Website Editing Guide: New Venture Challenge

Website: https://research.chicagobooth.edu/nvc/traditional-nvc/judges

Judges

The section below will describe how to set up or edit the Judges section for the NVC.

There are two main components to the Judges page. The main page, which labels the page as a Judges page, and each individual judge’s page which will contain information and an image in a modal window.
Judges Main Page

To begin setting up a new Judges section, right click on your NVC page (“Traditional NVC” in this example) and select “NVC Judges Page.”

A new “Judges” item will appear, along with a folder called “Judges.”

Click on the Judges page (not the folder) to edit the name at the top of the main page marked in red on the first page. Use the Title blank to label the page “Judges.”
The Individual Judges

To add a judge, right click on the “judges” folder, click “Insert” and then click “Speakers.”

Sitecore will ask for the Judge’s name and then create a new page for that judge in the “judges” folder.

To add or edit details to the judge’s page, select the one you’d like to work with by clicking on it.
To insert the Judge’s photo, it must first be resized to 150 x 150 and uploaded to the media library and published. It is recommended to allow 24 hours for the publish process. Select “Open Media Library” and navigate to your image and select it.

Enter the speaker’s name in the “Speaker Name” blank.

Enter the speaker’s title in the “Speaker Title” blank.

Enter the Speaker’s bio in the “Speaker’s Bio” area.