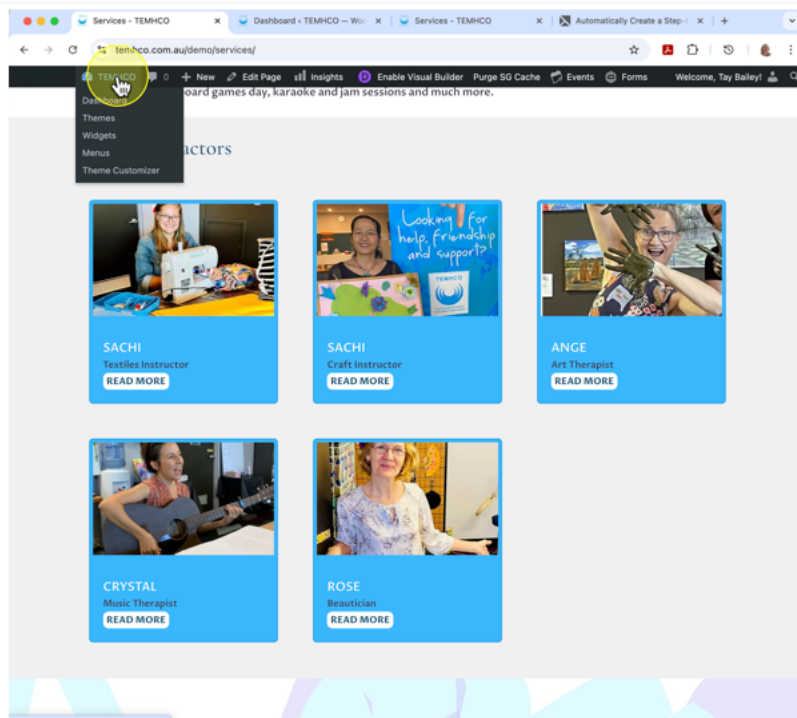


How to add a Contractor

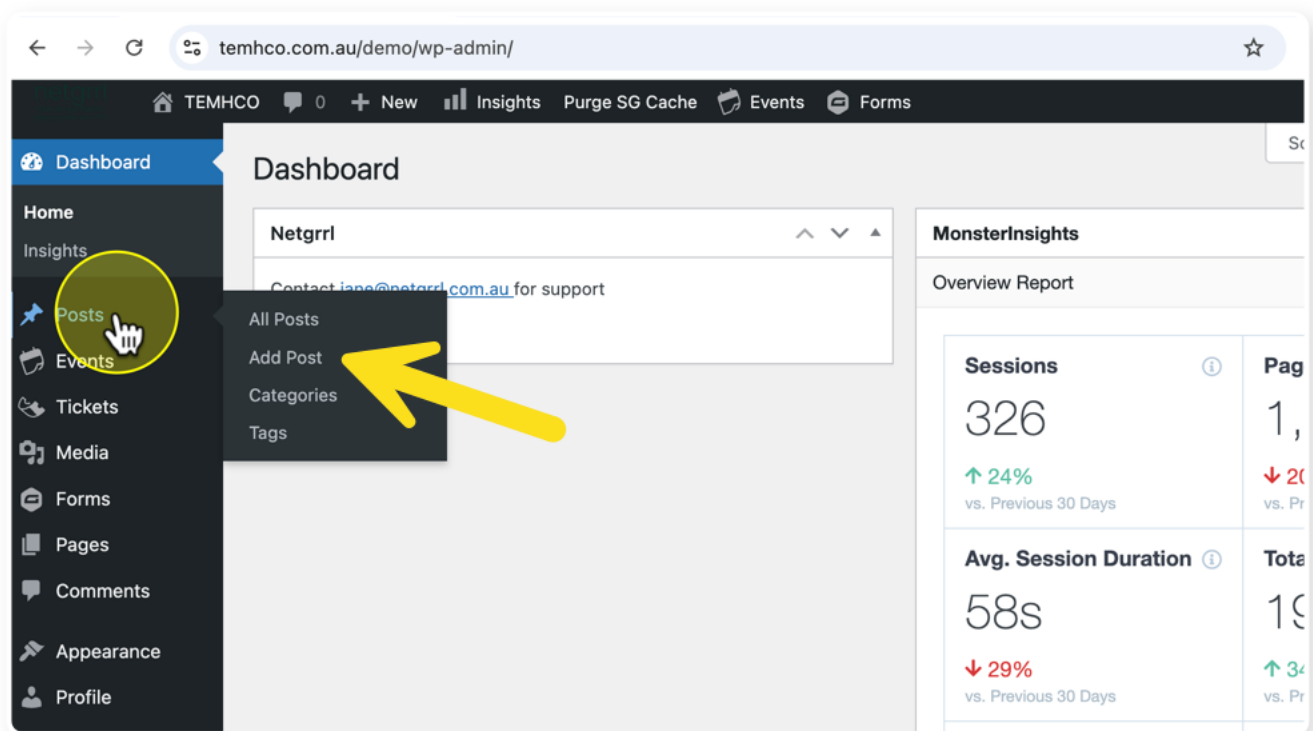
1 The contractors are added automatically when you create a Post and select Contractor. You will need to add a

- Title - this is the person's Name
- Excerpt - this is the person's Job Title
- Featured image - 500px x 500px - no larger than 300kb
- More information about their experience and services can be added in the description. This information can be accessed by the website user then they click 'Read More' under the Contractor's job title.

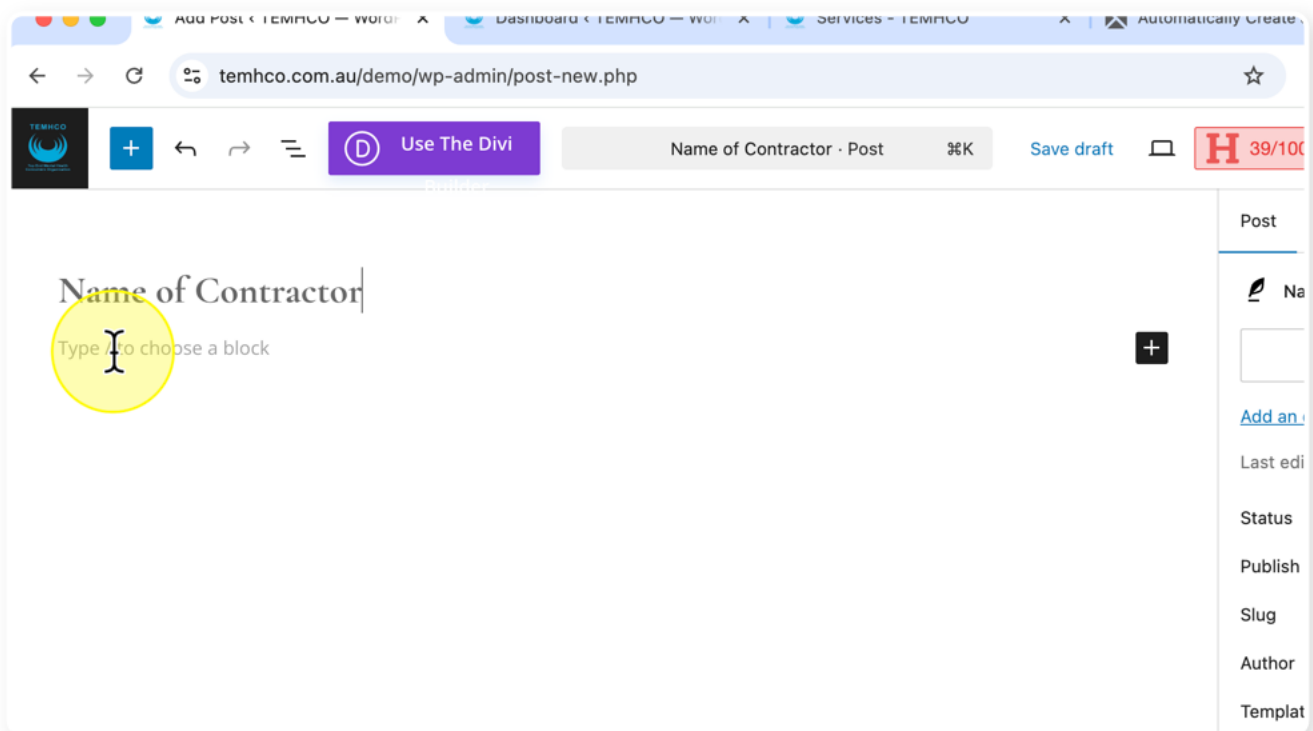
2 Click 'TEMHCO' or login to access the Dashboard



3 Click on "Posts" / Add Post



4 In Title Area add their Name, below that you can add more info.



5

Click on "Set featured image"

The screenshot shows the WordPress admin interface for a new post. The top navigation bar includes the 'Use The Divi' button, the post title 'Name of Contractor · Post', and buttons for 'Save draft', 'Publish', and '39/100' characters. The main content area is empty. On the right, the 'Post' sidebar is open, showing the title 'Name of Contractor' and a 'Set featured image' button, which is highlighted with a yellow circle and a yellow arrow. Below this, there are links for 'Add an excerpt...', '2 words, 1 minute read time.', and 'Last edited a second ago.' The bottom section of the sidebar shows the post status as 'Draft', the publish option as 'Immediately', the slug as 'name-of-contractor', the author as 'Tay Bailey', and the template as 'Default template'.

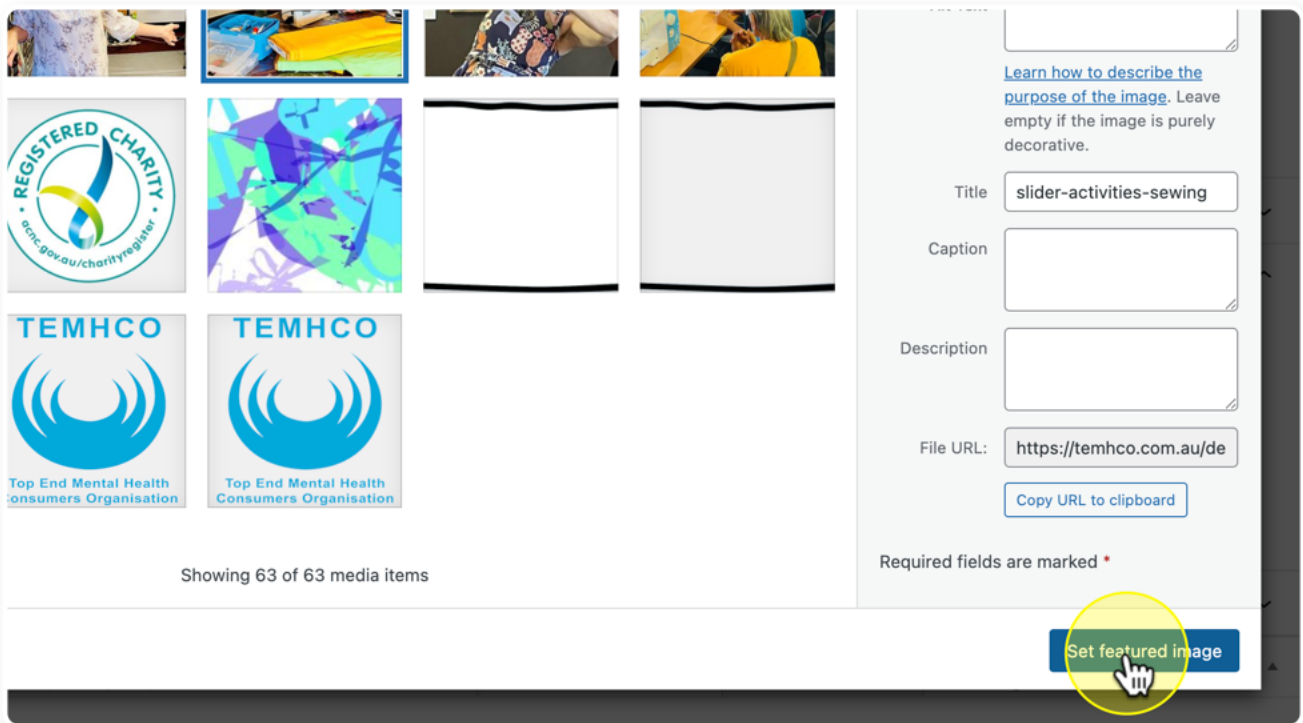
6

Click here



7

Click on "Set featured image"



Learn how to describe the purpose of the image. Leave empty if the image is purely decorative.

Title slider-activities-sewing

Caption

Description

File URL: <https://temhco.com.au/de>

[Copy URL to clipboard](#)

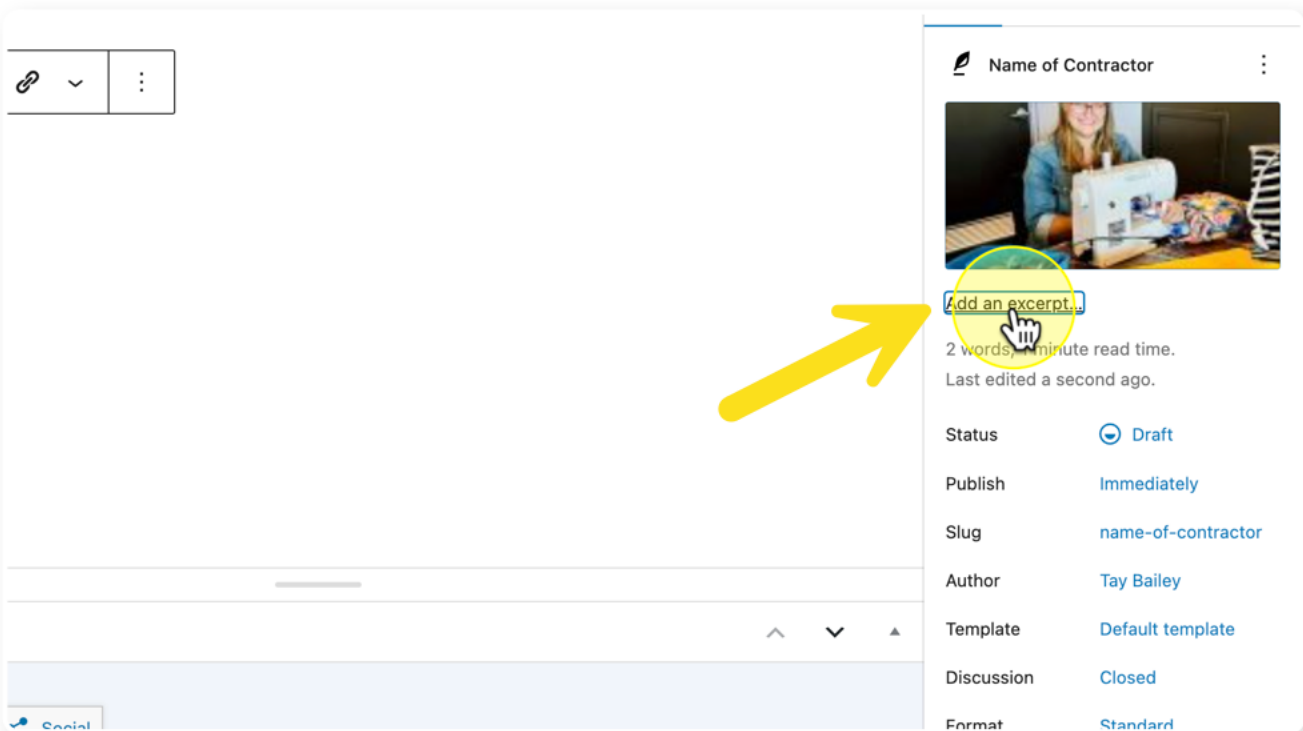
Required fields are marked *

Showing 63 of 63 media items

Set featured image

8

Click on "Add an excerpt..." to enter the Job Title



Name of Contractor

Add an excerpt...

2 words, 1 minute read time.
Last edited a second ago.

Status [Draft](#)

Publish [Immediately](#)

Slug [name-of-contractor](#)

Author [Tay Bailey](#)

Template [Default template](#)

Discussion [Closed](#)

Format [Standard](#)

9

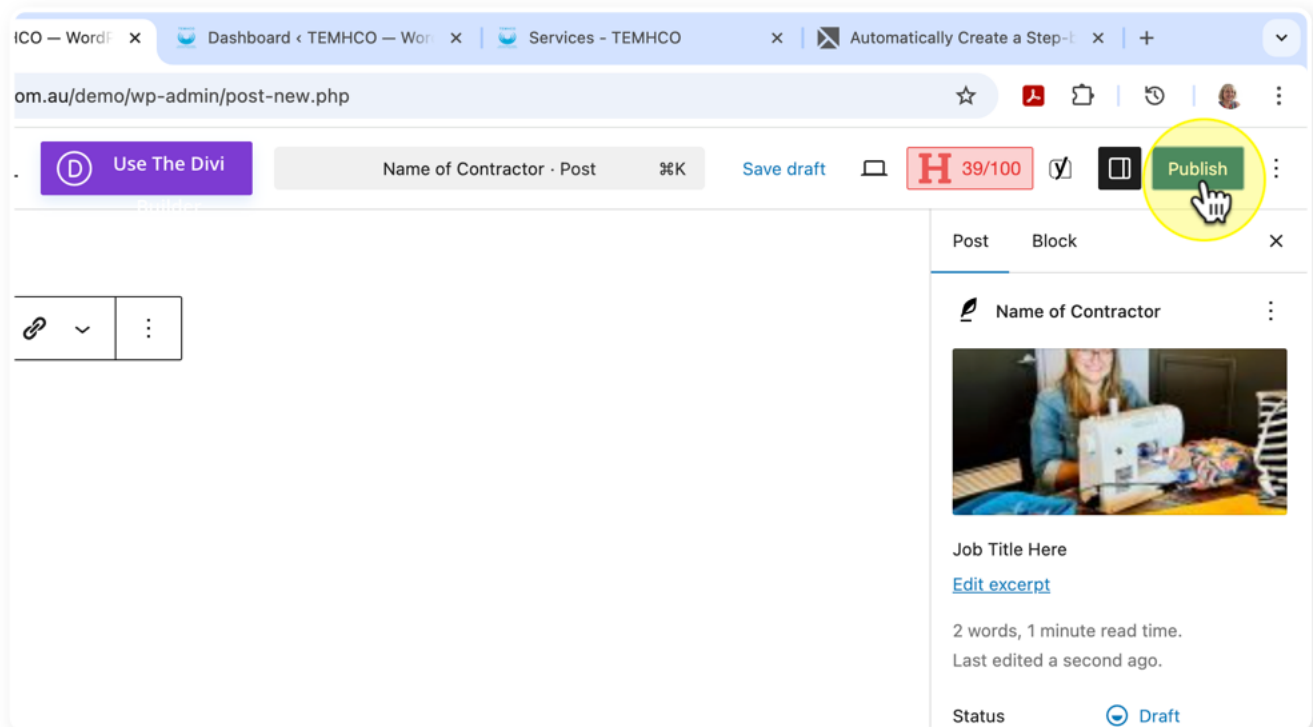
IMPORTANT - Select Contractors as the category



The screenshot shows the WordPress post editor interface. The main content area has the title "Sachi" and a placeholder text "Enter longer profile here..". On the right sidebar, the "Categories" section is expanded, showing a list of categories: "Contractors" (checked), "Latest News", "Newsletters", "Publications", "Self Care", and "What's On". A yellow arrow points to the "Contractors" category, which is highlighted with a red box. Below the categories list is a link "Add Category".

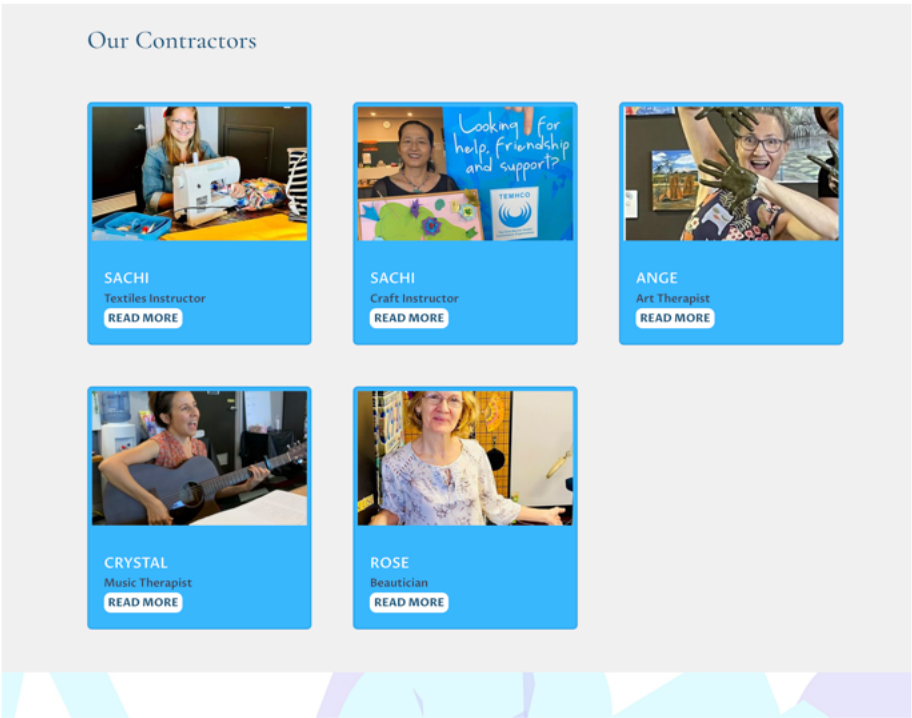
10

Click on "Publish"



The screenshot shows the WordPress post editor interface. The top navigation bar includes the "Publish" button, which is highlighted with a green circle and a hand cursor. The main content area shows the title "Name of Contractor" and a placeholder image. The right sidebar shows the "Post" tab, which includes the title "Name of Contractor", a placeholder image, the job title "Job Title Here", a link "Edit excerpt", the word count "2 words, 1 minute read time", the last edited time "Last edited a second ago", and the status "Draft".

11 No need to do anything else - the info appears on the Services Page



12 You can remove Contractors by going to Posts, holding your mouse over the name and clicking TRASH. They will be removed from the Services page.

Appearance						2025/03/18 at 1:51 pm
Profile	☐	Sachi	SJC-netgrri	Contractors	—	Published 2025/03/18 at 1:50 pm
Tools		Edit Quick Edit Trash View Edit With Divi				
Yoast SEO	☐	Ange	SJC-netgrri	Contractors	—	Published 2025/03/18 at 1:50 pm
Insights 5	☐	Crystal	SJC-netgrri	Contractors	—	Published 2025/03/18 at 12:47 pm
Collapse Menu	☐	Rose	SJC-netgrri	Contractors	—	Published 2025/03/18 at 12:35 pm