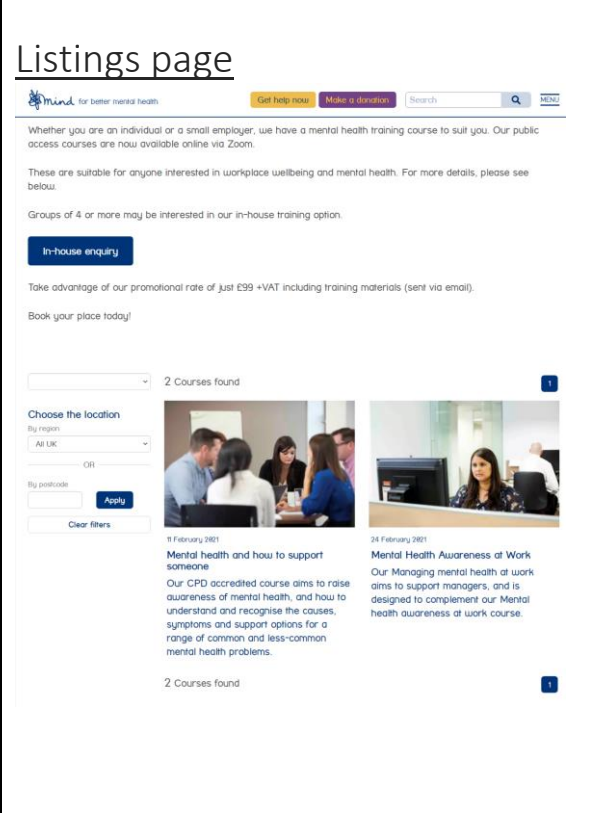


# Training courses listing user guide

## Features

1. Filterable Listings page
  - a. Listing by closing date order
  - b. Auto removal from listing when the closing date is past
  - c. The left-hand filters such as: eTraining, in House, Public access are achieved through the tagging if additional tags are needed contact [webedits@mind.org.uk](mailto:webedits@mind.org.uk)
2. Individual pages for each listing –
  - a. Templates for different types of course can be made eLearning, Paid, Free for example for changes or new templates contact [webedits@mind.org.uk](mailto:webedits@mind.org.uk)
  - b. Application deadline
  - c. Course date
  - d. Apply now CTA
  - e. Waitlist
  - f. Student price
  - g. Early bird price with a date restriction so it will automatically not be available on a pre-set date
3. Categorisation of type of course
4. Location
5. Geo location on mobile devices
6. Custom fields to add additional custom information to a listing page

### Listings page



Whether you are an individual or a small employer, we have a mental health training course to suit you. Our public access courses are now available online via Zoom.

These are suitable for anyone interested in workplace wellbeing and mental health. For more details, please see below.

Groups of 4 or more may be interested in our in-house training option.

**In-house enquiry**

Take advantage of our promotional rate of just £99 +VAT including training materials (sent via email).

Book your place today!

2 Courses found

Choose the location

By region: All UK

By postcode: [input] **Apply**

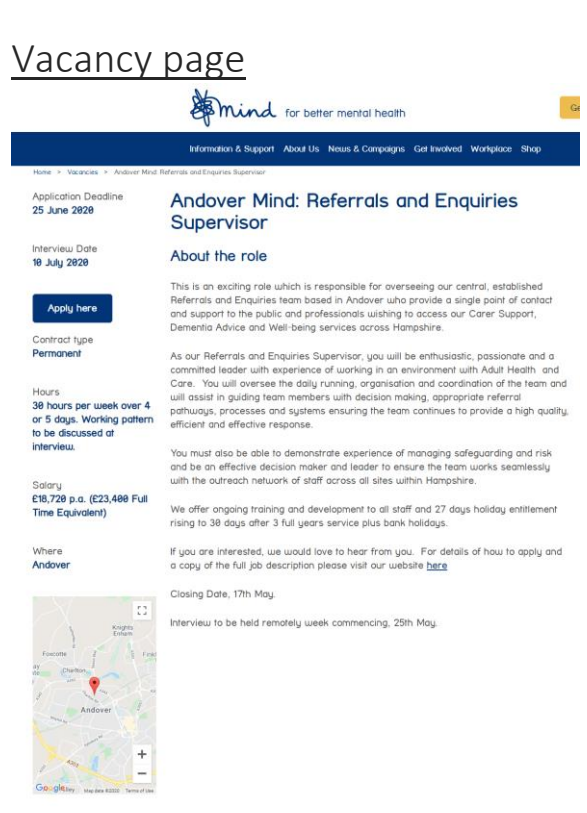
Clear filters

11 February 2021  
**Mental health and how to support someone**  
Our CPD accredited course aims to raise awareness of mental health, and how to understand and recognise the causes, symptoms and support options for a range of common and less-common mental health problems.

24 February 2021  
**Mental Health Awareness at Work**  
Our Managing mental health at work aims to support managers, and is designed to complement our Mental health awareness at work course.

2 Courses found

### Vacancy page



Information & Support About Us News & Campaigns Get Involved Workplace Shop

Home > Vacancies > Andover Mind Referrals and Enquiries Supervisor

Application Deadline  
**25 June 2020**

Interview Date  
**10 July 2020**

**Andover Mind: Referrals and Enquiries Supervisor**

**About the role**

**Apply here**

Contract type  
**Permanent**

Hours  
**38 hours per week over 4 or 5 days. Working pattern to be discussed at interview.**

Salary  
**£18,729 p.a. (£23,400 Full Time Equivalent)**

Where  
**Andover**

Closing Date, 17th May.

Interview to be held remotely week commencing, 25th May.


This is an exciting role which is responsible for overseeing our central, established Referrals and Enquiries team based in Andover who provide a single point of contact and support to the public and professionals wishing to access our Carer Support, Dementia Advice and Well-being services across Hampshire.

As our Referrals and Enquiries Supervisor, you will be enthusiastic, passionate and a committed leader with experience of working in an environment with Adult Health and Care. You will oversee the daily running, organisation and coordination of the team and will assist in guiding team members with decision making, appropriate referral pathways, processes and systems ensuring the team continues to provide a high quality, efficient and effective response.

You must also be able to demonstrate experience of managing safeguarding and risk and be an effective decision maker and leader to ensure the team works seamlessly with the outreach network of staff across all sites within Hampshire.

We offer ongoing training and development to all staff and 27 days holiday entitlement rising to 38 days after 3 full years service plus bank holidays.

If you are interested, we would love to hear from you. For details of how to apply and a copy of the full job description please visit our website [here](#)



## Managing your course listings

The individual courses need to be set up correctly to ensure the filtering works and to appear in the listings page, so please ensure that you follow the steps below.

### Training courses

#### 1. Locating the training courses:

1st - Step go to 'Training courses' page

<https://admin.mind.org.uk/umbraco/#/content/content/edit/20452>

2nd - Step click on the 'Child Pages' tab, this is where all of the individual course pages are stored

The screenshot displays the Umbraco CMS admin interface for editing the 'Vacancies and volunteering' page. The left sidebar shows a tree view of pages, with 'Vacancies and volunteering' selected. The top navigation bar includes tabs for 'Content', 'Tags', 'Social', 'Cross Promotion', 'SEO', 'Analytics', 'Navigation', 'Child Pages', and 'Info'. The 'Child Pages' tab is highlighted with a red box and a circled '2'. The main content area shows the page title 'Vacancies and volunteering' and a description 'Vacancies and volunteering opportunities currently available with Mind.' A red box and a circled '1' highlight the 'Full Width' content block containing the title and description, with a red arrow pointing to the text. A red text annotation reads: 'To change the text at the top of the listing view amend the content in this block.'

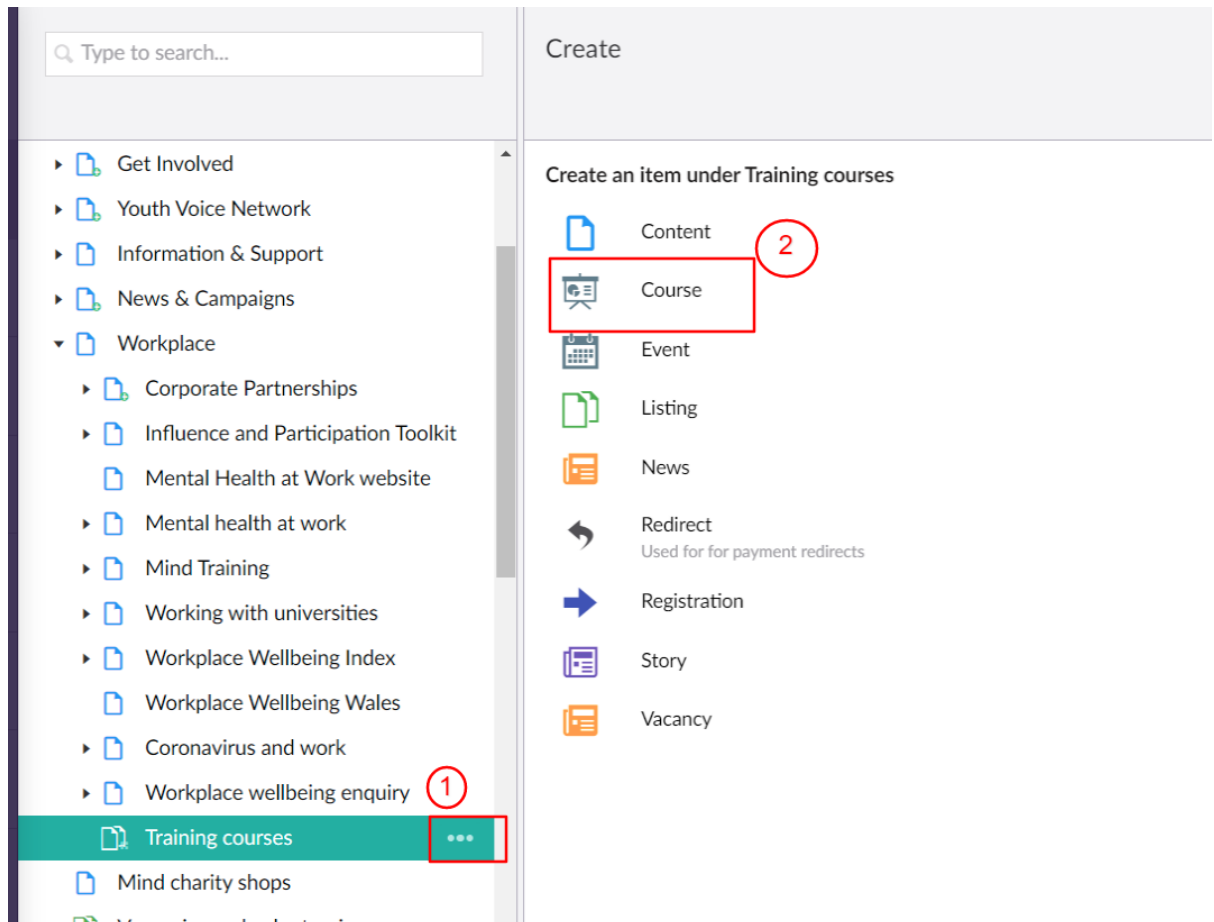
## Editing or creating a course

2. If you wish to edit a listing either search or select it from the listing.
  - 1st Use the search box on the righthand side of the page (**Don't search** in the top title bar!)
  - 2nd **Don't** click the 'Create' button (image no.2) to create new pages as the templates won't be available to you.

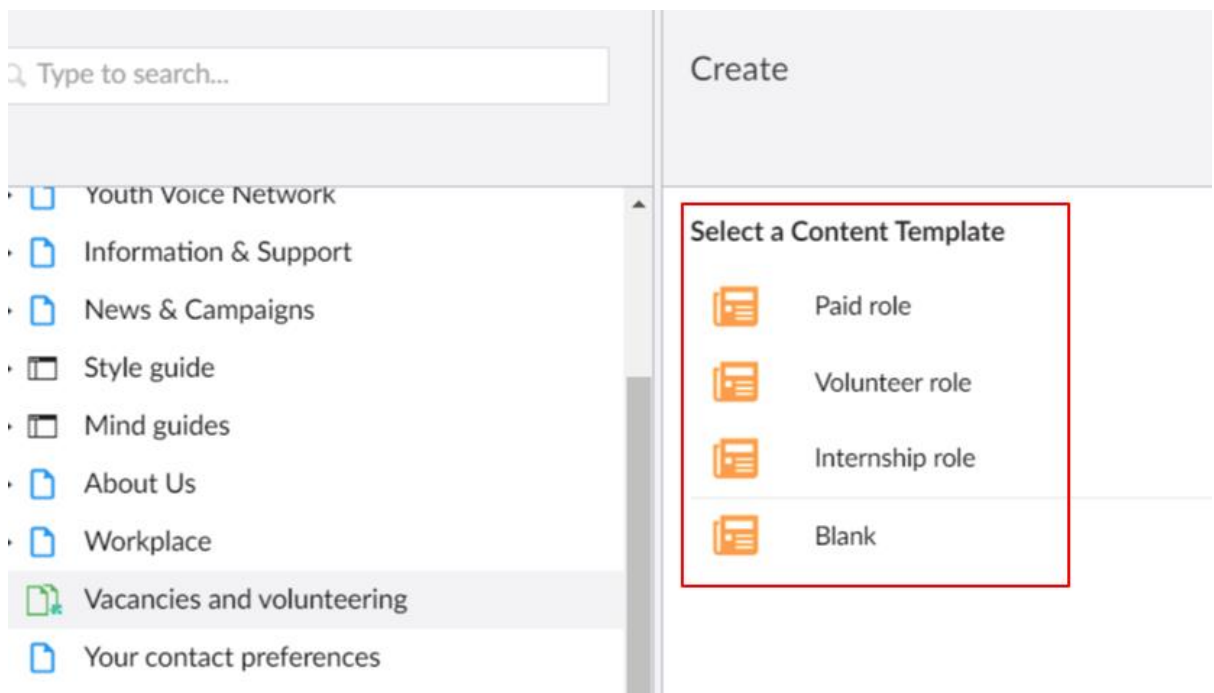
The screenshot shows a CMS interface for 'Vacancies and volunteering'. On the left is a navigation menu with 'Vacancies and volunteering' selected. The main content area has a search bar at the top right (circled with a red '1') and a 'Create' button (circled with a red '2'). Below the search bar is a table of listings.

<input type="checkbox"/>	Name	Sort ▲	Last edited	Created by
<input type="checkbox"/>	Andover Mind: Referrals and Enquiries...	2	2020-06-09 14:21	Lucy Southall
<input type="checkbox"/>	Mind in Harrow: Befriending Volunteer	3	2020-06-09 14:21	Lucy Southall
<input type="checkbox"/>	Basildon Mind -Treasurer	5	2020-06-01 12:29	Lucy Southall
<input type="checkbox"/>	Welsh content test	6	2020-06-16 14:24	Lucy Southall
<input type="checkbox"/>	Judge for the 2020 Mind Network Exc...	7	2020-06-09 14:18	Lucy Southall
<input type="checkbox"/>	Holly test vacancy	8	2020-06-16 13:54	Holly Garraway
<input type="checkbox"/>	Internship role	9	2020-06-09 16:08	Lucy Southall
<input type="checkbox"/>	Digital	10	2020-06-10 14:18	Holly Garraway

3. To create a Vacancy
  - 1st On the Vacancies and volunteering side tab 'Left click' the 3 dots to the right (image no. 1)
  - 2nd Select the Vacancy content type (image no. 2)



4. **Templates** – you will be taken to a selection of pre-configured templates for different course opportunities, select the one appropriate for your opportunity.



## 5. Template basics

The screenshot shows a web application interface for creating a course. At the top, there is a search bar labeled 'Type to search...'. Below it is a navigation menu with tabs: Content, Tags, Course, CRM, Social, Cross Promotion, SEO, Analytics, and Info. The 'Course' tab is selected and highlighted with a red box and the number 3. Above the navigation menu is a text input field labeled 'Enter a name...' with a red box and the number 1. On the left side, there is a 'Left sidebar' containing a list of categories. The 'Training courses' category is highlighted with a green bar and the number 2. Below this sidebar, there are two sub-sections: 'Course Summary' and 'Course Registration', both with checkboxes. Below these is a purple 'Enquire' button and a grey 'Add content' button. The main content area on the right is titled 'COURSE TITLE' and 'Overview'. It contains a green circular icon with a 'G' and a paragraph of text: 'Some overview information about the course will help with the pages SEO (Search Engine Optimisation) so it can found by browser searches'. Below this is a 'Format:' section with the text 'Virtual training led by a Mind Trainer through Zoom'. Underneath is an 'Aims:' section with a bulleted list containing two items, both labeled 'COMPLETE'. At the bottom right of the page, there is a 'Return to list' button and a 'Save' button, both highlighted with red boxes.

- 1st. Complete the page name this is the course title, press 'Save' button in the lower right of the screen, we recommend saving regularly when creating content.
- 2nd. The 'Left sidebar' will auto-populate the key information about the role which is managed through the 'Course' tab information
- 3rd. Course tab

## 6. Course tab

Content Tags Course CRM Social Cross Promotion SEO Analytics Info

**Course name \***  
Used on the registration page

**Advertise until \***  
Enforces when the course will appear as advertised on the website

 📅 ✖ Clear Date

**Start date**

 📅

**End date**

 📅

**Registration deadline**  
Date when registration closes

 📅

**Registration fee**  
Please enter a whole number like 14.50. If left empty, the course will be treated as a 'free' event

**Labels**

- ▶ 📍 Location
- ▶ 📅 Duration

+

**Registration Count** 0  
How many people have registered for the course so far

**Capacity \***  
Total amount of participants allowed to register for the course

**Sellout threshold**  
Enter a threshold amount of places left to display an 'Almost sold out' badge on the course e.g. when there a 100 places left

**Registration page**

➔
Registration Paid Course  
<https://admin.mind.org.uk/workplace/training-courses/registration-paid-course/>
Remove

**Enable External Registration**  ✖  
The setting to enable external registration and disable internal registration

**External Registration Link**  
The external link to take users to when they want to register

**Early bird rate**

**Early bird deadline**

 📅

**Student rate**

**Waitlist content**

**Waitlist page**

Add

Go to the 'Course' tab and complete the first section of the details

### Course Name

**Advertise until** – mandatory

**Start date** – optional

**End date** - only complete if the course is to run over multiple days

**Registration Deadline** – date when the ability to book the course is removed

**Labels** – see next page

**Registration count** – how many people have purchased a place

**Capacity** – how many places you want to cater for

**Sell-out threshold** – when an alert will appear on the site saying 'limited spaces available'

**Registration page** – links to the paid form which is exported weekly to the CRM

**Earlybird rate** – discounted rate

**Earlybird deadline** – when it is no longer available

**Student rate**- discounted rate

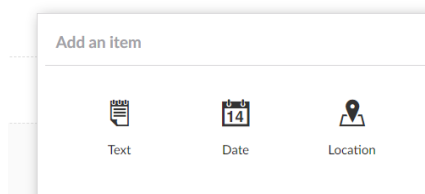
**Waitlist content** – short unformatted text saying join our waitlist

**Waitlist page** – link to a form

## 7. Labels

This area allows you to control the information, which is displayed on the left of the course page, the template is setup with the commonly used fields for the course template type you have chosen.

There are 3 types of label:

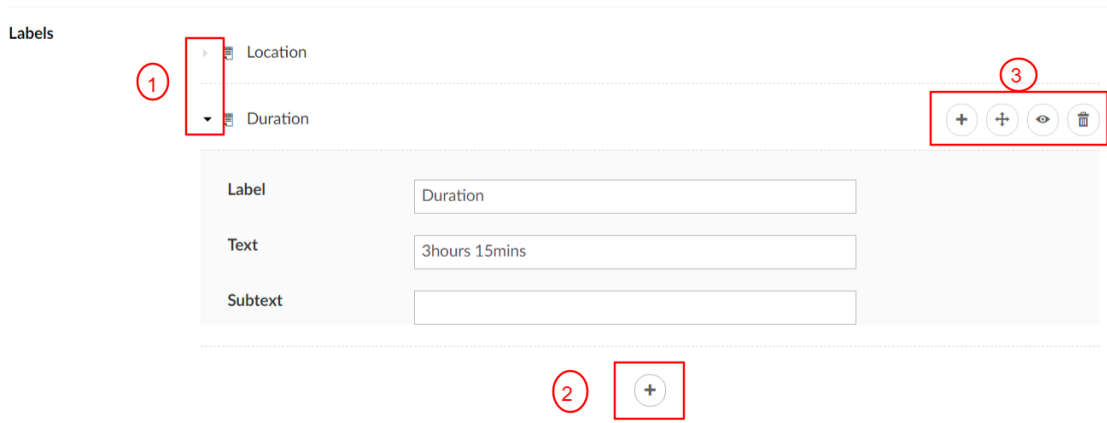


**Text** – most common type you will use

**Date** – a text heading and date field

**Location** – will display a Google map and pin with text **about the location**

### Editing label content



1st Click the small arrow to the left of a Label to expand it for editing, edit text

2nd To add a new label just click the + button below the last label entry and you will be given the option of the 3 label types described above

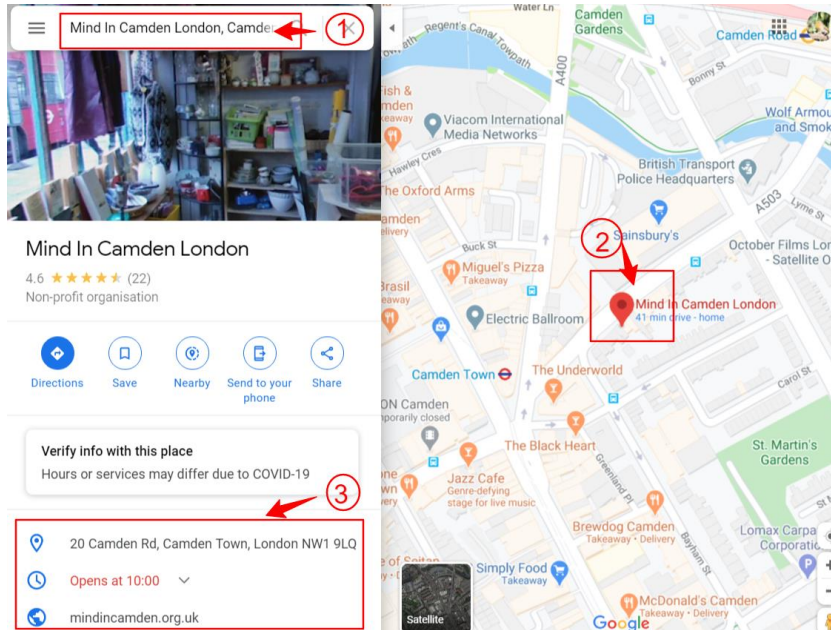
3rd These options allow you to re-order, hide and delete

### Location label

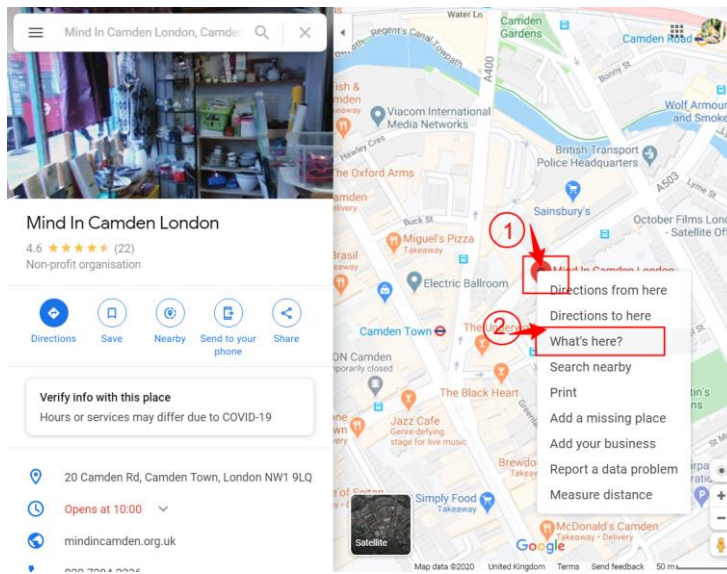
This is the Geolocation and links to a Google map you can either: drop and drag the pointer or add the grid reference Geolocation reference from Google Maps

#### Finding a map reference

- 1st. Search for the location
- 2nd. Check on the map this is correct
- 3rd. Reference against address

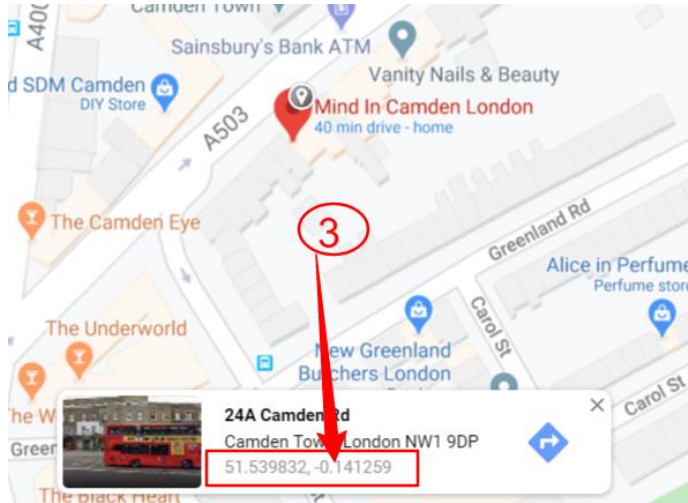


- 1st. Right click on the pin to open menu
- 2nd. Click What's here?

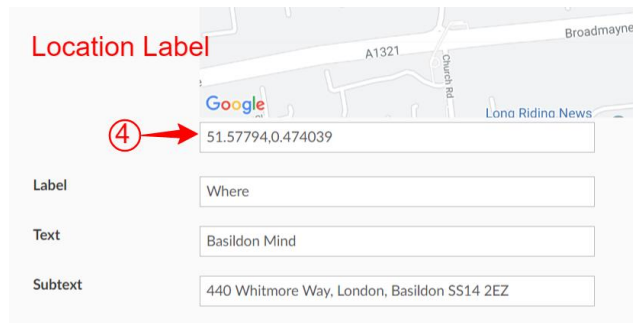
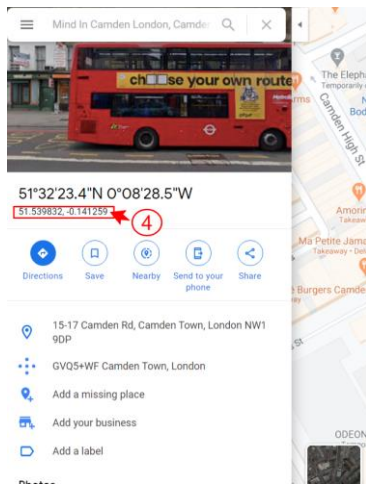


- 3rd. Left click and open the grid reference





4th. In the left-hand panel of Google maps the grid reference will now display, copy this and return to your Vacancy and paste into the Location Label.

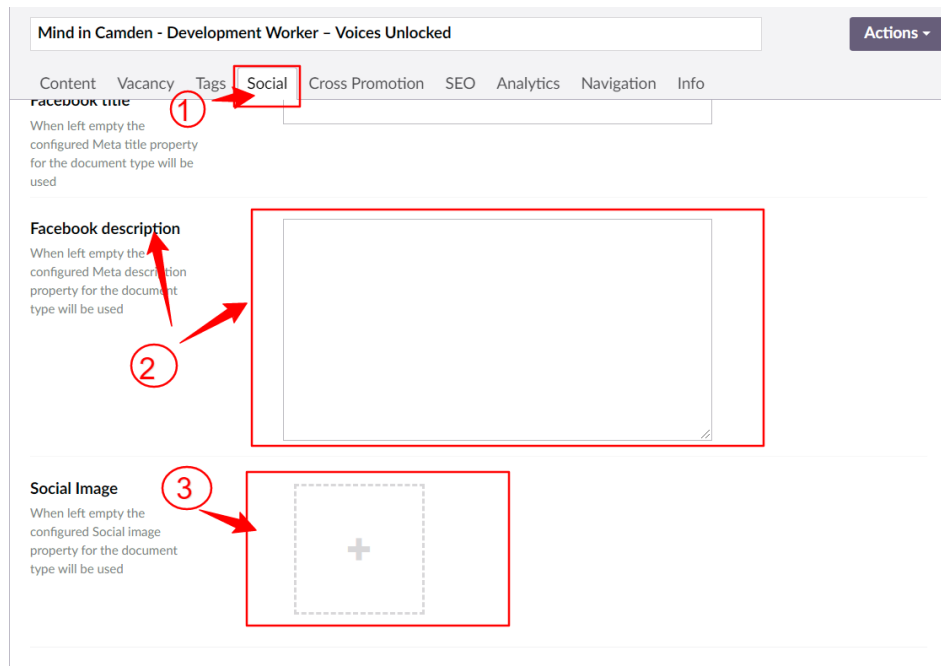


## 10. Tags

If you use the correct template these will be pre-selected so you shouldn't need to alter them

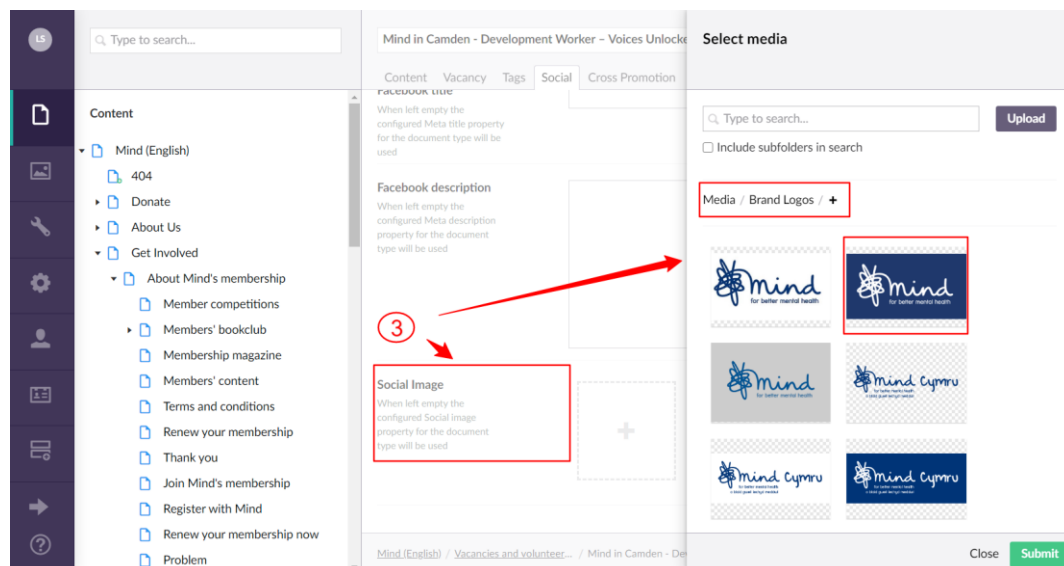
- 1st Move to the next tab at the top of the page 'Tags', these tags are important for the search filter on the Listings page and enable the filtering.
- 2nd The Course type tags will define the course type and will be set for the template type you have selected
- 3rd Location Tag – this ensures that the listing will appear when the Region filter is used in the Listing view.

## 11. Social Tab



There is now Social Sharing across the site so please ensure that you check this

- 1st Select Social tab
- 2nd Twitter and Facebook can have custom content so please review this otherwise the default will be the Title and first paragraph content
- 3rd If no image is selected upload an appropriate image or the Mind White on Blue logo this can be found in the Brand Logos folder



## 12. Cross Promotion

This is essential for how your Vacancy shows in the Listing view

1st Cross Promotion tab

2nd Name – this is just your Course Title as it will show in the listing

3rd Summary – select a **short piece** of text which will show in the Listing View

4th Image select an appropriate image and ensure you don't use an image used on an existing courses listing

The screenshot shows the 'Cross Promotion' tab selected in the CMS interface. The title bar reads 'Mind in Camden - Development Worker - Voices Unlocked'. Below the title bar are tabs for 'Content', 'Vacancy', 'Tags', 'Social', 'Cross Promotion', 'SEO', 'Analytics', 'Navigation', and 'Info'. The 'Cross Promotion' tab is active. The main content area is divided into four sections: 'Name', 'Summary', 'Image', and 'Image'. The 'Name' field contains the text 'Mind in Camden - Development Worker - Voices Unlocked'. The 'Summary' field contains the text 'We are seeking a motivated, creative and confident individual for th'. The 'Image' field contains a logo for 'mind' with the tagline 'for better mental health'. Red arrows and circled numbers 1 through 4 point to the 'Cross Promotion' tab, the 'Name' field, the 'Summary' field, and the 'Image' field respectively.

## 15. SEO Tab (Search Engine Optimisation)

The screenshot shows the 'SEO' tab selected in the CMS interface. The title bar reads 'Mind in Camden - Development Worker - Voices Unlocked'. Below the title bar are tabs for 'Content', 'Vacancy', 'Tags', 'Social', 'Cross Promotion', 'SEO', 'Analytics', 'Navigation', and 'Info'. The 'SEO' tab is active. The main content area is divided into four sections: 'Content type', 'Snippet preview', 'Focus keyword', and 'SEO title'. The 'Content type' field is empty with an 'Add' button. The 'Snippet preview' field shows a blue link 'Mind in Camden - Development Worker - Voices Unlocked | Mind, the mental health charity - help for mental health problems' followed by the URL 'https://admin.mind.org.uk/vacancies-and-volunteering/mind-in-camden-development-worker-voices-unlocked/'. Below the URL is the text 'The SEO description is missing from properties or the generated template.' The 'Focus keyword' field is empty with an information icon 'i'. The 'SEO title' field is empty.

1st Content type: not required

2nd **Snippet preview**: how your listing will appear in search engine search

- 3rd Focus Keyword: these are automatically added on the templates
- 4th **SEO title** – Adjust if you have a long vacancy title, all search terms are appended with the Mind strapline
- 5th **SEO Description** – This should be amended to reflect the vacancy as with the Cross-Promotion tab previously
- 6th Validation – this is currently not working correctly so ignore
- 7th **Keywords** – these are automatically added on the template you can amend

## 16. Info Tab

1. Info Tab
2. History of who has edited the page last
3. Publishing status
4. Scheduling ability – ask Web edits to set this up if you need a page to publish or unpublish on a certain day/ time
5. URL for the page

## 18. Adding page content

To learn how to use the editor in full please attend an Umbraco basics training course which will take about 1hour

The screenshot shows the Umbraco CMS editor interface. At the top, there is a search bar with the placeholder text "Enter a name...". Below the search bar is a navigation menu with tabs for "Content", "Vacancy", "Tags", "Social", "Cross Promotion", "SEO", "Analytics", "Navigation", and "Info". The "Content" tab is currently selected. In the top right corner, there is a "+ Reorder" button. The main content area is divided into two columns. The left column contains a "Vacancy Summary" section with an "Add content" button. The right column contains the main content area with the following sections: "Job Title", "About the role", "Details about the role", "How to apply", "Process", "If the application is by", a bulleted list of instructions for email and website links, a disclaimer about closing the vacancy, and a statement about being an equal opportunities employer.

With the template there are sections set out to fill in with guidelines of the content to add

Your listing is finished now just save and send to publish at [webedits@mind.org.uk](mailto:webedits@mind.org.uk)