Chicago Conversations Website Editing Guide

Description:
This is the microsite for the Chicago Conversations event series.

URL:
http://www.chicagobooth.edu/conversations/

Additional Resources:

General Page Editable Areas:
Event Details pages:

- The Event Schedule and Past Events pages and the Upcoming Events module are populated automatically by the Event Details pages. Note: The map on the Past Events page is managed by WebHelp.
- The Event Details items are subitems below the Event Schedule item > (Year) folder. Click the plus signs in the Sitecore navigation tree to see subitems, then click the subitem to view it in the Content Editor. See below for an example.

- To create a new event, right-click on the year folder in the navigation tree and select Insert > ChiCon Event Detail Page. Make the filename the event location (city). Once it’s approved, this item will automatically populate the Event Schedule page, with a link to the event details page.
- To add a new industry to the dropdown menu, send a request to WebHelp.
- To add/change the illustrative image or sponsors for an event details page, send a request to WebHelp.
Featured Speaker page and pop-up bios:

- The Featured Speakers page is populated automatically by the speaker subitems located below the Featured Speakers item > (Year) folder. Click the plus signs in the Sitecore navigation tree to see subitems, then click the subitem to view it in the Content Editor. See below for an example.

- To create a new speaker, right-click on the year folder in the navigation tree and select Insert > ChiCon Speakers Page. Make the filename the speaker’s full name (no punctuation). Once it’s approved, this item will automatically populate the Featured Speakers page, with a link to the speaker’s bio pop-up window.

- To add a new industry to the dropdown menu, send a request to WebHelp.