

# Content Sections

Last Modified on 10/24/2025 1:32 pm PDT

Content Sections highlight non-monetary rewards programs and provide space for sharing additional information with employees. Default sections are available, but you can add, edit, rename, delete, and assign content based on your organization's needs.

Your browser does not support HTML5 video.

## Manage Content:

1. Go to **Administration**.
2. Select **Content Sections** from the dropdown.
3. Review the list of default sections—edit, delete, or customize as needed.
4. To add a new content section, click **New Content Section** button.
5. To reorder sections and blocks, click the **Up** and **Down** arrows.
6. To remove a content section or block, click on the **cogwheel**, select **Remove** and click on **Delete**.
7. To **edit** a content page, click **Edit** and directly edit the message in the HTML text editor.

New Content Section

|   |                             |       |      |   |   |   |
|---|-----------------------------|-------|------|---|---|---|
| 1 | Health & Wellness           | (all) | Edit | ▲ | ▼ | ⚙ |
| 2 | Retirement & Financial Secu | (all) | Edit | ▲ | ▼ | ⚙ |
| 3 | Additional Benefits & Perks | (all) | Edit | ▲ | ▼ | ⚙ |

☒ Display images on the content section pages of the web statement

Save

8. To add a new content block, click **New Content Block** button, then enter **Block Name** and **Message**.
9. To assign the content to a **specific group**, select from the **Group** dropdown.

TOTALREWARDS BUILDER
Company
Programs
**Content**
Additional Benefits & Perks
Design
Promotions
Administration
Dashboard
KA

Additional Benefits & Perks
New Content Block

1
Additional Benefits

Awesome Company provides these additional programs and benefits:

- Summer Hours
- Lunch-n-Learn sessions, focusing on a variety of topics to expand employees knowledge and awareness.
- Leave Policies such as Bereavement Leave, Maternity Leave, and Paid Jury Duty Leave.
- Health Fair/Flu Shots.
- Matching Gift Program
- Gym Subsidy
- Employee Activities both on and off site.
- Paid Volunteer Time

Group
(all)

Sample descriptions for...
[EAP](#)
[Tuition Reimbursement](#)
[Additional Benefits](#)

Not sure what to write? Click the links above to view examples of benefit program descriptions for the Other Benefits page. Copy the one you like and paste it in the appropriate text box.

10. Enable or disable images by checking the box. The images are displayed on the **right-hand side** of each page.

11. Click **Choose File** to upload the desired image from your desktop or replace existing image.

☒ Image

Choose File
No file chosen




Image alt text

Save

12. Click **Save**.

**Note:** The system will accept both vertically oriented and horizontally oriented images.

Vertically oriented images are recommended for the most aesthetic result. For best results, use high-resolution images sized **480px by 320px**. Supported file formats: **PNG, JPG/JPEG, GIF**.

□ **Quick Steps:** Administration → Content Sections → Edit/Add/Remove/Arrange → Assign Groups → Upload Images → Save

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