

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

MAINTAINING STAFF DIRECTORY

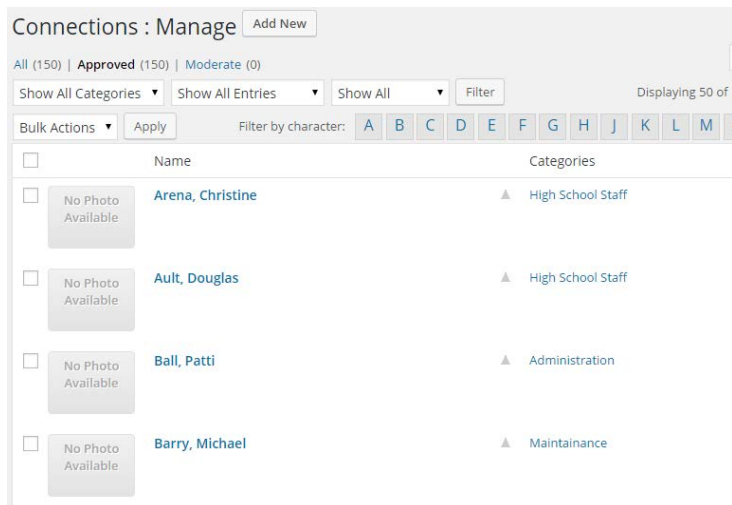
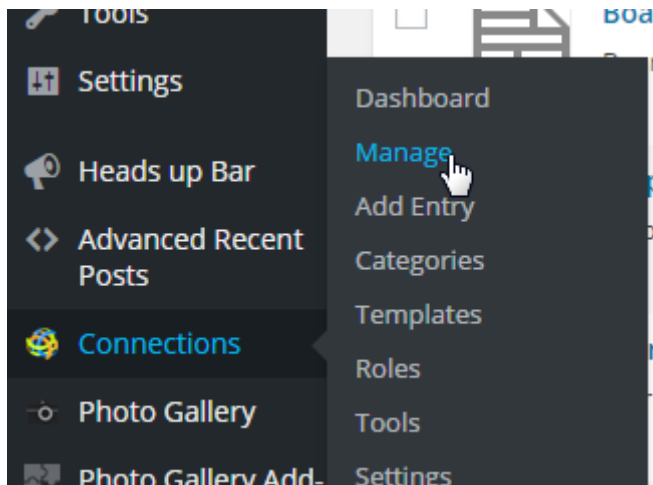
Purpose

How to add / delete / or change the SASD WordPress Staff Directory.

Access Staff Directory Plugin

Go to the following:

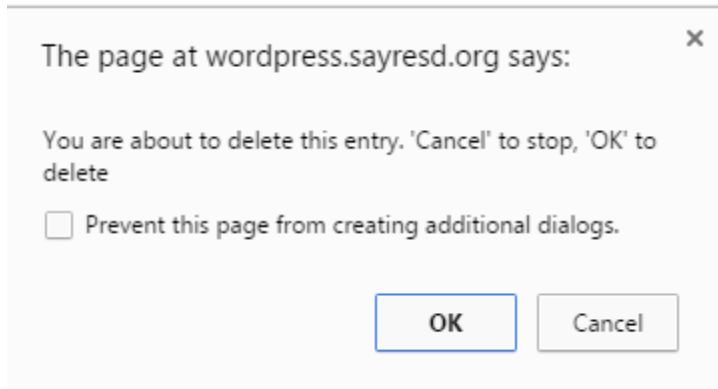
Connections – Manage



Delete Staff

Navigate to the desired staff member

Click on Delete



OK

Add Staff



Add New

Connections : Edit Entry

Screen Options ▾

Name ▲

Prefix	First Name	Middle Name	Last Name	Suffix
	Ray		Bunker	

Title

Organization

Department

Buildings and Grounds Supervisor

Publish ▲

Individual
 Organization
 Family

Public
 Private
 Unlisted

Cancel **Update**

Image ▲

Select Image: **Choose File** No file chosen

Maximum upload file size: 64 MB.

Logo ▲

Select Logo: **Choose File** No file chosen

Maximum upload file size: 64 MB.

Categories ▲

- Administration
- Cafeteria
- Guidance
- High School Staff
- Maintenance
- Snyder Elementary
- Uncategorized

Addresses ▲

Address Type: **School** ▾ Preferred Visibility: Public Private Unlisted ▾

Address Line 1: Jr.-Sr. High School/Maintenance Office

Address Line 2:

Address Line 3:

City: State: Zipcode:

Country:

Latitude: 0.000000000000 Longitude: 0.000000000000 **Geocode**

Remove

Enter First Name

Enter Last Name

Enter Address Line 1

Select Appropriate Category

Phone Numbers ▲

Phone Type **Work Phone** ▼ Preferred Visibility Public Private Unlisted ▼

Phone Number Remove

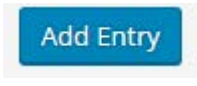
Email Addresses ▲

Email Type **Work Email** ▼ Preferred Visibility Public Private Unlisted ▼

Email Address Remove

Enter Phone Number (do not enter teachers phone numbers)

Enter Email Address



When complete with the above work, click on Add Entry

Edit Staff

Highlight desired staff that you wish to edit

No Photo Available

Frantz, Michael

[Unapprove](#) | [Edit](#) | [Copy](#) | [Delete](#)
[Show Details](#) | [View](#)

Edit Michael Frantz

Edit

Screen Options ▾

Connections : Edit Entry

Name

Prefix	First Name	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text" value="Mike"/>	<input type="text"/>	<input type="text" value="Frantz"/>	<input type="text"/>

Title

Organization

Department

Image

Select Image: No file chosen

Maximum upload file size: 64 MB.

Logo

Select Logo: No file chosen

Maximum upload file size: 64 MB.

Publish

Individual
 Organization
 Family

Public
 Private
 Unlisted

Categories

- Administration
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Make desired changes and click on Update