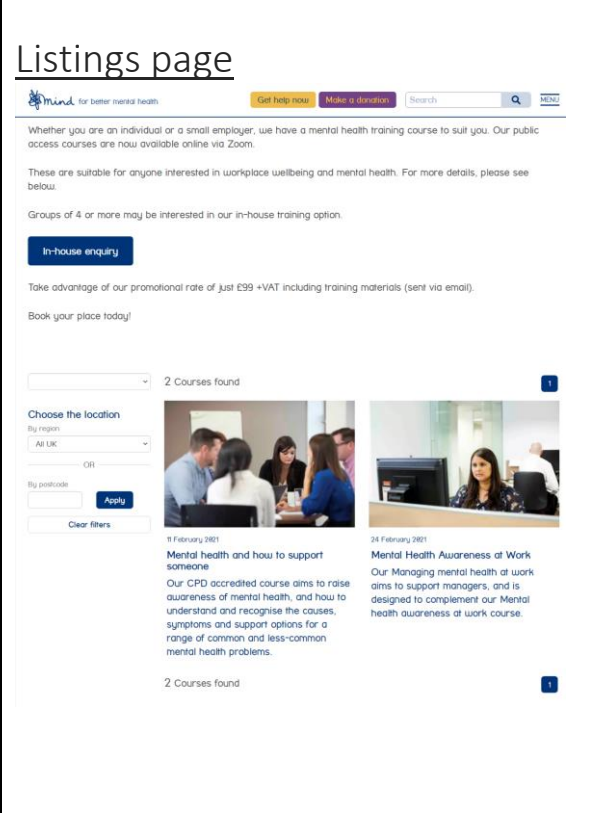# Training courses listing user guide

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

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**
    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

Vacancy page

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

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.

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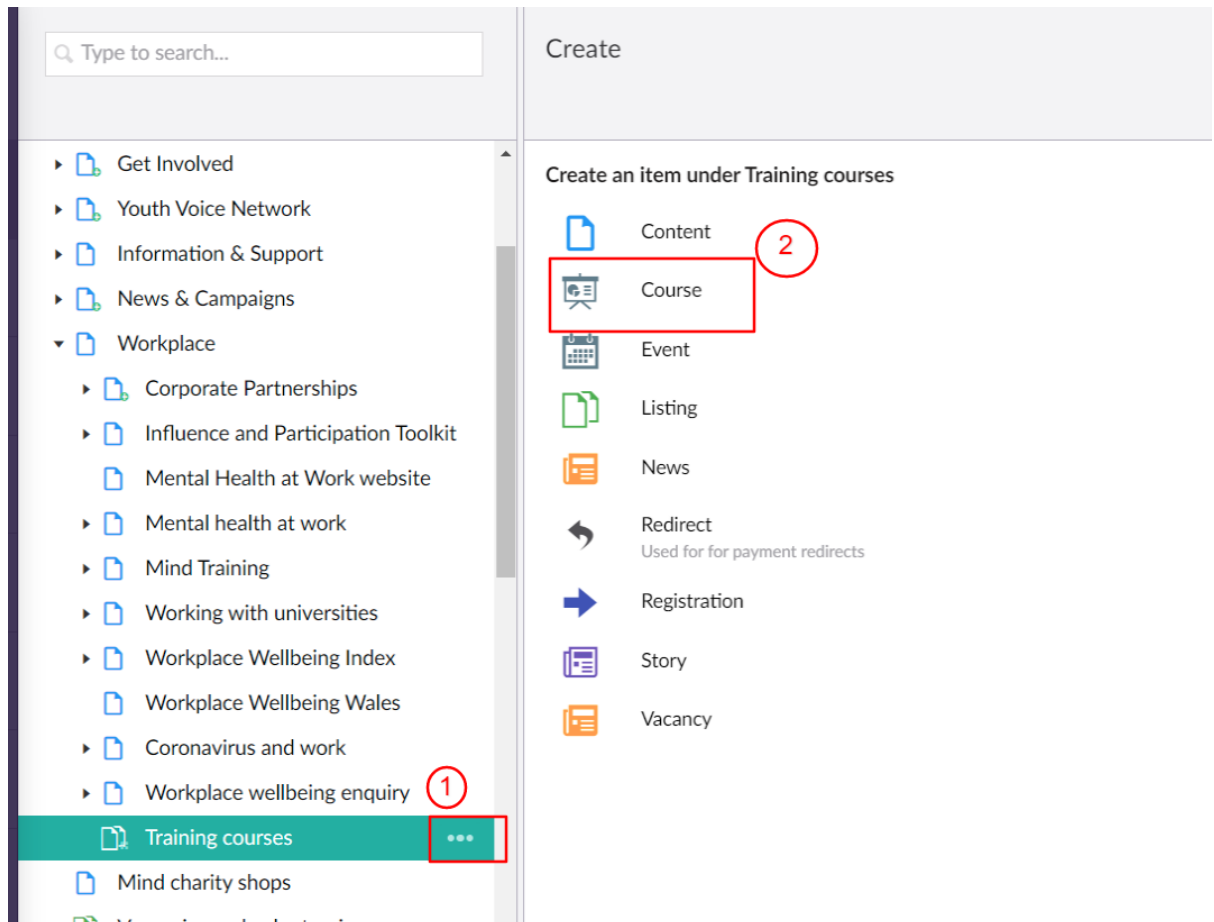
4. **Templates** – you will be taken to a selection of pre-configured templates for different course opportunities, select the one appropriate for your opportunity.

5. Template basics

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

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
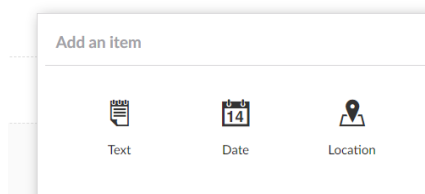
Student rate- discounted rate

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
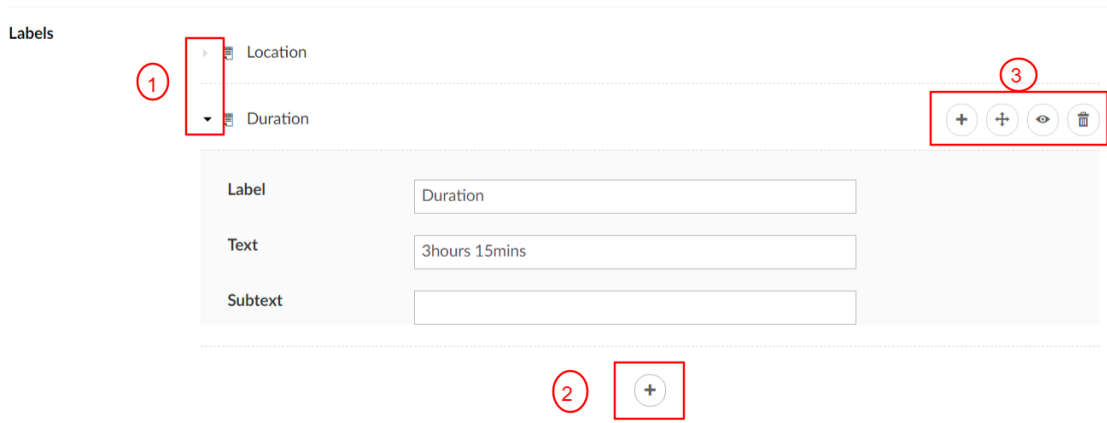
1st Click the small arrow to the left of a Label to expand it for editing, edit text
2nd To add a new label just click the + button below the last label entry and you will be given the option of the 3 label types described above
3rd These options allow you to re-order, hide and delete

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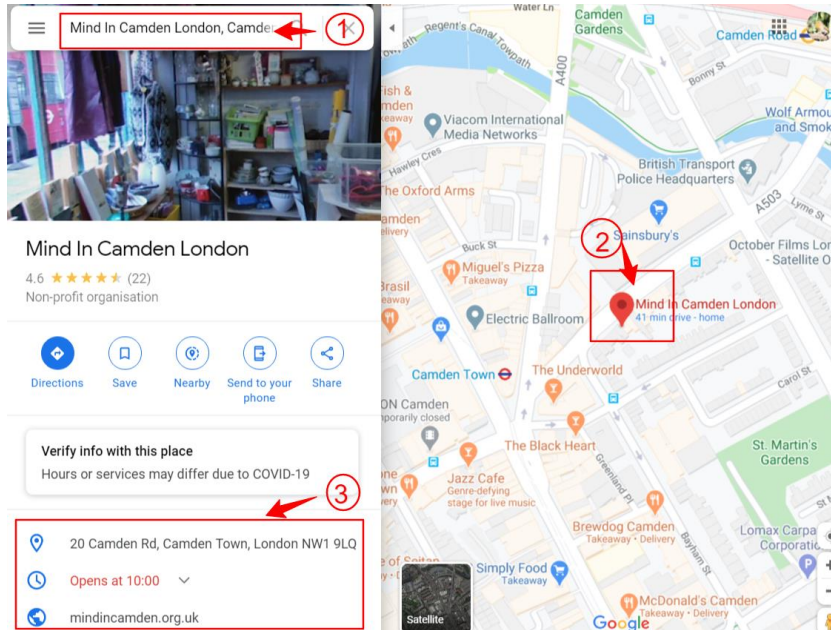
1st.   Right click on the pin to open menu
2nd.   Click What's here?

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.
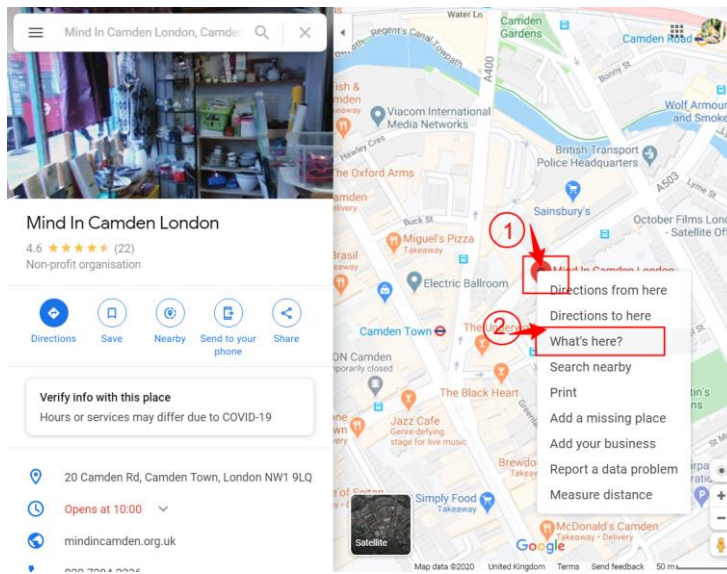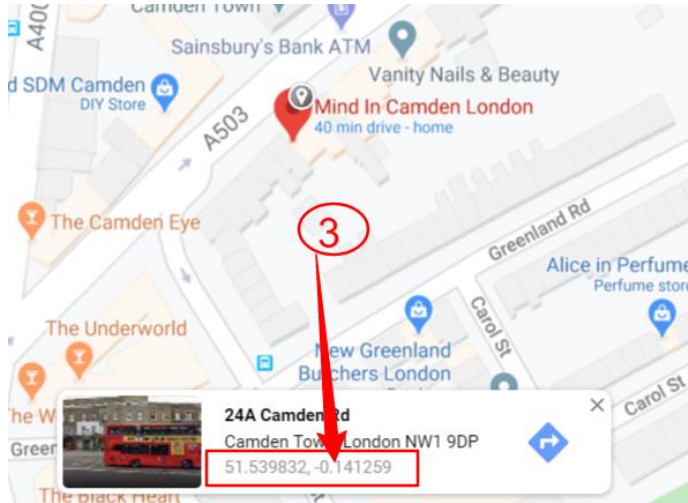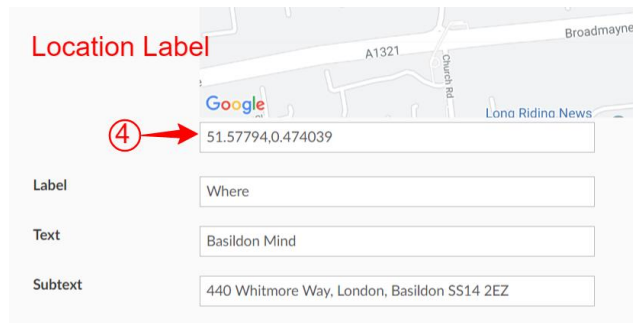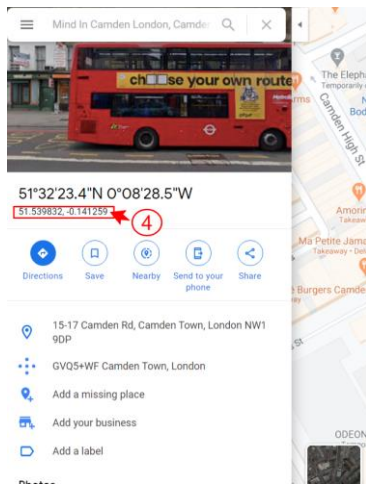

10.   Tags

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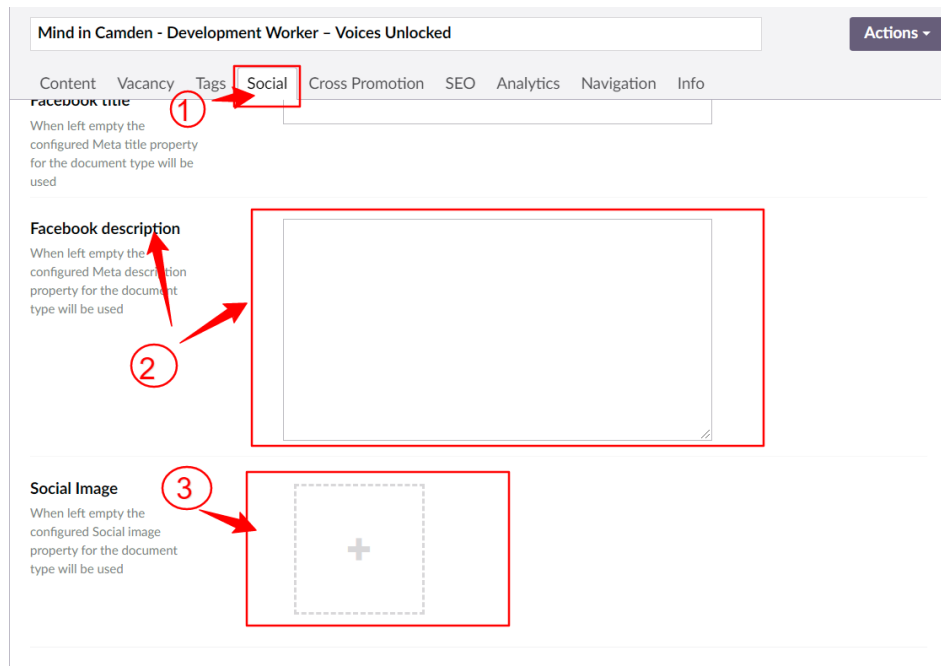
There is now Social Sharing across the site so please ensure that you check this

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
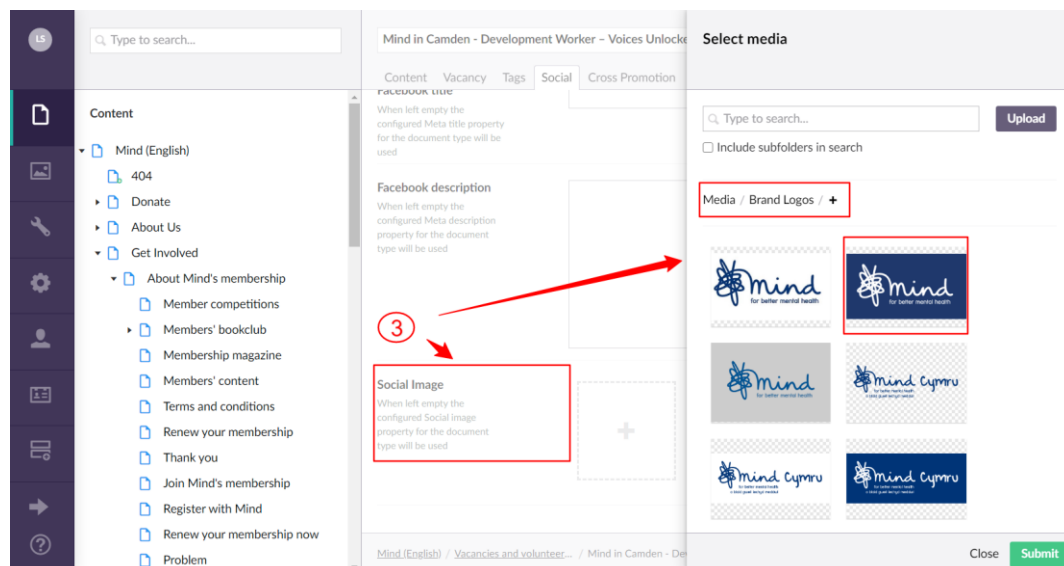
12. Cross Promotion
     This is essential for how your Vacancy shows in the Listing view
     1st   Cross Promotion tab
     2nd   Name – this is just your Course Title as it will show in the listing
     3rd   Summary – select a **short piece** of text which will show in the Listing View
     4th   Image select an appropriate image and ensure you don't use an image used on an
             existing courses listing

15. SEO Tab (Search Engine Optimisation)

     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

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

Your listing in finished now just save and send to publish at webedits@mind.org.uk