

# VFW Post 12196 Web Site Instruction

## How to maintain OFFICERS table

4/23/21

**PURPOSE:** To describe process for maintain the table of Post officers on website

### ASSUMPTIONS:

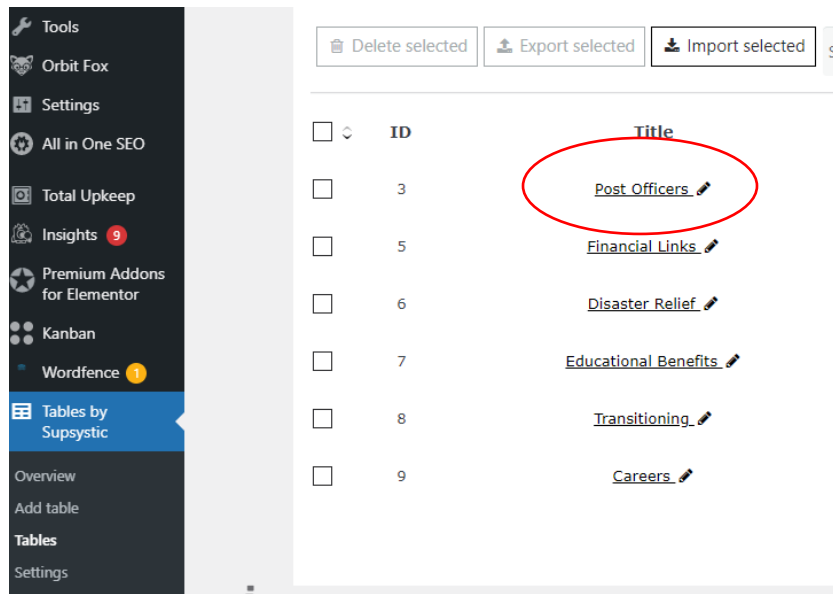
1. Person doing this operation is signed on as an Administrator to WordPress
2. This process will work for updating all officers or, just 1 row

### BEFORE YOU START:

1. Have your list of officers ready to go.
- 2.

### PROCESS:

1. Sign onto the ADMINISTRATION screen as an administrator
2. Click on option to MAINTAIN OFFICERS TABLE. This will bring up a list of tables in the system. Click on POST OFFICERS. This will bring up the table of all the officers in the Post.



3. To edit, this acts like Excel. Just go to the cell you want to change and type in the new information.
4. When done editing, click on the SAVE button
5. Go to the Post Officers page, refresh and verify the data.

**NOTIFICATIONS:** None

**TECHNICAL NOTES:**

This table is maintained using the SUPSYSTIC tables plugin  
It uses a short-code on the Elementor webpage

**MAINTENANCE:**

**METRICS:**