Website Editing Guide: New Venture Challenge

Website: http://research.chicagobooth.edu/nvc/

NVC HOME PAGE

There are three main areas that are editable on the NVC Home page as described below
CREATIVE CIRCLE CALLOUT

The sections that are editable with the circular call out are defined below

The circle call out contains 4 main areas you can edit which are

- In sitecore, within the content editor section locate the field called **Area One**

**PLEASE NOTE:** The content entered in this section are enclosed in a paragraph format
• **Area Two – PELASE NOTE:** The content in this section is enclosed within a paragraph tag. The second paragraph will always be displayed in a slightly bigger font.

  NVC is the premier start-up launch program

• **Area Three:** The content in this section is enclosed within a paragraph tag.

  run by the Polsky Center for Entrepreneurship and Innovation at the University of Chicago Booth School of Business.

• **Call to Action:** This section is used for the link that will display directly beneath the content you have posted. Currently linked to the About Us section

  /Research/NVC/About Us

To edit this section click on the “Insert Link”

The Insert link window will appear
In the section on the left select the page you wish to link to (note image below, About Us is selected)

Located in the top right, in the link description enter the name that will appear as this link. E.g. Learn More. The name entered, will display as such below:

Once done, press OK to confirm
NEWS CAROUSEL

The second editable area on the home page is the news carousel. The news carousel allows you to highlight stories about events and or news items. It is recommended to display up to 5 news items on your homepage. Refer to the image below which highlights the sections that are editable when updating and or inserting news items.

To edit news items follow the steps below.
Navigate to the folder called “homeslides”. Click on the plus sign to expand the area to view the content within this folder.

Please note, the items displayed from top to bottom will appear in the news carousel left to right. E.g. Maestro will appear as the first news item in the carousel, followed by Ballot Ready as the second news item, etc…

Click on the item you wish to edit.
Located under the section labeled slider info is the field **slider image**

Click on the browse button to upload a new image. **PLEASE NOTE:** The images for the news sliders are stored in the media library section >> research >> nvc >> sliders
In the media browser select the image you wish to add

Press OK to confirm

Next, enter a title for the new item in the Slider Title field

Slider Title:
Maestro Named 2015 New Venture Challenge Finals Winner
In the **Slider Description** field click on the *Show Editor* to open the *WYSIWYG* to enter content to be displayed directly beneath your title.

Maestro and Ballo:Ready take home top prizes in nationally ranked accelerator.

Content entered in this section should be formatted in paragraph format. You may bold and italicize.

Press **OK** to confirm.

Finally, select the page to link to this story.

Click on the insert link for the **Slider Call to Action** to select a story. **PLEASE NOTE**: Very similar to Circle Call out Section, you will be prompted to select a page to link to and in the link description field enter text for the button.

You may also link to stories outside of your site.
To do so, follow the exact steps as listed above, but instead of clicking on “Insert Link” you would click on “Insert External Link”.

In the URL field type in the web site you wish to link to.

For the Target Window, ensure that “New browser” is selected. This will open the website in a new window when a user clicks on the link.

Press OK to confirm.
You may have noticed that the item names are related to the names of the stories as noted in the title field. You may change the names of the items so that they match the name of the story.

To do so, click on the item you modified.

Why highlighted as shown above, click on the item name directly beneath the content tab.

Enter a new name for this item.
Press **OK** to confirm

You may also want to reorder the display of the news carousel items. As mentioned earlier in this document the news items will display left to right on your webpage, meaning, the first item, example: Maestro will be the first news item in the carousel.

You may change the order in which these items are displayed

Select the news item you wish to change

Which selected, under the home tab click on the up/down arrow to change the order

To preview your changes, click on the Home page, in this case the NVC
Navigate to the publish tab and click on preview

Confirm the order of the news item are displaying as you wish

If satisfied you will need to submit for approval and approve to publish the following items in this order

- The **news item** you modified.
- Select the news item you modified
• While selected click on the home tab and choose “submit for approval”

• Disregard the comments box that will appear and just select OK.
  
  o Sitecore can take a moment to approve and item so be patient
• Once the menu disappears, click on the edit icon again, and this time select “approve to publish”

Next, click on the homeslides folder

Click on the “lock and edit” to check out the folder

Once checked out, click on the edit icon and submit for approval, followed by approve to publish. By doing so, this will update the news stories on the live site and this step is important if you have rearranged the order

PLEASE NOTE: By default, we have removed the option to insert additional news stories in this section as it is recommended to post 5 stories for your home page.
**HOME PAGE LOGOS**

Access will be granted soon to allow your team to add more logos to the section on the homepage, but in the meantime, please consult with Webhelp to add more logos to this section.

<table>
<thead>
<tr>
<th>Logo</th>
<th>Logo</th>
<th>Logo</th>
<th>Logo</th>
<th>Logo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aluminate</td>
<td>BallotReady</td>
<td>Bump</td>
<td>GrubHub</td>
<td>Maestro</td>
</tr>
<tr>
<td>RoomVa</td>
<td>Uprosie</td>
<td>Braintree</td>
<td>A PayPal Company</td>
<td>Base</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Items that are needed when requesting this information are:

- **Logo**: width: 500 / height: 500

- It is also recommended that a page containing information on about this company is created as well, which will be displayed in the portfolio section.