How to Add and Edit Widgets (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 a Widget:

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 Widgets 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 Widgets 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 widgets 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 widget you want.

6. Click on the widget you want to add to your profile. Complete the required fields on the right side of the page to add the widget.

   7. Click

Edit Widget:

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 Widgets in your profile.)

3. Click for the Widget you want to edit.

4. Make the desired changes to the Widget information.

   5. Click

Move Widget:

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 Widgets in your profile.)
3. While hovering over the title of the Widget, the cursor will change to a four-headed black arrow. Click and hold the four-headed arrow to drag and drop the Widget where you want it to appear. As you move over other content areas, they will be shaded light blue. The Widget you are moving will appear ABOVE the blue shaded area.

Remove Widget:

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 Widgets from your profile.)

3. Click for the Widget you want to remove.

4. A confirmation window will appear. Click to delete the widget.

Preview My Profile:

1. Click to toggle to.

2. To move back into Edit Mode, click .