4. How to Edit an Affiliate Hub

Once an Affiliate Hub is created, you may need to update its settings—whether to adjust its name, swap out the affiliate contact, or toggle its active status. Follow these steps to make edits safely without disrupting client assignments.

How to Edit an Affiliate Hub

1. In the left sidebar, click **Affiliate Hub** to view all existing affiliate hubs.

2. Click on the three-dot menu in the upper-right corner of the affiliate hub.

3. From the dropdown, choose **Edit** to open the affiliate hub's configuration sidebar.

4. Modify the Affiliate Hub Details

In the **Edit Affiliate Hub** form, you can update:
Active — Toggle on/off to enable or pause the affiliate hub.
Affiliate — Change who is credited for bringing in these clients.
Name — Adjust the public-facing title displayed to your team.
Affiliate ID — Update the tracking code if needed.

> **Important**: The Project, Manager, and Label fields are locked once the affiliate hub is created to preserve your routing logic and API integrations.

5. Save Your Changes

After making your updates, click **Save** at the bottom of the sidebar. You will see a confirmation toast ("Affiliate Hub Successfully Updated") and your edits will immediately take effect.

By regularly reviewing and updating affiliate hub settings, you ensure your client acquisition workflows stay aligned with evolving marketing strategies and operational needs.

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