Staff Profiles

Great organizations are made of great people, and this virtue is even more valid at Cal Lutheran. If your role entails keeping the CalLutheran.edu website updated with staff profiles, then it is important that you present this information in a consistent and comprehensive format to showcase your department's star talent.

There are two pre-made structures that are utilized across the university for staff listings. It is quick, easy, and painless to edit this information, so that you can readily make updates whenever there is a change in staffing.

Instructional Video

Watch this 3-minute tutorial for an initial overview of department staff profiles, or scroll below to see complete written instructions.

*Note: Click ⛶ icon for best view.

How to Add a Staff Profile

1. Choose the Component

While you are Editing a Page that is intended for your department's staff listings (e.g., "Meet the Team"), click

the ⚛ icon in the editing toolbar.

On the left side of the window, choose either which is useful for short bios, or choose which is useful for long bios. Though you can use either component, it is important to use the same one for all of the staff profiles in your department.

Here is an initial example of each component to help you visualize the differences:

Gumby

👤 *Inspirational Figure*
✉ gumby@callutheran.edu
📞 805-493-5555

I stand tall and shine brightly. Previous students have described me as a central structure in their on-campus journey at Cal Lutheran. My arms are open wide for all who pass by.

Gumby

👤 *Inspirational Figure*
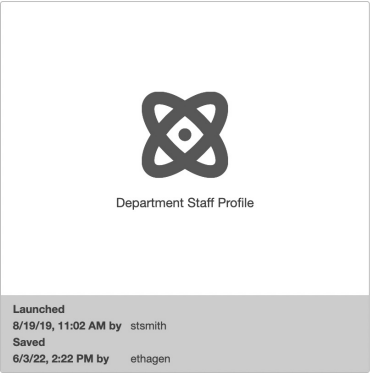✉ gumby@callutheran.edu
📞 805-493-5555

More About Gumby	▼

2. Insert the Component

Once you have chosen one of the two components for staff profiles, click the component and then click the **INSERT** button, as seen in the example below .

Choose Component

Filter by tag
Filter by name

Annual Giving Honor Roll
Audio Player
Code Snippet
Department Staff Profile
Department Staff Profile (with Accordion)
Events Feed
Faculty List
Honor Roll List
Info Grid Item

Department Staff Profile

Launched
8/19/19, 11:02 AM by stsmith
Saved
6/3/22, 2:22 PM by   ethagen

CANCEL   **INSERT**

3. Edit the Component

Inserting the component will open an   window. This window includes a range of fields with requested information. Enter as much information as you have available.

In the   field, upload a headshot in   file format with image dimensions of   (2:3 ratio). Click the   **SAVE**   button, as seen in the example below.

Edit Component - Department Staff Profile

Name

Gumby

Position Title *(optional)*

Inspirational Figure

Phone *(optional)*

805-493-5555

Email *(optional)*

gumby@callutheran.edu

Image *(optional)*

/images/staff/gumby.jpg

Select a .jpg file no wider than 200px and no taller than 300px

Additional Information *(optional)*

| **B** *I* U S̶ | ≡ ≡ ≡ ≡ | ☰ ˅ ☰ ˅ | 🖼 | ⋯ |

I stand tall and shine brightly. Previous students have described me as a central structure in their on-campus journey at Cal Lutheran. My arms are open wide for all who pass by.

POWERED BY TINY

CANCEL   **SAVE**

😎 PRO TIP: It is recommended to crop the headshot to *a little bit above the head* (at the top) and *a little bit below the shoulders* (at the bottom). This ensures similar composition when multiple headshots are on a page, as seen in the examples below (see the Images article for more details on editing photos).

4. Preview the Component

Because the staff profile components are compiled by source code, Omni CMS does not load an accurate preview of the component in the editing interface.

To preview the component, click the **SAVE** button in the top right corner of the screen. This will switch the editing interface to   mode to display an accurate view of the component. You can continue using this workflow by toggling between   and   mode until you are satisfied with the component, as seen in the example below.

Gumby

👤 *Inspirational Figure*

✉ gumby@callutheran.edu

📞 805-493-5555

I stand tall and shine brightly. Previous students have described me as a central structure in their on-campus journey at Cal Lutheran. My arms are open wide for all who pass by.

😇 EXTRA INSIGHT: Is the image not loading properly in ⬛⬛⬛⬛ mode? You can go ahead and publish the page anyway, as this usually bypasses loading errors without issues.

5. Save and Publish

To update the CalLutheran.edu website with your edits, click the **SAVE** button and **'A' PUBLISH** button. Don't forget to view the published page on desktop AND mobile to ensure that everything is neat and tidy.

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