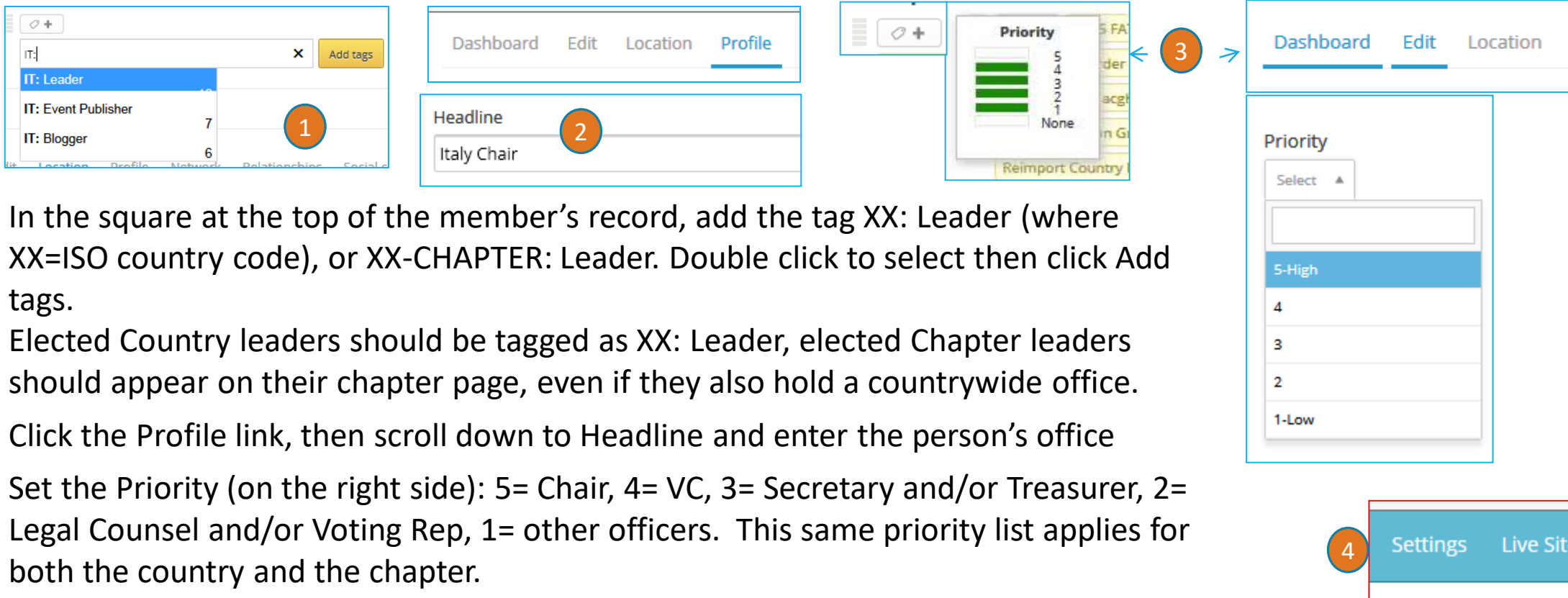


How to set up the Leadership list on your country page



1. In the square at the top of the member's record, add the tag XX: Leader (where XX=ISO country code), or XX-CHAPTER: Leader. Double click to select then click Add tags.
Elected Country leaders should be tagged as XX: Leader, elected Chapter leaders should appear on their chapter page, even if they also hold a countrywide office.
2. Click the Profile link, then scroll down to Headline and enter the person's office
3. Set the Priority (on the right side): 5= Chair, 4= VC, 3= Secretary and/or Treasurer, 2= Legal Counsel and/or Voting Rep, 1= other officers. This same priority list applies for both the country and the chapter.
There are 2 ways to do this: Click the little bars next to the add tag icon under the person's name, select level the DOUBLE click to set. Or go to Edit, Priority and choose.
4. Click on Live Site at the top of your screen. Search for your country/chapter to see the result