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## Add, Edit, and Remove Website Coaches in WordPress

Laura Gibson - 2026-08-13 - [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.

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### 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

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### 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.

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## 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**.
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## 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.
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## 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.

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## 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**.
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## 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**.

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## 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
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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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