



FRESHYSITES "HOW TO" GUIDE

MANAGING RELATIONSHIPS - USER

ADDING/DELETING A RELATIONSHIP

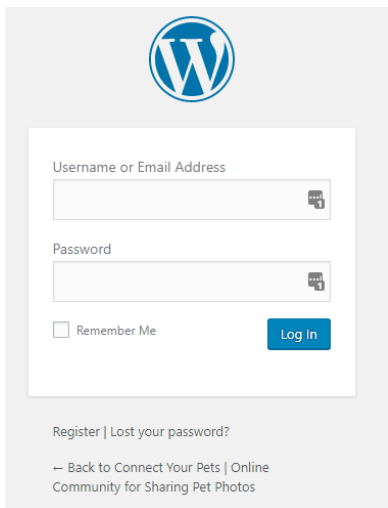
1. Navigate to “My Account” on the website.
2. In the left sidebar, click the “Relationships” tab.
3. Choose a user you would like to add a relationship for.
4. Choose the relationship to that user from the dropdown.
5. Click the “Add” button to add the relationship.
6. Users you have relationships with will be shown below this form.
7. To remove relationships, click the “Trash” icon.

The screenshot displays the user account management interface. On the left is a sidebar with a user profile icon and the name 'FreshySites' with a 'View profile' link. Below this are menu items: 'account', 'change password', 'relationships' (highlighted with a paw print icon), 'privacy', 'notifications', and 'delete account'. The main content area contains two dropdown menus: 'Choose User:' with 'Kitty' selected, and 'Choose Relationship:' with 'Aunt' selected. Below these are two buttons: a green 'Add' button and a grey 'Cancel' button. At the bottom, a list shows a relationship with 'Kitty' (Aunt) and a trash icon to its right.

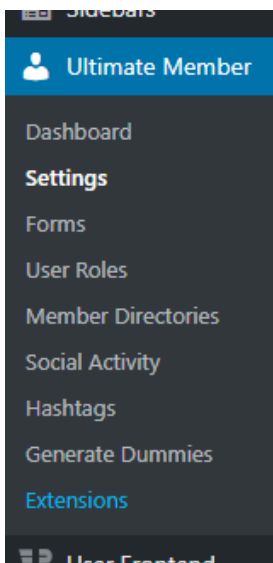
MANAGING RELATIONSHIPS - ADMIN

ADDING/DELETING A RELATIONSHIP

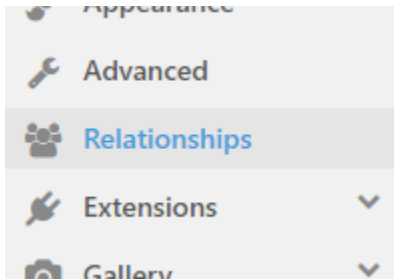
1. Login to wordpress.



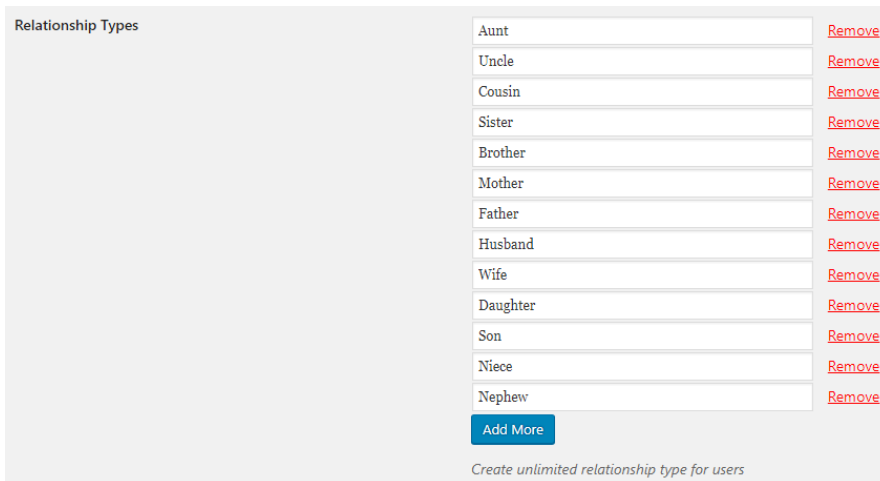
2. In the left sidebar, click the “Ultimate Member” tab and then click “Settings”.



3. On the page in the left sidebar, click the “Relationships” tab.



4. There is no need to edit the “Title” or “Relationship List Position”. You can add or remove any relationship options you want here.



5. Once done, click the “Save Changes” button in the bottom-right corner.

