Website Editing Guide: New Venture Challenge

Website: [http://research.chicagobooth.edu/nvc/about-us/nvc-team](http://research.chicagobooth.edu/nvc/about-us/nvc-team)

NVC Faculty Page

The bubble icons below indicate the editable errors in Sitecore

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**NVC Team**

Several people are involved behind the scenes to help make all tracks of the NVC possible. The success of our program is a result of the close collaboration between the Polsky Center for Entrepreneurship and Innovation, the Social Enterprise Initiative at Chicago Booth, the University of Chicago Booth School of Business Executive MBA office, and the University of Chicago Undergraduate Careers in Entrepreneurship office.

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**Faculty**

**Steven Kaplan (NVC)**

*Faculty Director, Polsky Center for Entrepreneurship and Innovation; Neubauer Family Distinguished Service Professor of Entrepreneurship and Finance at Chicago Booth*

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**Faculty Image**

w: 160 x h: 160

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**Faculty Name**

**Faculty Title**

**Faculty Email or Faculty Bio**
INSERTING A NEW TEAM MEMBER

To insert a new team member navigate to the following section

Expand the settings folder located in your NVC folder

Inside the settings folder expand the team folder

Three sections have been created to allow you to create information for Staff, Coaches and/or Faculty members of NVC

Expand the folder you wish to create a member in

Right click on this folder and select insert >> faculty (Please Note: Although the items reads faculty, this is just the name of the template component)

Give the item a name

Enter the name of the new item:

John Doe

Press OK to confirm

Depending on which folder you selected, your item will appear inside of that folder

Click on the name you created
Enter information for the following fields

**Faculty Image**: Select the picture of the person from the media library to be associated with this name. **Please Note**: The picture should have a width of 150 and height of 150. Click on the browse button to navigate to the media library.

**Faculty Name**: Use this field to enter the person’s name.

**Faculty Title**: Use this field to enter the job title for this person

**Description**: Optional. This section is currently not being used for your site.

**Faculty Email**: Enter the email for the person in this field. Click on “insert email”.

In the **Link Description** field, enter the word “Email” this is required for the icon to display on the website as shown below.

In the **Mailto**: field enter the email for the person.

Press **OK** to confirm.
Faculty Bio: This field is optional and is used to link to bios for faculty members you post on your website. To link to a faculty member’s bio click on “Insert External Link”

In the Insert an External Link window complete the following information

Link Description, enter the word “Bio” in this section. This is required in order for the icon to display on the website as shown below

Copy and paste the website in which to link to in the URL section

For the “target window” click on the drop down menu and select “new browser” this will ensure that when a user clicks on the bio link it will open in a new window

Press OK to confirm

Once you have completed this step, you may choose to enter more members by repeating the above steps.
MODIFYING
Similar to how you would insert a faculty member, you can use the same steps above to modify an existing item that is already created by updating information in the fields outlined above.

After you have created a member, you will then need to add them to the appropriate page on your website.

Your site contains several pages that allow this with one of them being the NVC Team page (referred to as Faculty Copy Page as indicated under the Quick info Section).

Click on the page in sitecore.

Navigate to the Faculty Component section.
This section contains two distinct sections which are a ‘Header Faculty” and “Header Team”.

Although the names are defined as header team or header faculty, you may indicate an optional header title if you choose to

In the Faculty or Staff section you will notice the three folders located under the team folder
Depending on the person you created, expand the appropriate folder and select the member you wish to add to the team page under the designated area. If faculty add faculty, if staff, add staff, etc.

In the example above we are adding “Steven Kaplan” to be displayed under the Faculty Header.

While selected, we will click on the right arrow icon to add him under the selected location.

You may use the up/down arrows to change the order of how the members appear in this section.

Highlight the person you wish to move and select either the up or down order to rearrange.
Once done, repeat this step for other members you wish to add

Save early, save often

Next, preview your changes

Click on the publish tab in the toolbar and select preview

If you are satisfied with your changes, it is recommended to publish the team members first that you added in the settings folder

Select the individual you wish to publish
While selected click on the edit button and choose “submit for approval”

You may disregard enter comments in the next screen

Once the menu disappears click on the edit button again, but this time choose “approve to publish”

Repeat this step for all members added

Lastly, you will need to navigate to the team page and also submit for approval and approve to publish this page to see your changes take place on the live website