

Staff Profiles

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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.

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 **Insert Component** icon in the editing toolbar.

On the left side of the **Choose Component** window, choose either **Department Staff Profile** which is useful for short bios, or choose **Department Staff Profile (with Accordion)** 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:

Department Staff Profile

Department Staff Profile (with Accordion)

2. Insert the Component

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

3. Edit the Component

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

In the **Image** field, upload a headshot in **.JPG** file format with image dimensions of **400 pixels wide x 600 pixels tall** (2:3 ratio). Click the button, as seen in the example below.

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, Modern Campus CMS does not load an accurate preview of the component in the editing interface.

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

EXTRA INSIGHT: Is the image not loading properly in **Preview** 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 button and 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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