13. Configuration of Sources within Affiliate Hub

Sources define where leads come from, allowing you to track and analyze acquisition channels. The **Sources** list tags each lead with its origin (e.g., “Twitter,” “Facebook,” etc.).

To add a new source to the existing affiliate hub, do the following:

1. Open the **Sources** tab within your affiliate hub
2. Click **+ New Source** in the upper right corner
3. Enter the source name **(e.g. Instagram)**
4. Add **Tags** to make source filtering more convenient in the future
5. Fill out the **Description** field to provide a brief overview of the lead source or its key details
6. Click **Save**
7. Add as many sources as needed by repeating steps 2–6

In the **Sources** tab, you can assign a webmaster to track leads from a specific source (e.g., only Facebook or only Instagram). You should add them first in the **Roles** module as a role you defined for this type of user (e.g., Affiliate Webmaster), and then grant them the **View by Sources** permission. Role permissions can be adjusted as needed. To designate a webmaster, click **Assign** in the **Affiliate** column and select a person from the drop-down list. One webmaster can be assigned to several sources if needed.

To remove a source, hover over the source tag and click **Delete** (□□) icon in th**Actions** column.

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