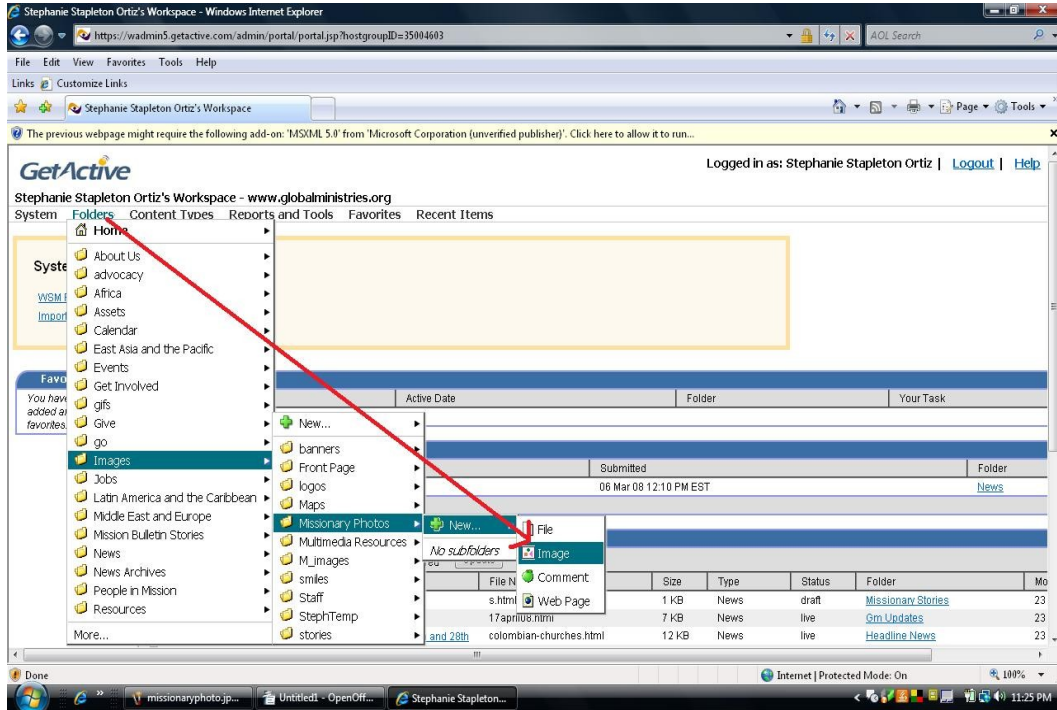


Click folders and then select Images, Missionary Photos and then +New Image. It does not matter if you do this from the top pane as shown below or if you click a folder and end up in “explorer mode”...just navigate to the correct folder and look for the green plus sign.



Fill in Your fields, hit browse to find the photo on your computer. None of this will actually appear on the website, its just for you to remember.

GetActive
 Workspace > Explore [www.globalministries.org](#) (Add to Favorites)

System Folders Content Types Reports and Tools Favorites Recent Items

Image: Start Authoring Wizard

Folder: Home > Images > Missionary Photos

Steps: 1 Enter properties 2 Finish

Title:

Description:

File Name:

Hit publish or next...follow all prompts.

Step 2.)

Add your Missionary to the website.

Click folders again. Go to People in Mission, then either Missionaries, Overseas Staff, or Global Mission Interns and click +Add new Missionary

For title you can just put the missionary's Firstname Lastname. The country you choose will determine what country page the missionary appears on. Select the photo you added earlier from the drop down list. If you do not have a photo please select no photo as shown below, this will display the “no photo available” thumbnail and keep the page looking good.

GET LIVE

[Workspace](#) > [Explore www.globalministries.org](#) ([Add to Favorites](#))

[System](#) [Folders](#) [Content Types](#) [Reports and Tools](#) [Favorites](#) [Recent Items](#)

Missionary: Start Authoring Wizard

Folder: [Home](#) > [People in Mission](#) > [Global Mission Interns](#)

Steps: 1 **Enter properties** ▶ 2 Preview ▶ 3 Schedule ▶ 4 Submit

Title

Last name

First name

Country

Short Bio

Photo

Wrapper Use the wrapper assigned to the Global Mission Interns folder

Click Publish or Next and follow any prompts.

You're finished!

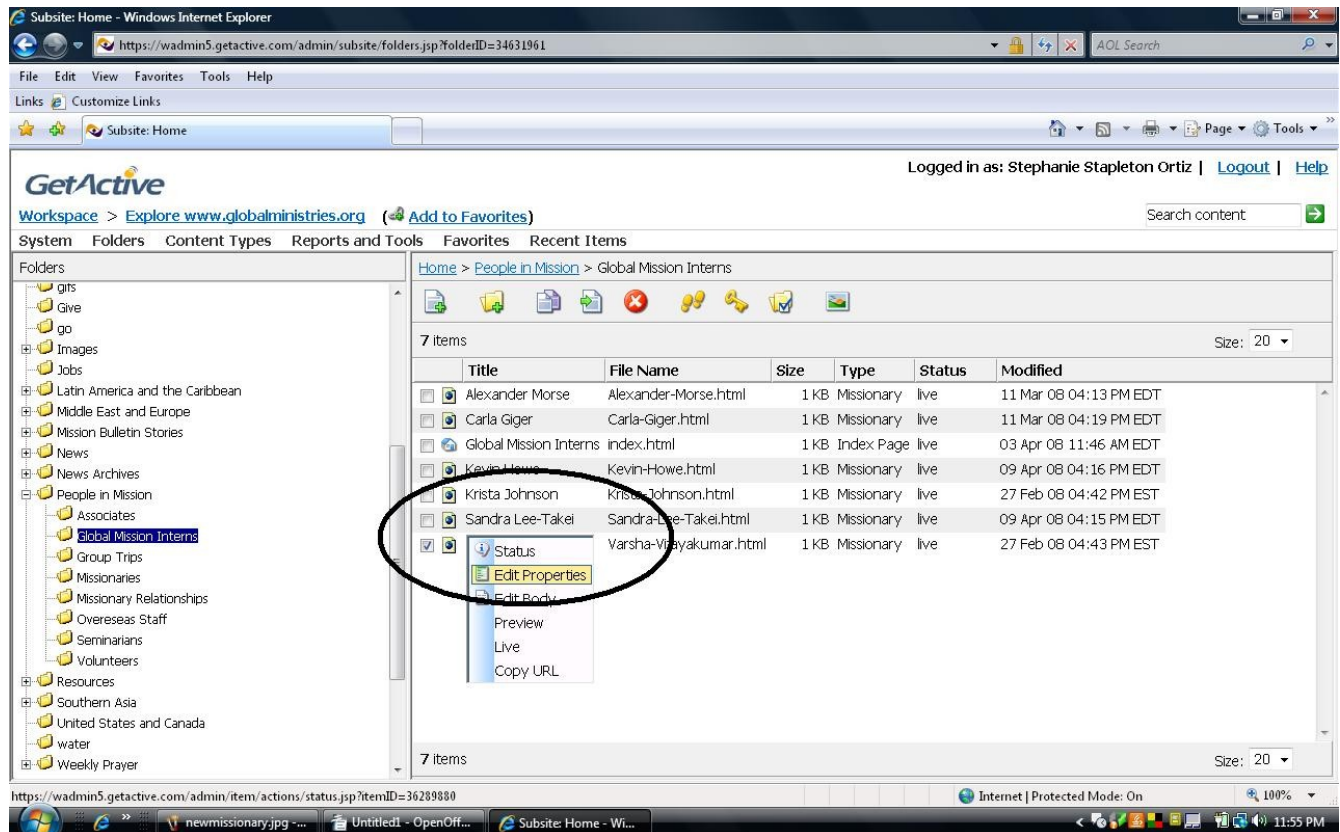
**please note that the “overseas staff” designation was not added until later. If your overseas staff is not showing up on their country page you might have to ask someone to add a “list template” to the country page

Deleting or Editing a Missionary, Volunteer GMI or Overseas Staff

Follow the instructions on the first page of this tutorial and navigate to the Appropriate “People in Mission” folder

To remove someone

Right click the person you want and hit “status” and then expire. You can also delete the missionary if you are fairly certain they won't come back (this will not delete their photo).



To move the person to another country, change their bio or name

As shown in the window above, right click and choose “properties”. Select the country you want to move them to...hit publish or next and follow all prompts.