How to update the Welcome Message Dashlet

David H. - 2023-01-12 - FAQs

The **Welcome Message Dashlet** is normally found on the Member Dashboard and can display a welcome message to the member or association news. This dashlet can be edited by admins through the **Edit Welcome Message** page.

1. Once you are on the Edit Welcome Message, you are able to hide or display the dashlet by checking or un-checking **Show Welcome Message**.

2. To edit the message, click into the message's preview.

3. The Welcome Message supports HTML code. To view the code, click **Source** on the tool bar.

4. To save the changes, click **Save**.