Setting up your country or chapter Leadership list
(settings to be made to the leaders' member records)

This is done in the membership database, by someone holding a membership login (info-*@democratsabroad)

1. On the member's record, add the tag XX: Leader (where XX=ISO country code, 'FR: Leader') or XX-CHAPTER: Leader (where CHAPTER=Your chapter name).

2. Set the Priority (just to the left of the Add tag button): 5= Chair, 4= VC, 3= Secretary and/or Treasurer, 2= Legal Counsel and/or Voting Rep, 1= other officers.

3. Click the Profile link, then scroll down to Headline and enter the person's leader position.

4. If the leader's profile is marked "Don't publish profile on website" contact them to make sure they agree to have their name and profile shown on the leaders page. Unclick "Don't publish" only after they confirm.
   Make sure Include in leaderboards is clicked.

5. Ask your officers to edit their own profile to add a picture.