How to Edit Team Profile Page

When to use

Each team has a profile page, the page should describe you team and also detail contact information for your age group.

To view your team profile page, click TEAMS > Select age group. The profile page is the default landing page.



Requirements to Update

Must have CMS Editor or CMS Author Role

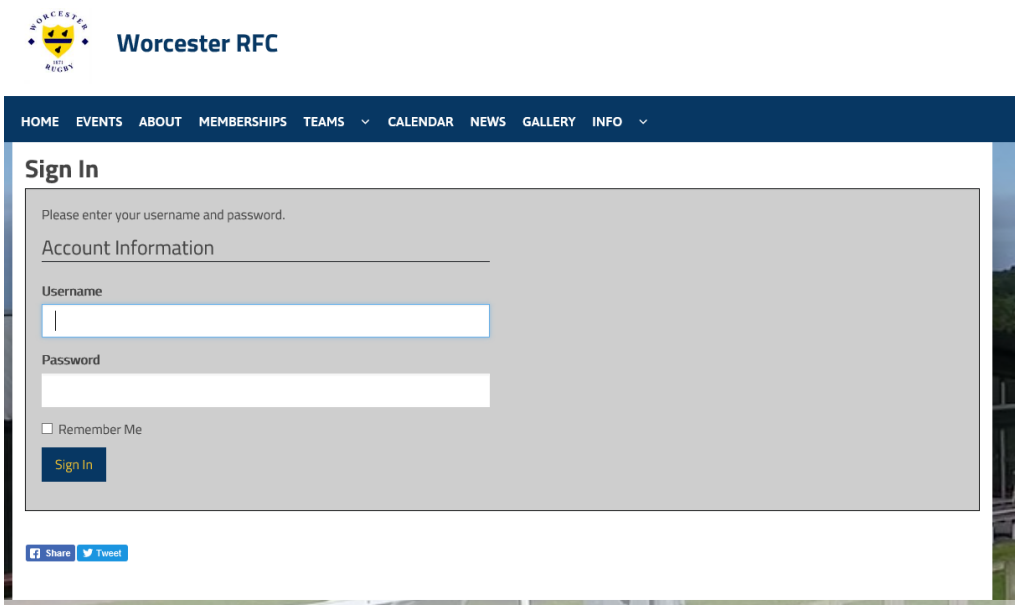
Use URL below to access club website

https://worcesterrfc.rfu.club/Users/Account/LogOn?ReturnUrl=https%3a%2f%2fWorcesterRFC.rfu.club

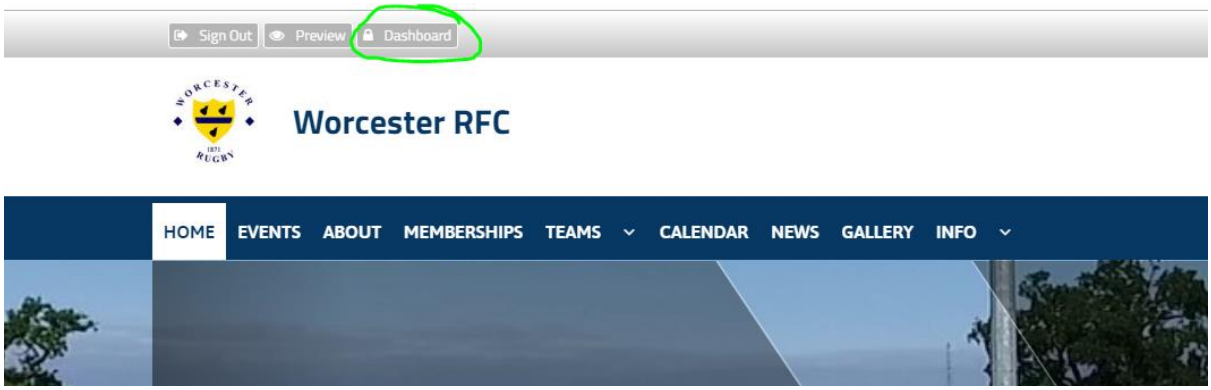
Changes made will not be visible on the website until you click publish as the end of this process.

Process

Use link above to access website. Sign in when prompted

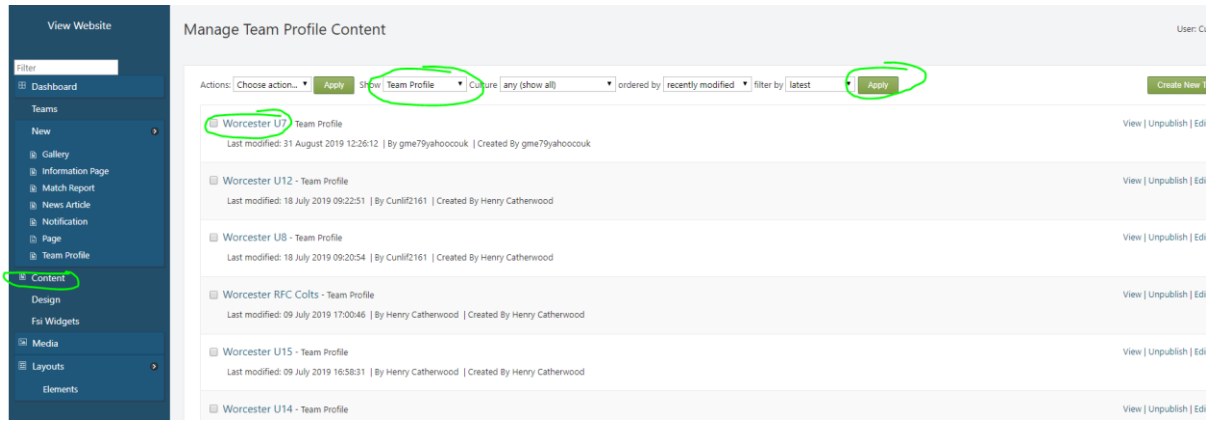


Click Dashboard to access editing tools

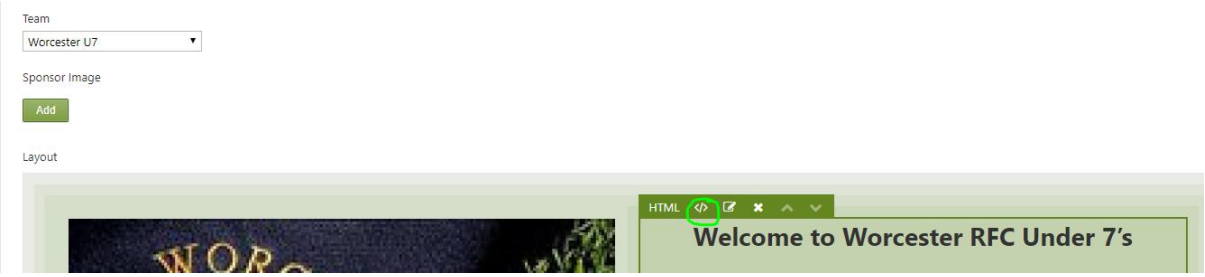


Select Content. In the “Show” dropdown select “Team Profile”. Click Apply

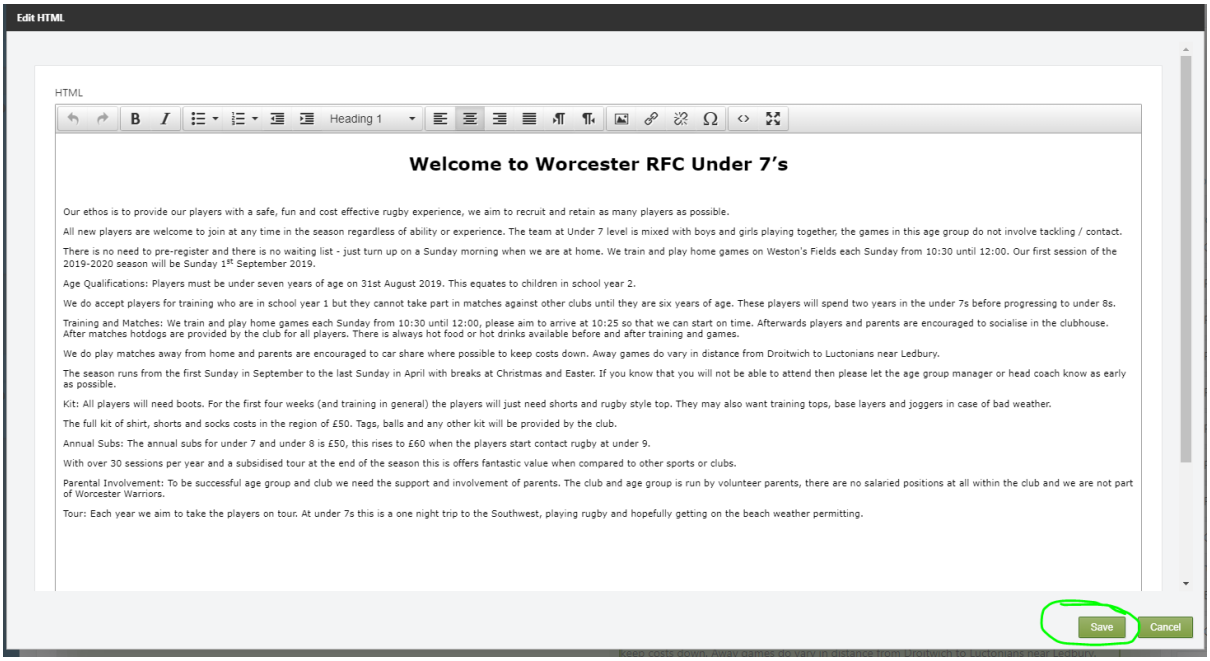
From the filtered list select your leam page



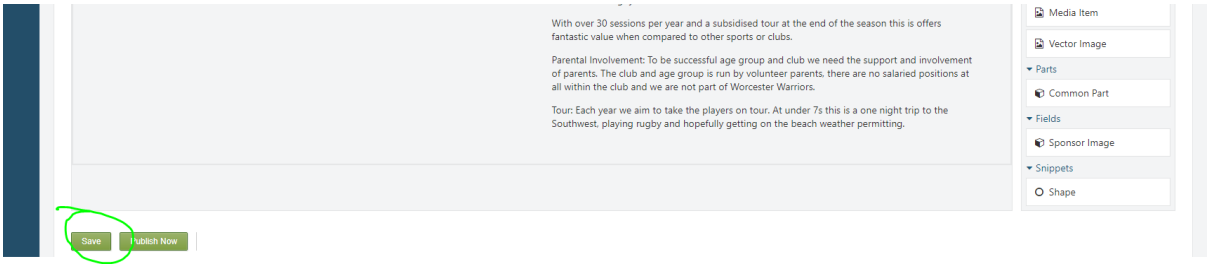
Select the web part you want to edit, then click the “</>” icon



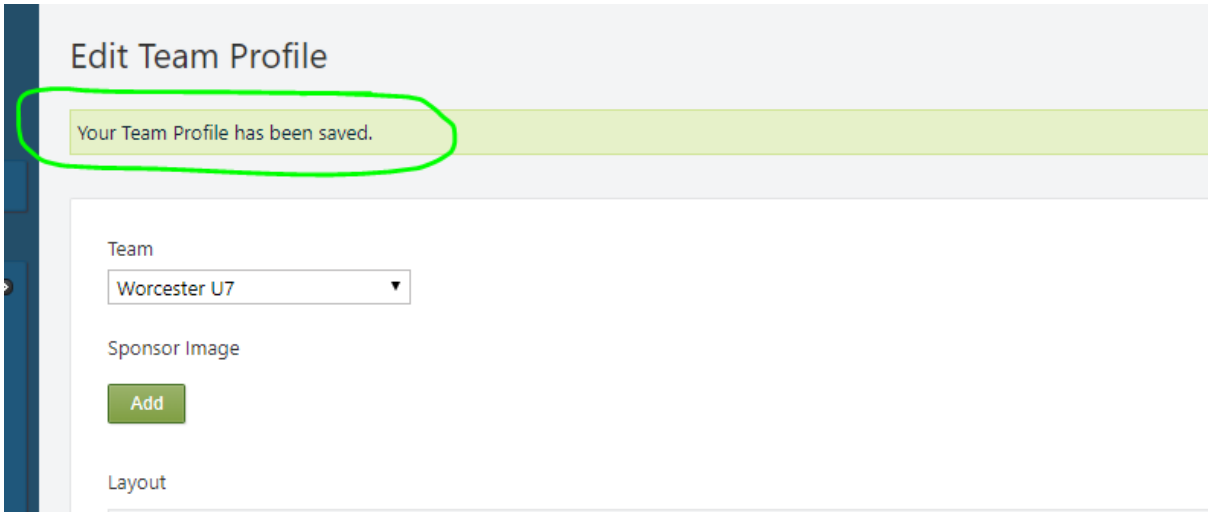
Edit Text as required then click Save



At the bottom of the page click Save.



Message at the top will confirm your changes have been saved.



Select Content.

You can preview your changes, publish draft or edit again

