

How to... Add a team member

www.laywheeler.com

1 Where would I add a team?

This would be added as a page item to 'Meet the team' page.

1.1 How do I add a new department?

To add a new department, select the page items folder and click '+', 'Page Item – Team Departments'.

Create a Team Member Container as a page item that you may then add individual team members to – you may choose to use the Title to define the department of the team members within it.

- Title (i.e. Management)
- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)

1.2 How do I add a new team member?



A team member may only be added as a child page of the container; Select the Team Member Container, select + followed by 'Event Item'.

You may then complete the following fields for the individual team member, that will be shown as above:

LONDON

Pill Box
115 Coventry Road
London, E2 6GG
020 3327 9900

IPSWICH

6th Floor, St Vincent House
1 Cutler Street
Ipswich, IP1 1UQ
01473 213222

ONLINE

www.crafted.co.uk
hello@crafted.co.uk
@craftedmedia

- Member Details
 - Full Name (First Name, Last Name)
 - Job Title
- User Photo
 - Thumbnail image– select an image from your managed media library (of the size stated in the CMS) to be shown in gallery view
 - Detail image - select an image from your managed media library (of the size stated in the CMS) to be shown in detail view
- Contact Details
 - Team member Email
 - Team member Telephone number
- Description
 - Add a biography of the team member in the description box

Once the user selects the team member, the image will change to a detail image with the biography shown; once any section on the pod is clicked, the pod will close and return to the team member container page thumbnails view.



I've worked for Lay & Wheeler since 1984 and was delighted to be promoted to the position of Director in March 2012. I'm very proud to work with an extremely talented and dedicated team of people who are passionate about wine and service. We always aim to provide an excellent level of customer service and, where possible, we like to exceed expectations.

We are extremely fortunate to be working with such an array of great producers. Our range of wines from Burgundy, the Rhône and Italy is diverse and expanding; while we work with many iconic names, we also strive to find new and interesting growers whenever we visit these regions. As you would expect from a merchant with our heritage, our Bordeaux range is outstanding. We are extremely well-respected in the region and are fortunate to work with wonderful partners who have formidable access to fantastic allocations.

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