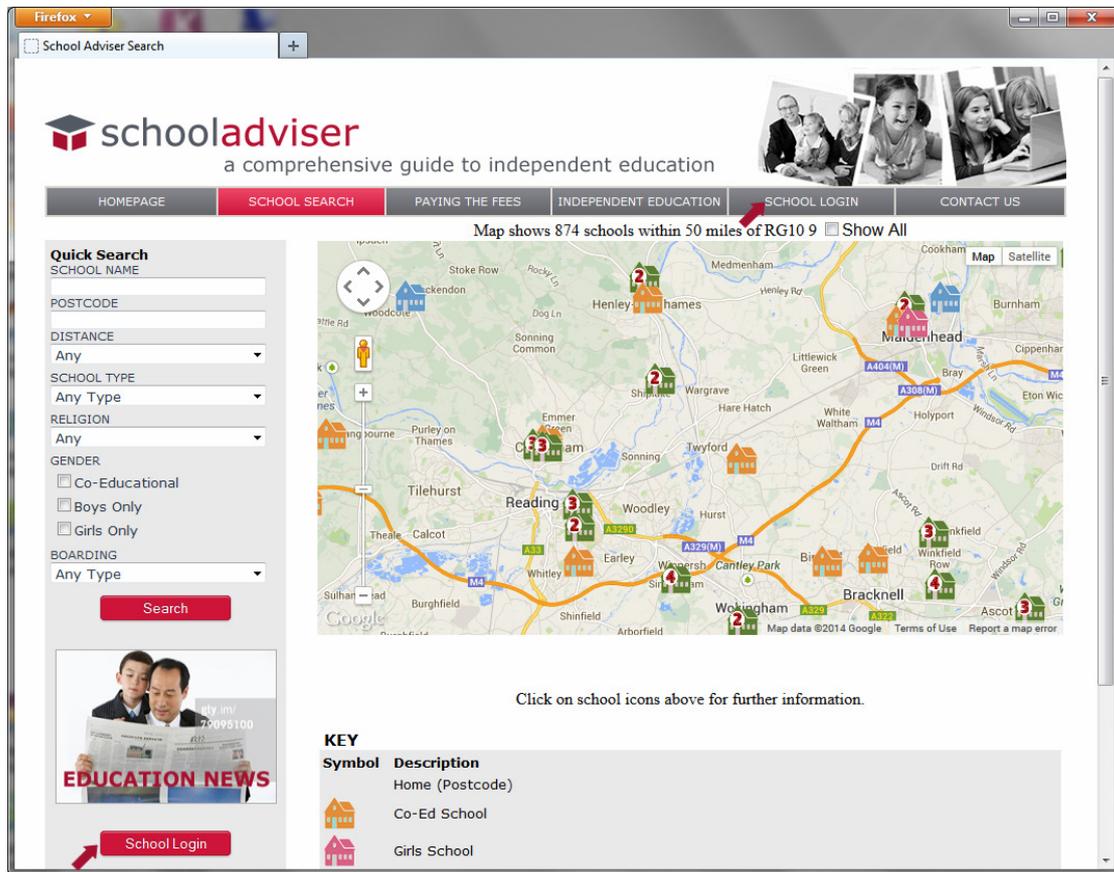


## School Guide for School Adviser

The site is located at <http://www.schooladviser.co.uk/> . We recommend you use recent versions of Internet Explorer, Firefox or Chrome to view the site.

To amend your school's data, click on the School Login link in the header or the button in the left hand pane.



The screenshot shows the School Adviser website interface. At the top, there is a navigation menu with links for HOME PAGE, SCHOOL SEARCH (highlighted), PAYING THE FEES, INDEPENDENT EDUCATION, SCHOOL LOGIN (indicated by a red arrow), and CONTACT US. Below the navigation is a search bar and a "Quick Search" section with filters for SCHOOL NAME, POSTCODE, DISTANCE, SCHOOL TYPE, RELIGION, GENDER, and BOARDING. A "Search" button is located below these filters. To the right of the search filters is a map showing 874 schools within 50 miles of RG10 9. The map includes a key for school types: Home (Postcode), Co-Ed School, and Girls School. A "School Login" button is located at the bottom left of the search section, also indicated by a red arrow.

Logon with the username and password given.

You will be taken to your school's edit page. It will look something like the following screenshot.

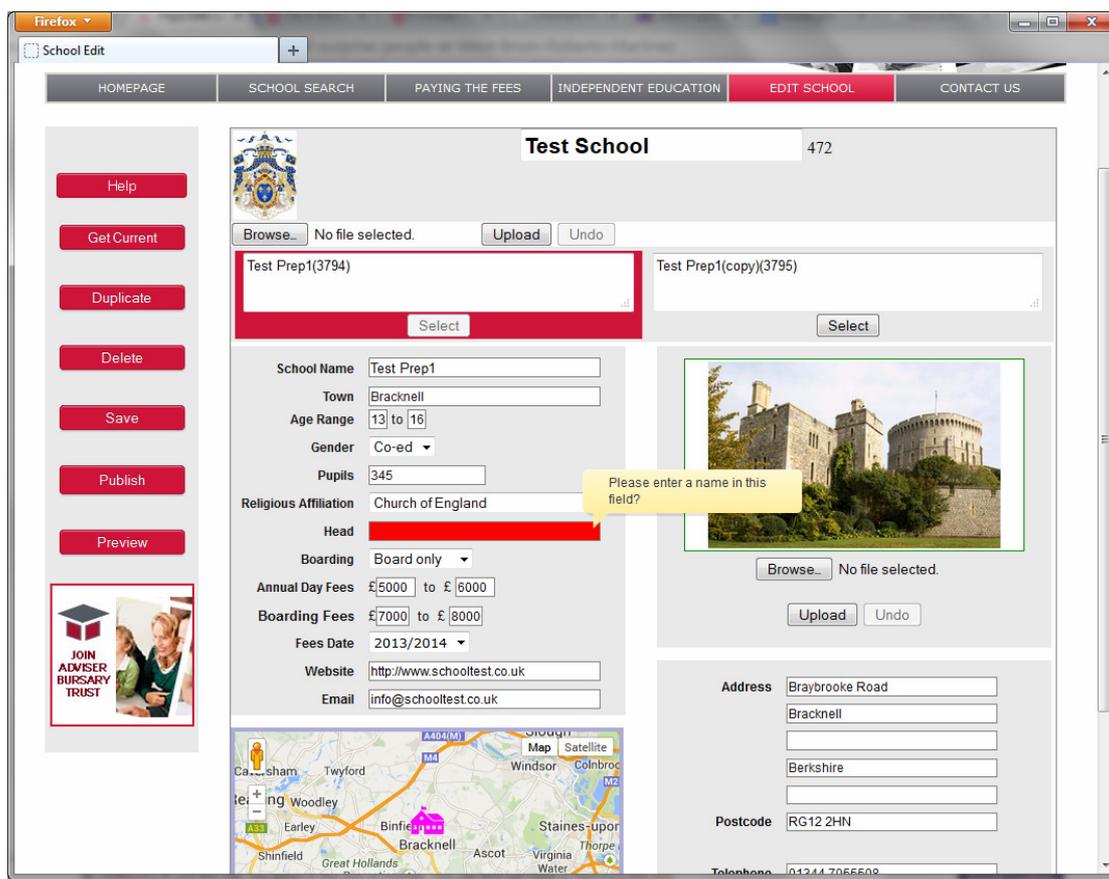
The screenshot shows the 'Edit School' page for 'Test School' on the School Adviser website. The page is viewed in a Firefox browser window. The header includes the School Adviser logo and navigation tabs: HOME PAGE, SCHOOL SEARCH, PAYING THE FEES, INDEPENDENT EDUCATION, EDIT SCHOOL (highlighted), and CONTACT US. The main content area is titled 'Test School' with a count of 472. On the left, there is a vertical sidebar with buttons: Help, Get Current, Duplicate, Delete, Save, Publish, and Preview. Below these is a 'JOIN ADVISER BUSINESS TRUST' banner. The main form contains the following fields:

- School Name:** Test Prep1
- Town:** Bracknell
- Age Range:** 13 to 16
- Gender:** Co-ed
- Pupils:** 345
- Religious Affiliation:** Church of England
- Head:** Ms Headmistress
- Boarding:** Board only
- Annual Day Fees:** £5000 to £6000
- Boarding Fees:** £7000 to £8000
- Fees Date:** 2013/2014
- Website:** http://www.schooltest.co.uk
- Email:** info@schooltest.co.uk

There are two image upload sections. The first is for the school logo, with a file named 'Test Prep1(3794)' selected. The second is for a school photograph, with a file named 'Test Prep1(copy)(3795)' selected. A map at the bottom shows the school's location at 'Braybrooke Road, Bracknell'. A sidebar on the left contains a 'JOIN ADVISER BUSINESS TRUST' banner.

The Edit page displays an editable version of your school data. You may change this data and save it. Nothing will go live until you publish the site.

Update the form fields as appropriate. Click on the save button to save your data. Your data will be validated before it is actually saved. If there are any errors, the program will highlight any invalid or required missing fields. If you do not have the data to hand for missing fields, type dummy values in so that the page saves. This will not update the live data shown to parents.



## Graphics

You may upload a coat of arms or school logo graphic and any image of the school. The logo area is 86px by 86px, the school image area is 320px wide by 180px high, however you may upload any shape or size image, provided it is not bigger than 500 Kbytes. If the image height to width ratio does not match the image area, its ratio will be maintained but the image is scaled to fit one of the dimensions.

The program will accept files with the extension **bmp, jpg, jpeg, gif, png**.

The screenshot shows the 'Test School' edit page on the School Adviser website. The page is titled 'Test School' with a count of 472. The main form area contains the following fields:

- School Name: Test Prep1
- Town: Bracknell
- Age Range: 13 to 16
- Gender: Co-ed
- Pupils: 345
- Religious Affiliation: Church of England
- Head: Ms Headmistress
- Boarding: Board only
- Annual Day Fees: £5000 to £6000
- Boarding Fees: £7000 to £8000
- Fees Date: 2013/2014

There are two 'Browse...' buttons for uploading images. The first one is highlighted with a red box and arrow, and the second one is also highlighted with a red arrow. The first 'Browse...' button is labeled 'Test Prep1(3794)' and the second one is labeled 'Test Prep1(copy)(3795)'. Both buttons have 'Upload' and 'Undo' buttons next to them.

To upload a school logo or coat of arms, click on browse (as shown above). Choose a file in the dialogue that appears and click on the upload button. The image will be uploaded. The image will not be used, however, until the school is saved via the save button.

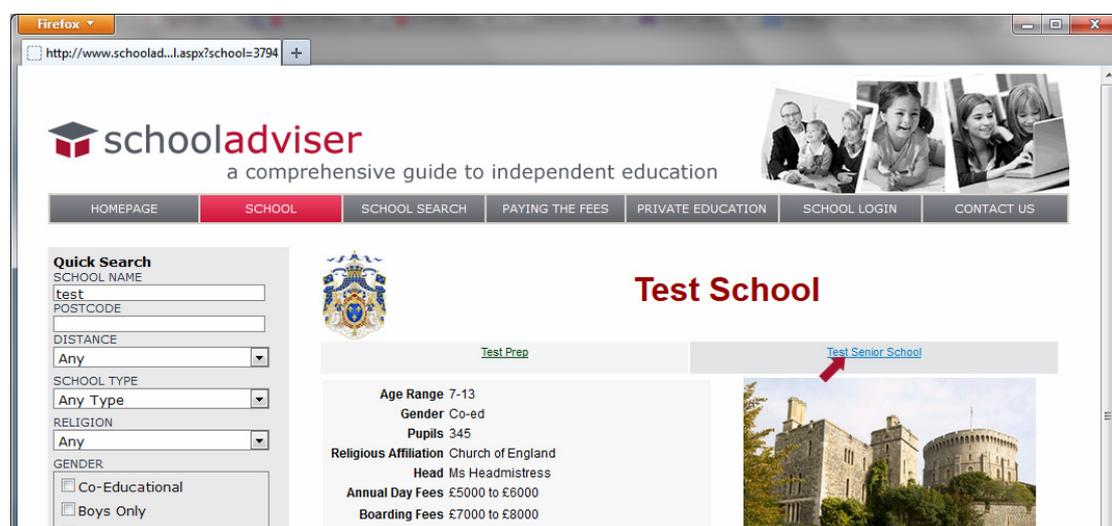
If you wish to revert to the previous image, click on the "undo" button. This needs to be done before you save the school data.

You may preview what the saved "staged" version of the school will look like to parents by clicking on the "Preview" button in the left hand pane,

## Sub-schools

Where schools are grouped, each sub-school can be shown independently. The schools are grouped together by a header bar with links. Typically a sub-school may be a pre-prep, preparatory, senior or a sixth form college. In some cases a school group contains a boys only and a girls only school for the same age range.

Parent can switch between sub-schools by clicking on the links in the header bar.

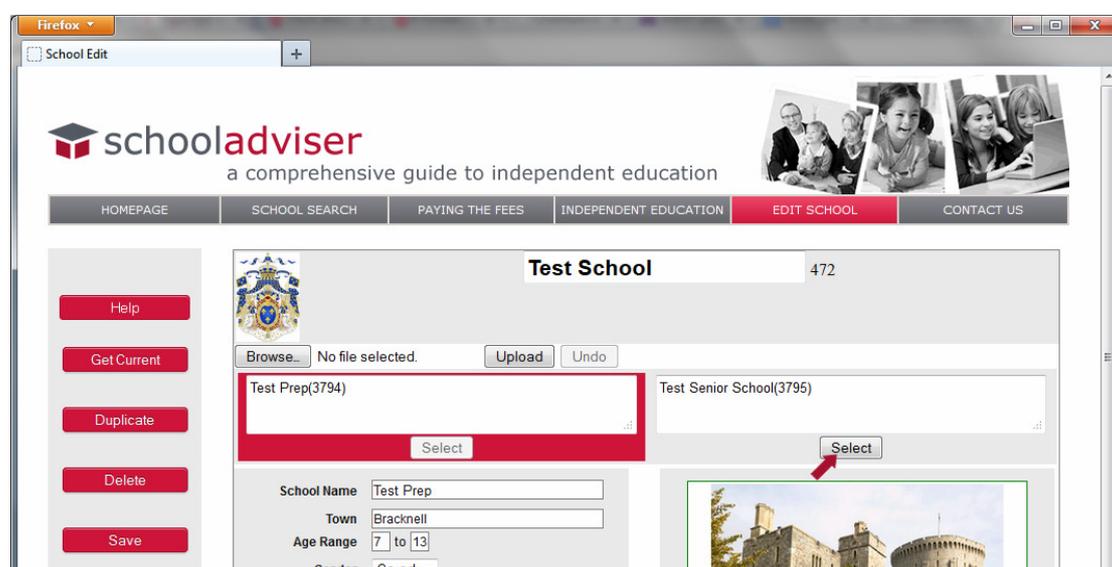


The screenshot shows the 'Test School' details page on the School Adviser website. The page includes a navigation bar with 'SCHOOL' highlighted, a search sidebar, and a main content area with a school crest and details for 'Test School'. A red arrow points to the 'Test Senior School' link in the header bar.

Test Prep	Test Senior School
Age Range 7-13	
Gender Co-ed	
Pupils 345	
Religious Affiliation Church of England	
Head Ms Headmistress	
Annual Day Fees £5000 to £6000	
Boarding Fees £7000 to £8000	

Each sub-school will be listed independently in the school search page, but grouped together as shown in the details page.

To create a sub-school from the Edit screen, click on the "duplicate" button in the left hand pane.



The screenshot shows the 'School Edit' page on the School Adviser website. The page includes a navigation bar with 'EDIT SCHOOL' highlighted, a left-hand pane with buttons for 'Help', 'Get Current', 'Duplicate', 'Delete', and 'Save', and a main content area with a school crest and details for 'Test School'. A red arrow points to the 'Select' button for 'Test Senior School(3795)'.

Test Prep	Test Senior School(3795)
School Name Test Prep	
Town Bracknell	
Age Range 7 to 13	
Gender Co-ed	

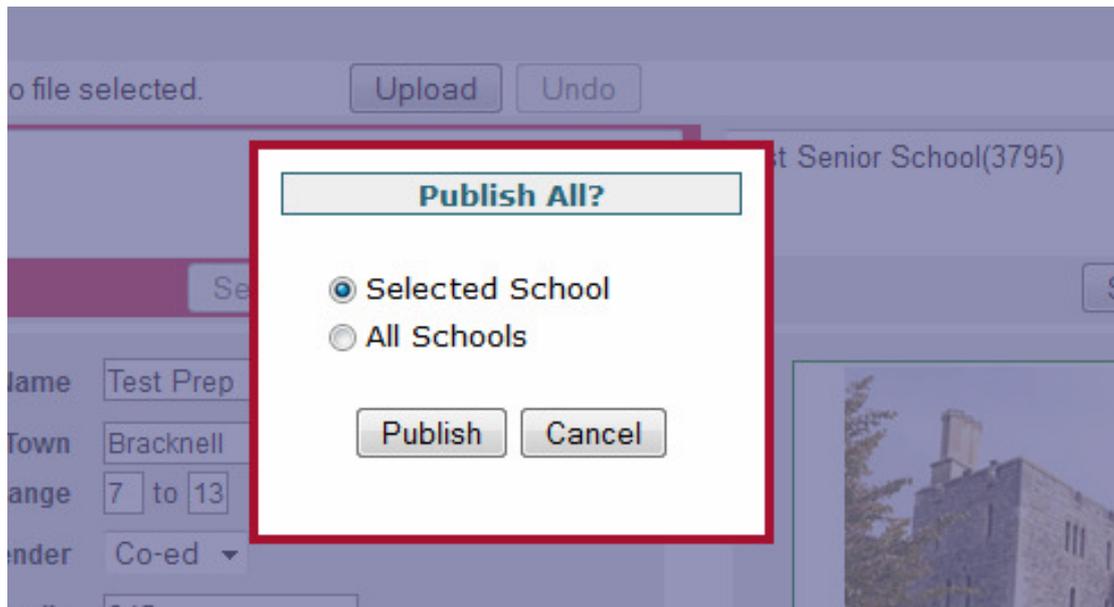
A complete copy of the school data will be generated with "(copy)" appended to the school name. To select a sub-school to edit, click on the "Select" button as shown above. Save any new data before switching sub-schools by clicking on the "Save" button.

You may delete a sub-school by using the "delete" button in the left hand pane. This will not delete the live version of the sub-school. (see below for details on how to delete live sub-schools).

You are not permitted to delete all sub-schools, i.e. there is always at least one on display. If you wish to be removed from the database, please get in touch. (Email [webmaster@sfia.co.uk](mailto:webmaster@sfia.co.uk))

### **Publishing New Versions of your School Data**

You may publish a sub-school, i.e. make the searchable school the same as your editable copy, by clicking on the "Publish" button in the left hand pane. You will then be given the option to publish the current sub-school or all the schools in the group.



If you delete a sub-school from your editable copy, it will be deleted from the live version once you choose to publish all schools in the group.

### **Contact Us**

If you have any questions, please call us on 0845 4583690 or email [webmaster@sfia.co.uk](mailto:webmaster@sfia.co.uk).