



# MANAGING STAFF PAGES

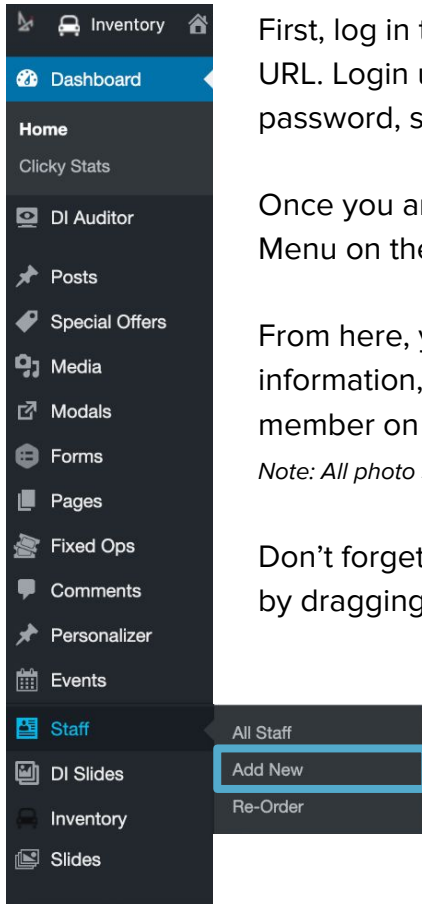
## On Your Dealer Inspire Website

Through your website development process all that way through your continued journey post go-live, our goal is to equip you with the necessary tactics to create a pro website and offer industry-leading experience for your shoppers.

Managing and updating your Staff Page is a simple way to make a big impact on your website. We'll show you step-by-step how to update your Staff Page.

### MANAGE YOUR STAFF PAGE

From the backend of your DI website, you can add and edit members of your staff. An “About Us” section is important for a local business, so building out a full staff page is a great and simple way to win with your website on day one.



First, log in to the backend of your website by adding **wp/wp-admin** to your website URL. Login using your email address and password. If you don't know your password, simply click “Forgot Password” and follow the reset steps.

Once you are in the backend of your website, scroll down to **Staff** on the plug-in Menu on the left hand side of your screen and click **Add New**.

From here, you can add an image, first and last names, titles, departments, contact information, and even a short biography. We highly recommend that each staff member on your page has a photo.

*Note: All photo sizes must be at least 356 x 356 pixels.*

Don't forget to publish your page! Once published, you can also reorder your staff by dragging and dropping.

#### More of a visual learner?

Watch the steps in our Staff Pages video below:

[Watch](#)