Website Editing Guide: Full-Time Admitted Student Site

Site URL: [http://www.chicagobooth.edu/programs/ftadmit/](http://www.chicagobooth.edu/programs/ftadmit/)

What can be edited

COPY PAGE
When editing the Admit Bio page you will have access to edit the Title, Body and Bottom copy section along with the ability to insert new bios and or rearrange the order. **PLEASE NOTE:** Contact webhelp for assistance with cropping pictures and uploading images to sitecore to include within the Bio. See instructions below to modify and insert new bios.

Contact Web Help for Assistance with Cropping Pictures
MODIFYING A BIO PAGE

Expand the planning Committee page by click in the + sign (see screenshot)

Next, repeat the above steps to expand the “bios” folder (see screenshot)

Next, click on the name you wish to edit
Select lock and edit to check out the page and navigate to the “Admit Information” section in the content view (see screenshot).

The following fields are available to you to edit which are:

**GENERAL INFORMATION**

*Admit Name, Hometown, Undergrad Institution, Undergrad Major, Previous Industry and Intended Industry* (see screenshot)
Next are the questions, which all include an “Answer” field for you to fill out the admit’s response to each question. (See example)

Repeat the above step to modify additional information. On the website, the information posted will display as such (see screenshot)
Hiding a section

If you wish to hide a question and answer, select the checkbox labeled “check to not display answer”. This will hide this section of the admit’s bio until you are ready to display. (see screenshot)

INSERTING A NEW BIO

To insert a new bio, right click on the bios folder in sitecore and select insert >> AdmitBio (see screenshot)

Give the bio a name
Please note: Do not use hyphens, commas, and any other characters which creating your bio. The name should be the Admit’s first and last name preferably. (See screenshot)

Press OK to confirm

Once entered, the name of the bio will appear in the content tree.

Refer to the above steps to enter information about the admit. By default, a “nophoto” placeholder will appear in the bio until requested from webhelp to crop image.
**ACCORDION PAGE** (aka FAQ Page)

When editing the according page please refer to the “Accordion Page Edit Guide” posted below located on the wiki.
### CALENDAR PAGE

The information displayed in this section is maintained directly in Slate. Please consult with your Full-Time representative if needing to post information to this calendar.

The Calendar will pull in the *name of the event, the city, location and date* along with a link to the event to allow the user to sign up or register for the event.

<table>
<thead>
<tr>
<th>Informational Event</th>
<th>City</th>
<th>Location</th>
<th>Date</th>
<th>Register Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington, D.C. Admitted Student Reception</td>
<td>Washington</td>
<td>Brixton</td>
<td>04/02/2015</td>
<td></td>
</tr>
<tr>
<td>Chicago Admitted Student Reception</td>
<td>Chicago</td>
<td>Hub 51</td>
<td>04/02/2015</td>
<td>Register Now</td>
</tr>
<tr>
<td>New York City Admitted Student Reception</td>
<td>New York</td>
<td>The Park</td>
<td>04/02/2015</td>
<td>Register Now</td>
</tr>
<tr>
<td>Boston Admitted Student Reception</td>
<td>Boston</td>
<td>Red Lantern</td>
<td>04/08/2015</td>
<td>Register Now</td>
</tr>
<tr>
<td>Los Angeles Admitted Student Reception</td>
<td>Los Angeles</td>
<td>Home of Chicago Booth Alumnus</td>
<td>04/08/2015</td>
<td>Register Now</td>
</tr>
</tbody>
</table>
ORIENTATION CALENDAR

The orientation calendar can be updated directly in Sitecore.

By default there are 4 categories available to post via the calendar which are Academic Services, Career Services, Leadership Development and Special Events. Each event is color-coded via the calendar.

The calendar has been programmed specifically to display the dates for the month of September using the current year. Please contact webhelp if needing to change the display month.
INSERTING ADDITIONAL DATES

Right click on the calendar page and choose insert “Admit Orientation Calendar Items”

Give the item a name.

We recommend using the *mm-dd-yyyy* format based on the day it should display. See example below

Once inserted, located under the data section you may now edit the following information
Category: Select from the four available categories in the drop down menu
Please note: this is required for the calendar. If you do not have a category, we recommend waiting to post the item for display purposes.

Enter the title for the event in the title field of sitecore.

Use the following steps above to modify information already posted for the calendar section by selecting items under the calendar page. Contact webhelp if needing to make a name change for a particular item

The title will display as such on the calendar page
In the **body** section, enter a “*short description*” for the calendar item. This information will display in a tool tip format when a user hovers and or places his/her mouse over the title of the calendar item. **Please Note:** If you have no information to post about the event at the time of entry, we recommend posting the default message “information to come”

![Calendar Image]

Lastly, select the date in which this item should be displayed for the month of September using the **eventdate** field in sitecore.

![Calendar Image]
COHORT SCHEDULES

In the admit section webhelp has configured the following cohort schedules which are Bond, Davis, Harper, Maroons, Rockefeller, Gargoyles, Nobels, Phoenix, Stuart and Walker.

The calendar table for each section is displayed as such allowing you to easily post calendar items in a table format as well as adding new sections by date as shown below.

**BOND**

<table>
<thead>
<tr>
<th>Monday, September 8</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Time</strong></td>
</tr>
<tr>
<td>1 - 1:30 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday, September 9</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Time</strong></td>
</tr>
<tr>
<td>9 a.m. - 12:15 p.m.</td>
</tr>
</tbody>
</table>
MODIFYING THE CHORT SCHEDULES

Navigate to the cohort schedule in the content tree.

Expand the schedule you wish to modify. Each calendar item has a sub-folder labeled content under each folder. It is in this section only in which you may add new items to be displayed in your table.

To add a table heading for the cohort page right click on the content folder and select insert “cohort heading”
Give the item a name and enter a heading in the **Date of Event** field. In the example below we named the item “September 8” and gave it a header name of “Monday, September 8”

The information will display as shown below in the table

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 1:30 p.m.</td>
<td>Student Check-In</td>
<td>RM C10</td>
</tr>
</tbody>
</table>

**Monday, September 8**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m. - 12:15 p.m.</td>
<td>Curriculum Overview</td>
<td>RM C11</td>
</tr>
</tbody>
</table>

Next you may enter items that will display under the cohort heading you recently created

Right click on cohort heading and select insert cohort info

Give it a name for sitecore
Located under the “Cohort Information” section enter information for the time, event and location

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 1:30 p.m.</td>
<td>Student Check-In</td>
<td>RM C10</td>
</tr>
</tbody>
</table>

The information entered will be displayed as shown below in the section outlined in red

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, September 8</td>
<td>1 - 1:30 p.m.</td>
<td>RM C10</td>
</tr>
<tr>
<td>Tuesday, September 9</td>
<td>9 a.m. - 12:15 p.m.</td>
<td>RM C11</td>
</tr>
</tbody>
</table>

Repeat the above steps if needing to add additional items under the header
You may also add a new section as outlined above shown for the date “Tuesday, September 9” by right clicking on the content folder and selecting insert cohort heading. **Please note:** When adding new headings, you will always have to insert from the content folder.

The new section will appear based on how they are inserted in sitecore.

If you need to rearrange the order in which an item is displayed on the calendar, click on the cohort heading.

While selected, navigate to the tool menu in sitecore and make sure that the home tab is selected.
Use the up/down or first/last items to rearrange an item

In the example below, we have rearranged September 9 to appear before the heading September 8 (PLEASE NOTE: Of course if you were to do this, the recommendation would be to change the naming convention)

In the example below, the heading “September 9” is rearranged above the heading “September 8”

In preview mode, the item will display as shown below
WEBHELP
Contact webhelp if needing to make modifications to the following sections.

- Homepage, Footer, Modules, Navigation, inserting images, uploading documents and or creating, renaming and deleting pages.

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

Accordion Page Editing Guide
https://wiki.uchicago.edu/download/attachments/93880374/Accordion+Page.pdf?version=1&modificationDate=1398095102000

Tab Page Editing Guide
https://wiki.uchicago.edu/download/attachments/93880374/Tabs+Page.pdf?version=1&modificationDate=141788406954

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