Website Editing Guide: Chat Page

The document below will walk you through the necessary steps of adding upcoming chats to your chat page.

Key Features

- Chats will automatically be placed under upcoming chats and or previous chats based on the date provided
- Ability to display previous chats over a 12 month time period or 24 month time period
- Choose to either display or hide descriptions for all chats. Please Note: The description field would always contain a link to the chat and or transcript
- Date is automatically formatted in the following format Day of Week, Month Day, Year Eg: Friday, Jan 16, 2014
INSERTING A NEW CHAT

Navigate to the chat page you wish to insert a chat

Right click on the chat parent page (online chats) and select insert >> chat

Give the chat a name. We recommend using the convention shown below mm dd yyyy (Eg: 06 09 2015)

Press OK to confirm
Your chat page should appear in the selection

Select your chat page to edit via sitecore

Expand the chat information tab in the sitecore content editor

Under the “Chat Date” field select the date in which this chat will take place using the calendar feature in sitecore

By selecting the date, sitecore will automatically format the date to display correctly on the site. The date you select will also be used at a later time to move the chat to the “previous” section without someone having to log back in and adjust.
Next, in the chat description field click on the show editor link to enter a description for the chat. *(Optional)*, but see notes above regarding linking to chat and or the transcript

![Chat Description](#)

Join us for a live chat about entrepreneurship at Booth. Current questions regarding resources and opportunities that are available recruiting, competitions, curriculum choices, concentrations, etc.

[View chat transcript »](#)

**PLEASE NOTE:** Contact webhelp when you are ready to add a link to “view chat transcript”. This is normally setup after the chat has taken place and requires a special format when adding this to the main site.
By default when creating a chat page, the **upcoming** and **previous title** are already prepopulated with information.

## ONLINE CHATS

### UPCOMING CHATS

Friday, May 29, 2015, Noon - 1 p.m. CST

As part of Women’s Week 2015, join our live chat with current students from the Chicago Booth Women in Business (CWiB) group about the Booth experience and how it has made an impact on their careers. Learn more about how the panelists navigate academics and recruiting, and the dynamic and supportive community at Booth.

[Learn more and join the chat »](#)

### PREVIOUS CHATS

Wednesday, April 01, 2015, Noon - 1 p.m. CST

Chat live with **The Booth Experience team:** Edward, Ignacio, Suzi, Linda, Jatin, Darren, Tyler, Craig, and Alex! Ask about classes, student life, faculty, recruiting, and what it's like to live in Chicago. Don't miss this opportunity to chat directly with The Booth Experience bloggers.

[View chat transcript »](#)

Next, in the **Chat Time field**, please enter a start and stop time, note the recommended format in the screen shot below.
Lastly, give your chat a title using the title field located under the data section

Save early, save often

Preview this page by clicking on the “online chats” page and select publish >> preview in the tool menu

Ensure that your chat is display correct in the preview page

Once done, select the chat page you recently create and select submit for approval

Repeat the above steps for other chats

**ADJUSTING CHAT TIME PERIOD**

In sitecore you have the option to display chats that have taken place within the last 12 months or 24 months. To do so, navigate to the parent page for your chats
Located under the chat settings section is where you can enable how far back chats should display, for instance 12 months or 24 months. If nothing is selected, chats that have taken place within the last 12 months will automatically be displayed. To display chats that have taken place within the last 24 months, click on the checkbox.

**RESOURCES:**

See Sitecore User Guide for additional information:
https://wiki.uchicago.edu/display/chicagobooth/Sitecore+User+Guide

Title/Body Editing Guide
https://wiki.uchicago.edu/download/attachments/93880374/Title+Body+Editing+Guide.pdf?version=2&modificationDate=1382278207000

Refer to our SLA for additional information regarding the completion of Webhelp submissions.
http://staff.chicagobooth.edu/marketing/support sla.aspx