



COMPASS

# Categories

Organize your guide library with categories. Creating, nesting, reordering, and how categories appear on your public site.

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Categories organize your guide library into navigable sections — both for your team's internal browsing and for your public-site visitors. This guide covers creating, organizing, and using categories effectively.

## How Categories Work

Every guide can belong to one or more categories. Categories appear:

- In the admin guide list, as a sidebar filter
- On your public resource center, as the main navigation
- In search results, as a filter facet

## Creating Categories

1. Go to **Categories** in the admin nav
2. Click **New Category**
3. Give it a name (e.g. "Caribbean", "Adventure Travel", "Internal Training")
4. Optionally pick a parent (categories can nest one level deep — "Caribbean" under "Destinations")
5. Optionally write a description (shows on the category landing page)
6. Save

## Adding Guides to Categories

In any guide's editor, the right-hand panel has a **Categories** section. Click and pick from your existing categories — a guide can be in multiple.

### ADVISOR TIP

A guide in multiple categories appears under each one — useful for cross-cutting content (a "Travel insurance" guide that fits both "Compliance" and "FAQ").

## Public-Site Behavior

On your public site:

- The home page shows all top-level categories with the count of guides in each
- Clicking a category opens a landing page listing all guides in that category
- Sub-categories (if used) appear nested inside their parent's page
- Guides that aren't in any category still appear in search and the full list, just without category navigation

## Reordering Categories

On the **Categories** admin page, drag categories to reorder. The order you set is the order they appear on your public site.

## Renaming or Deleting

Rename a category any time — all guides keep their assignment. Deleting a category removes it from all guides (the guides themselves stay; they just become uncategorized).

### ADVISOR TIP

If you delete a category that appears in your sitemap, search engines may temporarily 404 on the old category URL. Most sites recover within a week as Google re-crawls.