Add, Edit, and Remove Website Coaches in WordPress

Laura Gibson - 2026-11-22 - Editable Website Templates

Your coaching staff appears on the **About** page of your website, and you edit every coach from the **Coaches** section of that page in WordPress. The Coaches section holds one row for each coach, with their photo, name, position, bio, and certifications, so you can update a coach, take one down, or add a new one from a single place. Scrolling down the About page shows you the Team and Coaches blocks, but the staff details are not there.

Watch the video below for a walkthrough, or read on for the full guide.

What you can do in the Coaches section

- Edit a coach's name, position, and bio
- List a coach's coaching certifications
- Replace a coach's photo
- Remove a coach from your website
- Add a new coach to the list

Where your coach information lives

1. Log in to your WordPress dashboard.

2. Click **Pages** and open the **About** page.

3. Open the **Coaches** section.

The Coaches section is the complete list of everyone currently on your website. Each coach has their own row holding their photo, name, position, description, and coaching certifications.

How do I edit a coach's information?

1. Click **Pages** and open the **About** page.
2. Open the **Coaches** section.
3. Find the row for the coach you want to change.
4. Edit the **Name**, **Position**, **Description** (the coach's bio), or **Coaching Certifications** fields.
5. Scroll to the top of the page and click **Update**.

How do I change a coach's photo?

1. Click **Pages** and open the **About** page.
2. Open the **Coaches** section.
3. Find the row for the coach whose photo you want to change.
4. Click **Remove** on the existing photo.

5. Add the new photo, selecting it from your media library.
6. Scroll to the top of the page and click **Update**.

Note

- Use the Remove control on the photo rather than the pencil icon. The pencil icon will not swap the photo.
- A coach's row has two Remove controls. The one on the photo clears only the photo. The one on the row takes the entire coach off your website.

How do I remove a coach?

1. Click **Pages** and open the **About** page.
2. Open the **Coaches** section.
3. Find the row for the coach you want to take off your website.
4. Click **Remove** on that row. The row disappears from the section.
5. Scroll to the top of the page and click **Update**.

Tip

If you think you might want a coach back later, copy their bio and certifications somewhere first. Removing the row clears their information from the page.

How do I add a new coach?

1. Click **Pages** and open the **About** page.
2. Open the **Coaches** section.
3. Scroll to the bottom of the section.
4. Click **Add Coach**. A new block appears for the coach.
5. Add the coach's photo, selecting it from your media library.
6. Fill in the **Name**, **Position**, **Description**, and **Coaching Certifications** fields.
7. Scroll to the top of the page and click **Update**.

Frequently asked questions

Why don't I see my coaches when I scroll down the About page?

Coach details are edited in the Coaches section, not in the Team or Coaches blocks you pass while scrolling. Those blocks are where your coaches appear on the finished page. The information itself lives in the Coaches section.

How do I change or swap out a coach's photo?

Click Remove on the existing photo, then add the new one from your media library. The pencil icon will not swap the photo. Scroll to the top of the page and click **Update** when you are finished.

How do I delete a coach or take one off my website?

Remove that coach's entire row in the Coaches section, then click Update at the top of the page. The row disappears from the section as soon as you click Remove.

Do my changes appear on my website right away?

Only after you click Update at the top of the page. Editing a field, removing a row, or adding a coach does not change your live website until you scroll to the top and click **Update**.

Helpful tips

- Upload coach photos to your media library before you start
- Use the photo **Remove** control, not the pencil icon, to swap a photo
- Click **Update** at the top of the page after every change
- New coaches are added at the bottom of the Coaches section
- Open the About page on your website afterward to confirm the change appears

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When this is most helpful

- Onboarding a new coach onto your staff page
- Taking down a coach who has left your gym
- Refreshing staff photos after a new shoot
- Updating a coach's certifications after they qualify
- Correcting a name, position, or bio

If you have questions about the coaches on your website, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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