Website Editing Guide: New Venture Challenge

Current Page that uses this template >> [http://research.chicagobooth.edu/nvc/about-us/timeline](http://research.chicagobooth.edu/nvc/about-us/timeline)

**NVC TIMELINE PAGE**

The timeline page template has been setup to allow you to display information in date order. You will be allowed to include an image (Timeline Image), Heading (Timeline Heading) and a brief description (Timeline Description) in this page.

**1996**

Jeff Meyer, MBA '97, approached Professor Steve Kaplan with an idea to launch a business plan competition at Chicago Booth, New Venture Challenge launched with support from Edward L. Kaplan, MBA '71, founder of Zebra Technologies, who provided the initial prize money.

**1999**

Ellen A. Rudnick, MBA ’73, joins Booth as Executive Director for Entrepreneurship.
MODIFYING AN EXISTING TIMELINE

Expand the contents of the folders located in the timeline section of your website

Underneath the timeline folder, select the timeline you wish to modify

You will be able to modify the **Timeline Image field** (all images should be saved at a width of 150px and height of 150px)

**Timeline Headline** *(E.g. 2015)*

**Timeline Description:** *(Content entered in this section should be in paragraph format. You can include links if you wish)*
You may rearrange the order if you wish by selecting the timeline you wish to change

While highlighted as described in a prior document, use the up/down arrows to change the order

To preview your changes before you publish, click on the parent page, in this case the timeline page

![Image](insert_image_url)

Click on the publish tab and select preview

When you are ready to publish your information, select the timeline you modified

While highlighted, navigate to the home tab

Select the edit icon

Choose Submit for approval, followed by approve to publish

You will also need to do the same with the timeline folder (but only if you have rearranged the order of a timeline)

**INSERTING A NEW TIMELINE**

To insert a new timeline, navigate to the timeline section of your website
Click on the plus icon located next to the timeline

Do the same for the timeline folder located beneath this section

Next, right click on the timeline folder and select insert >> timeline
Give this timeline a name (normally a year) E.g. 2015

Press **OK** to confirm

Your item should appear within the timeline folder. Select this item and enter the appropriate information for this timeline as described above regarding how you would modify information.

**PLEASE NOTE:** You may need to use the up/down arrows to rearrange the order of how the timeline displays.

Refer to the steps above in the modify section on how to submit for approval and approve to publish new items.