want.

6. Select the RSS Feed you want to add to your profile.
   - **Feed Name:** The Name is predefined, but you can change it if you would like.
   - **Feed URL:** The URL is predefined and cannot be changed.
   - **Maximum Number of Links:** The maximum number of records/articles to pull in has also been predefined, but you can change this number.
   - **Feed Height:** You can also limit the feed height or leave blank or set it to 0 to allow the system to autofit the text.
   - **Show Description:** This option allows you to get a short description with the links included in the feed. It is checked by default.
   - **Click**.

Edit RSS Feed:

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 edit the RSS Feeds in your profile.)
3. Click next to the RSS Feed you want to edit.

4. Make the desired changes.

5. Click Save.

**Move Feeds:**

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 the RSS Feeds in your profile.)

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

**Remove RSS Feeds:**

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 delete RSS Feeds in your profile.)

3. Click on the RSS Feed you want to remove.

4. A confirmation window will appear. Click OK to delete the feed.

**Preview My Profile**

1. Click to toggle to View Mode.

2. To move back into Edit Mode, click View Mode.