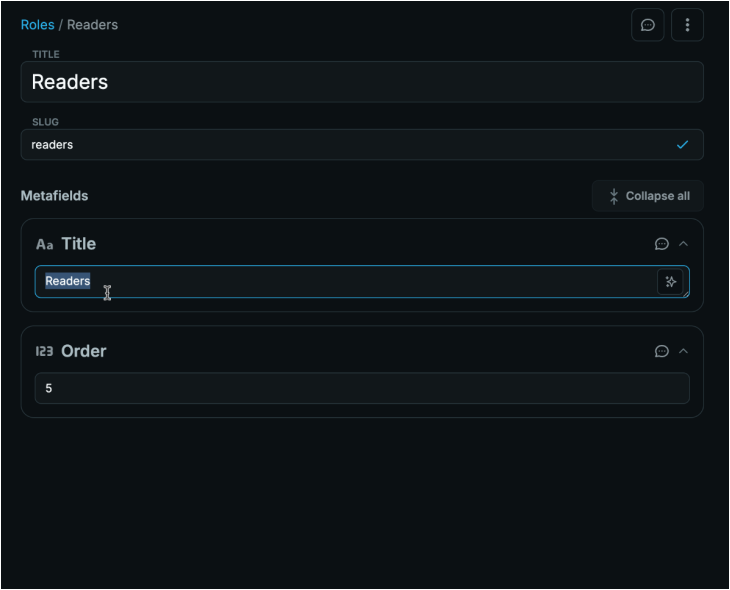


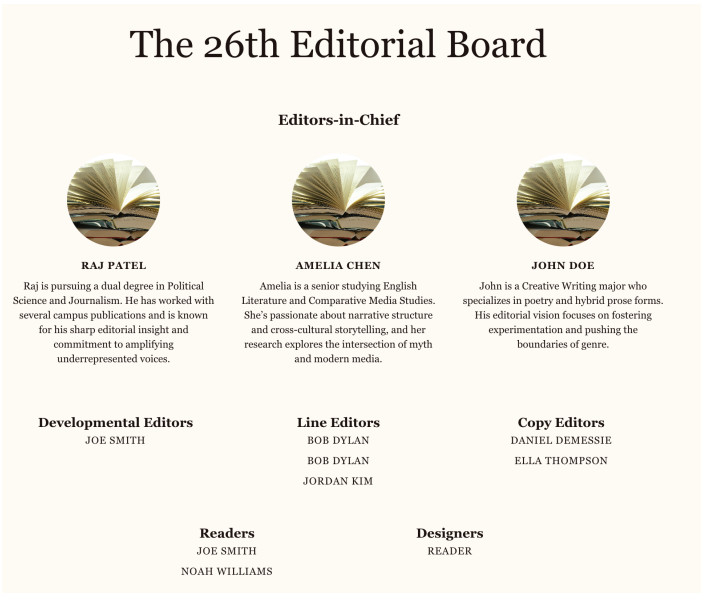
How to modify roles:

Creating a new role, editing the name of an existing role, deleting a roll, or changing the order of the roles is done through the “Role” object. To change the name of a role, change the “Title” field of a Roll object in Cosmic.



The “Order” field controls the order of the Roll compared to other Rolls. For instance, for the below example, “Editors-in-Chief” has order 1, Developmental Editors have order 2, Line Editors have order 3, and so on, ordered left-to-right, top-to-bottom. Only the Roll with Order “1” has the profile pictures and bio fields of the corresponding Staff members displayed.

Rolls can be deleted by deleting their corresponding Roll object.



## How to add a new staff member:

To add a new staff member, create a new “Staff” object. Through the “Role” field, we assign each staff member to one of the existing Roles to be grouped underneath that Roll on the page.

Staff / New

Staff Title

SLUG

staff-title

Metafields

⌵ Collapse all

Aa Name

Enter some plain text

Role

+ Select Object

Photo

Select media

Aa Bio

Enter some plain text

Select Objects for this Metafield

Search by keyword

|                       |           |       |
|-----------------------|-----------|-------|
| Designers             | Published | + Add |
| Readers               | Published | + Add |
| Copy Editors          | Published | + Add |
| Line Editors          | Published | + Add |
| Developmental Editors | Published | + Add |
| Editors-in-Chief      | Published | + Add |

Set Selected (0) Cancel + Add a new Object

## How to add new Roles/Staff Members:

Say we want to add a new role “Section Editor” that is grouped between Developmental Editors and Line Editors. We can create it like this:

Roles / New

TITLE

Section Editor

SLUG

section-editor ✓

Metafields

⌵ Collapse all

Aa Title

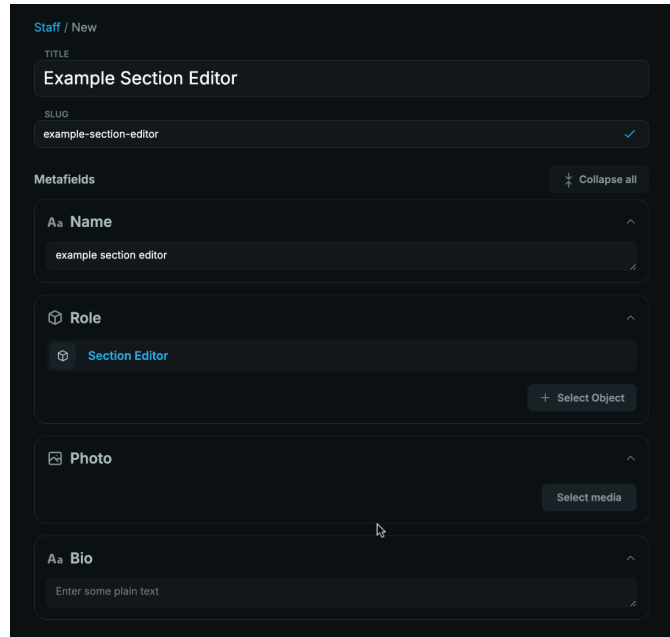
Section Editor

Order

3

And then adjust the “Line Editor” Roll’s order to be 4, the Copy Editor’s roll to be 5, and so on, shifting them all down.

Then, we can create an example section editor like below – no need to give them a profile photo or bio as the Section Editor has order “3”, not “1”, so those properties won’t be shown:



Staff / New

TITLE  
Example Section Editor

SLUG  
example-section-editor ✓

Metafields ⌵ Collapse all

Aa Name  
example section editor ✓

📦 Role  
📦 Section Editor + Select Object

🖼️ Photo Select media

Aa Bio  
Enter some plain text ✓

And then if we refresh the page, the Roll will be where we expect, with any Staff members we assigned to that row listed underneath:

We can also change the roles of existing staff members by changing their “Role” field.

