

How to add or edit an FAQ to your site

Rallybound gives administrators to add and edit the FAQs presented on their site for their users. To add an FAQ to your site, you'll need to set up FAQ Sections first (see [here](#) for a how-to). Once that's set up, you can add FAQs at your preference. To do so, follow these steps:

1. Log in to the admin panel (yoursite.com/admin)
2. Click "Site Content" in the left sidebar
3. Click "FAQs"
4. Click on the FAQ section to which you'd like to add/edit the new FAQ
5. To add an FAQ, click "Add FAQ" in the resulting window
6. To edit an FAQ, double-click that particular FAQ in the list, and click "Edit" in the resulting window
7. Enter the order number, which determines how the FAQ is displayed relative to other FAQs in that section
8. Fill out the FAQ question and answer
9. Click "Save"

The screenshot displays the Rallybound admin interface for adding a new FAQ. The left sidebar contains navigation options such as Home, Donations, People, Admin Users, Email, Settings, Registration Fields, Discount Codes, Site Content, Ticket Builder (Beta), Form Fields (Beta), Reports, and On-Site. The main content area is split into two panels. The left panel, titled "Add FAQ Section", shows a table with columns "Section Title" and "Order number". It lists "Donation" (checked, order 0), "Team" (unchecked, order 10), and "General" (unchecked, order 20). A "New FAQ" modal window is open over this table, with a red arrow pointing to the "Add FAQ" button. The modal contains fields for "Order Number" (0), "Question" ("Can I mail a Cash donation?"), and "Answer" (a rich text editor with the text: "It is not a good idea to send a cash donation in the mail. You may drop off cash in person at our offices along with a completed donation form or you can deposit the cash into your checking account and send a personal check from your account with a completed donation form. The donation will be credited to the name on the donation form."). The right panel, titled "View Details and Edit", shows the details for the selected "Donation" section, including "Section Title" (Donation) and "Order Number" (0). Below this is a "Section Questions" table with columns "Question", "Answer", and "Order Number". The table is currently empty, and the "Add FAQ" button is highlighted. The bottom of the interface shows pagination: "Page 1 of 1" and "Displaying 1 - 3 of 3".