Booth Summit: Partner Documentation

Covered in this document:

- Editable areas of the page
- How to edit each page in Sitecore
- When to contact Webhelp

Editable areas of the page:

The homepage can be edited in the following sections:

1. Chicago Booth Logo and URL (Homepage, affects all sub pages)
2. Register Now CTA Link and Text (Homepage, affects all sub pages)
3. Site Logo and Link (Homepage, affects all sub pages)
4. Navigation (Homepage, affects all sub pages)
5. Page Title
6. Page Body
7. Footer Left (This item is set on an individual page level, not as a trickle-down.)
8. Footer Right (This item is set on an individual page level, not as a trickle-down.)
About Chicago Booth

Dean’s Vision
Since 1898, Chicago Booth has produced ideas and leaders that have shaped the world of business. Our mission is to create knowledge with enduring impact and to influence and educate current and future leaders.

Read more about Dean Kumar's vision for Chicago Booth »

Research at Chicago Booth
Our unparalleled faculty is famous for producing theories that have changed business practice. We claim six Nobel laureates among our current and former faculty.

Read the latest research in Capital ideas »

MBA Programs
Chicago Booth's academic programs feature powerful, effective business education renowned the world over.

Learn more about Chicago Booth’s MBA degree options »

Employment Report
Our graduates are ready for success at the highest levels.

See hiring analyses for recent graduating classes of the Full-Time Program »

Research and Learning Centers
A great deal of Chicago Booth’s groundbreaking research is conducted under the auspices of our research centers, which in turn are a draw for recruiting top faculty.

Learn more about Chicago Booth’s 12 academic centers »

Questions? Contact Rose Haley
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The Agenda page can be edited in the following areas:

1. Tabs can be inserted (up to 5)
2. Top Body Copy
3. Bottom Body
4. Footer Left
5. Footer Right
The Speaker page can be edited in the following sections:

1. Up to 3 tabs – Speakers, Participants, and Testimonials
2. Speaker Bios – Image, Name, Title, profile link, and full profile (modal window)
3. Footer Left and Footer Right
4. Page Title, Top Body, and Bottom Body
The campaign page can be edited in the following ways:

1. Title
2. Top Body
3. Quote Image, Text, Author/Read More Link, and Logo (not pictured)
4. Footer Right, Footer Left Section
Editing the pages within Sitecore

First, log in to edit.chicagobooth.edu/sitecore. Here is the content tree layout:

Please note that the site structure must include:

- Homepage
  - Bio Folder
    - Bio Item
  - Navigation folder
    - Navigation Item
  - Agenda Page
    - Content Folder
      - Agenda Tabs
  - Campaign page
  - Speaker page
  - Travel Page
Editing the Homepage:

1. The header and navigation content for the whole site can be found on the homepage:

![Header Info](Example)

![Chicago Site URL](Example)

![Event Site Logo](Example)

![Event Site Homepage](Example)

![CTA Link](Example)

![CTA Text](Example)

Navigation can be set using the droptree found under this tab. It must be:

![Top Navigation](Example)
2. **The Title and the Body copy can be edited in the Data tab:**

3. **The footer copy on each page can be edited in the Footer section:**

To add a PDF, please insert your text in the Footer Right section, insert a PDF icon image, and use the internal Sitecore link to link the PDF to the image or the text.
Setting up your navigation:

1. To insert a new navigation link, right click on the Nav folder and insert a **Nav Link**:

![Nav Link Insertion](image1)

2. To link to an internal page, click on **Insert Link** in the Navigation tab:

![Insert Link](image2)

3. This will open up the following dialog. Select the page you would like to link to in the left content tree, and insert text in the Link Description Field:

![Link Description Field](image3)

*Please note, this template is not set up for long titles, so you will want to keep your description short.*
Editing the Agenda Page

1. The agenda page has the following options available to you:

2. To insert a new tab, right click on the Content folder and insert a Booth Summit Agenda Component:

3. From there, you can specify the tab name, and agenda text:
How to edit the speaker page

1. The Speakers Tab and Participant Tab both have functionality for inserting bios:

2. The Testimonials tab does not offer the Bio layout, but can be used as a body copy tab.

How to add a new speaker:

1. Right Click on the Bio Folder and Insert a Booth Bio Component:
2. From there, you can set the Speaker Photo, Name, Title, Profile, and Profile Link:

*Please note, the Speaker link will always link to itself in Sitecore – this writes out the functionality of the modal window*
How to Edit the Campaign Page:

1. The Title and Body copy can be found in the Data Tab:

   ![Data Tab Example](image)

   About the University of Chicago Campaign: Inquiry and Impact

   The University of Chicago Campaign: Inquiry and Impact will enable Chicago Booth to accelerate our discovery of the next set of pathbreaking ideas in business and to produce leaders who will implement these ideas and transform the world.

   Learn more about the campaign »

2. The Quote section (currently empty) will show up below the body content and above the campaign tabs

   ![Quote Tab Example](image)
When to contact Web Help:

1. Changing the campaign fundraising tab content
2. Cropping/Adding new Bio or Quote items