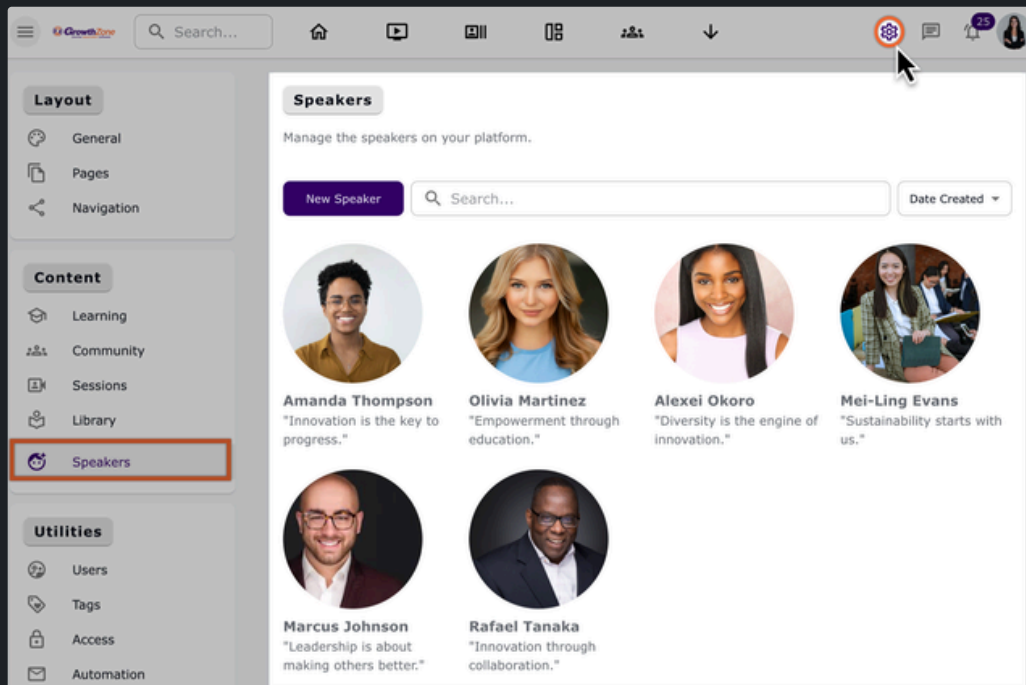# Create and manage speakers

This guide provides step-by-step instructions for setting up speakers in the site admin editor under the content section. This setup allows site admins to add content such as images, bios, and speaker contact information.

Accessing the admin speakers page

In the site admin editor, select **Speakers** from the content section in the navigation menu on the left side.
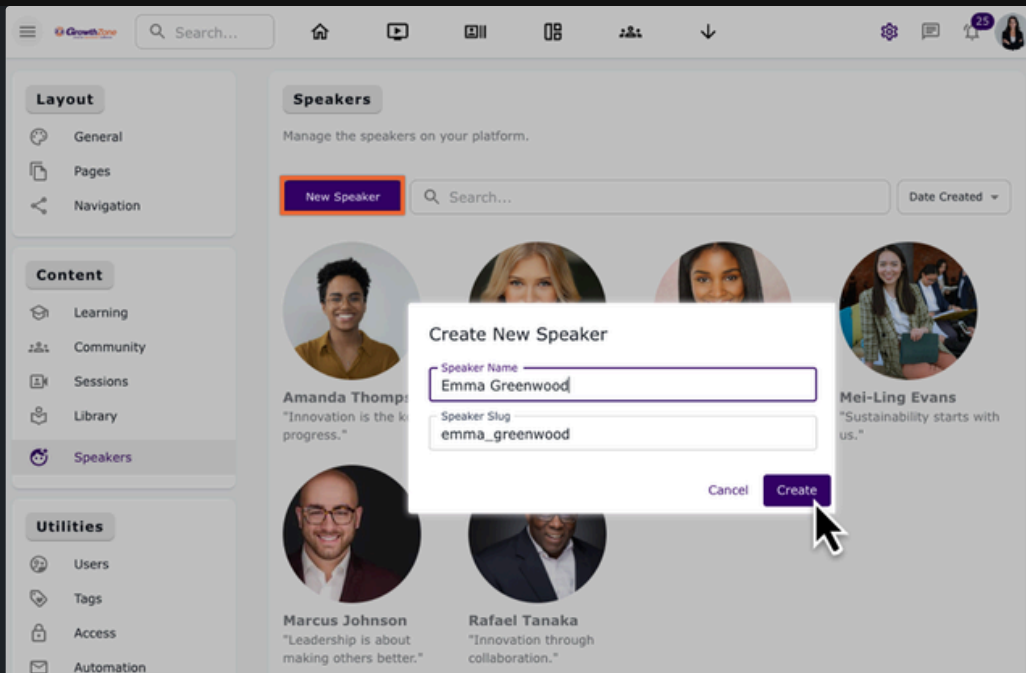

Accessing the Speaker page in the Site admin.

Searching and filtering for speakers

- Use the **search bar** to find a specific speaker by name.
- Apply **filters** to narrow down the list of speakers based on predefined criteria.
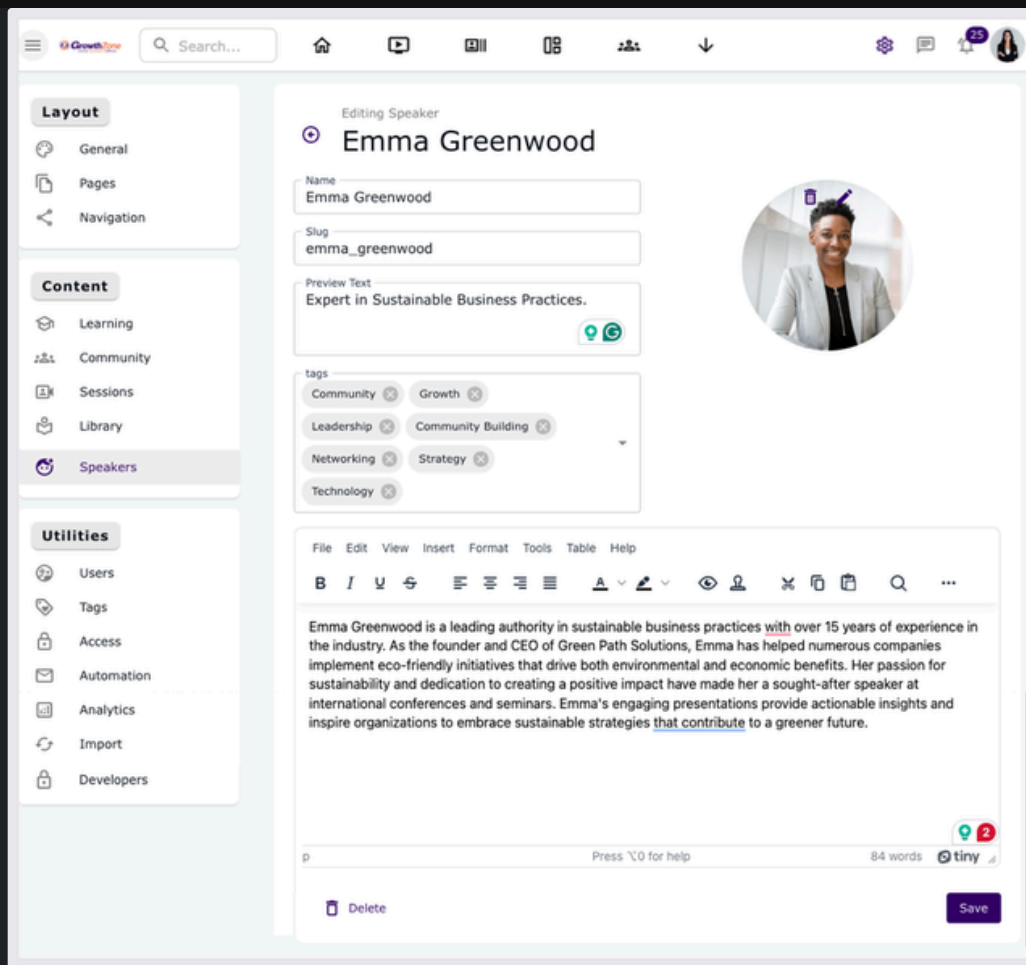
Adding a new speaker

1. Select the **New speaker** at the top left of the search bar**.**
2. Enter the name and slug for the new speaker.
   - *Name:* Character limit of 90.
   - *Slug:* Character limit of 90.
3. Select **Create** to save the new speaker. Alternatively, select **Cancel** to discard.

Creating a Speaker in the Site Admin.

Managing speaker details

Once created, you are automatically routed to the Speaker's Information page. Alternatively, you can select the speaker from the grid you want to manage and open their details page.

Managing a Speaker page within the Site admin.

Speaker options

Update name

- You can update the speaker name (character limit of 90).

Update slug

- Update the speaker slug (character limit of 90).

Add icon image

- Upload an image to represent the speaker.

Add preview text

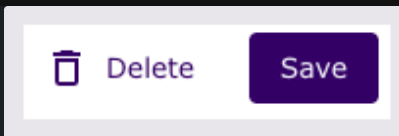- Enter a short description (character limit of 78).

Select tags

- Use the dropdown to select relevant tags for the speaker.

Add detailed description

- Use the TinyMCE editor to enter a detailed bio or description (no character limit). Learn more about the TinyMCE editor.

Saving or deleting a speaker

- Select **Save** at the bottom right of the page to apply all changes to the speaker's details.
- Select **Delete** to remove the speaker from the system.

The Delete and Save buttons

Displaying speakers on other pages

Pull speaker pages into grids or rotators

- Use the speaker content items to create grids or rotators on various pages. Learn more about Grid and rotator modules.

End result

By following these steps, you will successfully set up and manage speaker pages within the site admin editor, enhancing your site's content with detailed and organized speaker information.

Additional tips

- Regularly update speaker information to keep the content relevant and accurate.
- Utilize the search and filter options to efficiently manage many speakers.
- Ensure the slugs are unique to avoid conflicts and maintain a clean URL structure.

Resources

- TinyMCE documentation.
- Speaker image guidelines.
- Grid and Rotator modules