

Affiliate Members

AISNE

New Web Site

Date: June 15, 2010

To: AISNE School Heads and Admission Directors (Affiliate Members)

From: Steve Clem

Subject: New AISNE Web Site and Data Inputting Information.

AISNE's new web site is open for schools to input data (but not yet open to the public). See the *Family Home Page* and the *Member Home Page* on the next page. As with our current site, there are essentially four areas in which we ask that you input your own data to ensure accuracy: Directory Information (most of this already filled in by AISNE); Summer Programs; Open Houses; and Job Openings. See the following pages for directions on how to input data.

Please distribute this memo to other staff and faculty as needed.

We will go public on June 25th.

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New AISNE Web Site: Entering & Editing Directory Information

STEP ONE: LOGIN

To input your directory information, please go to

<http://prelaunch.aisne.org/members/login.html?logout=yes>

You will come to the member log-in page.

User name = **your school's domain name** Ex: aisne.org; sageschool.org, misshalls.org

Password: Your password is **the same as your username** (your domain name)

CLICK SUBMIT TO GAIN ACCESS TO FUNCTIONS ON LEFT *Don't Forget!*

STEP TWO: OPEN EDIT DIRECTORY & ENTER INFORMATION

After logging in, choose *Edit Directory Information* from the menu on the left. This will take you to the page where you will see the different fields to be filled in. Most of the information requested has already been entered by AISNE. Make any corrections or additions.

STEP THREE: CLICK SUBMIT TO SAVE *Don't Forget!*

STEP FOUR: VERIFICATION AND EDITING

After you have entered and submitted your data you will get a screen with, above the box, *Your Directory Information has been successfully updated* and *Review Your changes on the live site*. Click on *Review your changes* to verify your data has been entered. Repeat the above process to make edits and additions.

*Please don't call us until you've tried **three times** to make it work with the help of your IT/Web person.*

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New AISNE Web Site: List and Edit Summer Programs

Very similar to old site. When families first go to this page, they will see a continuous list of all summer programs. They can search in a variety of ways.

STEP ONE: LOGIN

To input your summer program information, please go to

<http://prelaunch.aisne.org/members/login.html?logout=yes>

You will go right to the log-in page where you will enter...

User name = **your school's domain name** Ex: aisne.org; sageschool.org, misshalls.org

Password: Same as username for now.

Remember to click on "**Submit**" at the bottom to complete your login. *Don't Forget!*

STEP TWO: OPEN "SUMMER PROGRAMS" & ENTER INFORMATION

Click on *List and Edit Summer Programs* on the left. This takes you to the page where you will input your information. The information requested is quite straightforward. Use the "Description" box to enter a more detailed description of your program. If you have multiple programs, you should enter them separately.

STEP THREE: CLICK SUBMIT TO SAVE *Don't Forget!*

STEP FOUR: VERIFICATION AND EDITING

After you have entered and submitted your data you will get a screen with, above the box, *Your Summer Program has been successfully updated* and *View Summer Programs on the live site*. Click on *View Summer Programs* to verify your data has been entered; recently entered programs appear at the top of the list. When folks click on the name of the program, they will go to the page describing your program. Repeat the above process to make edits and additions. You can make changes at any time by repeating the process and clicking on "Edit" when you see the list of summer programs you entered previously or using the blank form at the bottom to enter a new program. We suggest you keep this up-to-date year round.

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New AISNE Web Site: "List and Edit Open Houses"

Very similar to old site but much more flexibility in editing. When families first go to this page, they will see a continuous, chronological list of all open houses. They can then search in a variety of ways. It's important to keep this up to date.

STEP ONE: LOGIN

To input your open house information, please go to

<http://prelaunch.aisne.org/members/login.html?logout=yes>

You will go right to the log-in page where you will enter...

User name = **your school's domain name** Ex: aisne.org; sageschool.org, misshalls.org

Password: Same as username for now.

Remember to click on "**Submit**" at the bottom to complete your login. *Don't Forget!*

STEP TWO: OPEN "LIST & EDIT OPEN HOUSES" & ENTER INFORMATION

Click on "List and Edit Open Houses" on the left. This takes you to the page where you will input your information. The information requested is quite straightforward.

STEP THREE: CLICK SUBMIT TO SAVE *Don't Forget!*

STEP FOUR: VERIFICATION AND EDITING

You will see two messages just above the input box:

Your Open House Listings have been successfully updated

See the upcoming Open Houses on the live site.

Click on *See the upcoming Open Houses on the live site*, find your program (listed chronologically) and click on your program's title to verify your entry. You can make edits at any time by repeating the above process and clicking on "Edit" when you see the list of open houses you entered previously. Use the blank form at the bottom of the page to enter a new open house.

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New AISNE Web Site: "List and Edit Jobs"

Very similar to old site. When someone comes to this section of the site, they will first see a list of all the openings arranged chronologically by entry date. People can search by location or keyword; the "By School" menu lists all the schools that have listed openings. When someone clicks on the job title, they get the description of the position. **The main change is a 600 character limit on entries.**

STEP ONE: LOGIN – To input your job information, please go to

<http://prelaunch.aisne.org/members/login.html?logout=yes>

You will go right to the log-in page where you will enter...

User name = **your school's domain name** Ex: aisne.org; sageschool.org, misshalls.org

Password: Same as username for now.

Remember to click on "**Submit**" at the bottom to complete your login. *Don't Forget!*

STEP TWO: OPEN "LIST AND EDIT JOBS" & ENTER INFORMATION

Click on "List and Edit Jobs" on the left. This takes you to the page where you will input your information. The information requested is quite straightforward. The only difference from the old site is that **there is a 600 character limit** for each posting. Just to the right of the box you will see a counter that will let you know how many characters you have left. If your posting is really long, you should provide a URL to your web site for the whole description (See "More Info" field). We could not move over the jobs from our current site, so you will need to re-enter them, if they remain unfilled.

STEP THREE: CLICK SUBMIT TO SAVE *Don't Forget!*

STEP FIVE: VERIFICATION AND EDITING

The job search is indexed every 10 minutes, and *your job will not appear in the search until the indexer has run*. Once your job has been entered, please wait 10 minutes. Then, you can verify your input by clicking on "Employment Opportunities" on the upper right, doing a search for your school, and checking that your school is in the pull-down menu, "By School." You can add positions and make changes at any time by repeating the process and clicking on "Edit" when you see the list of positions you entered previously and using the blank form at the bottom of the page to enter new positions.

Please remember to go in and delete positions that have been filled.

They will be automatically deleted after three months.

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