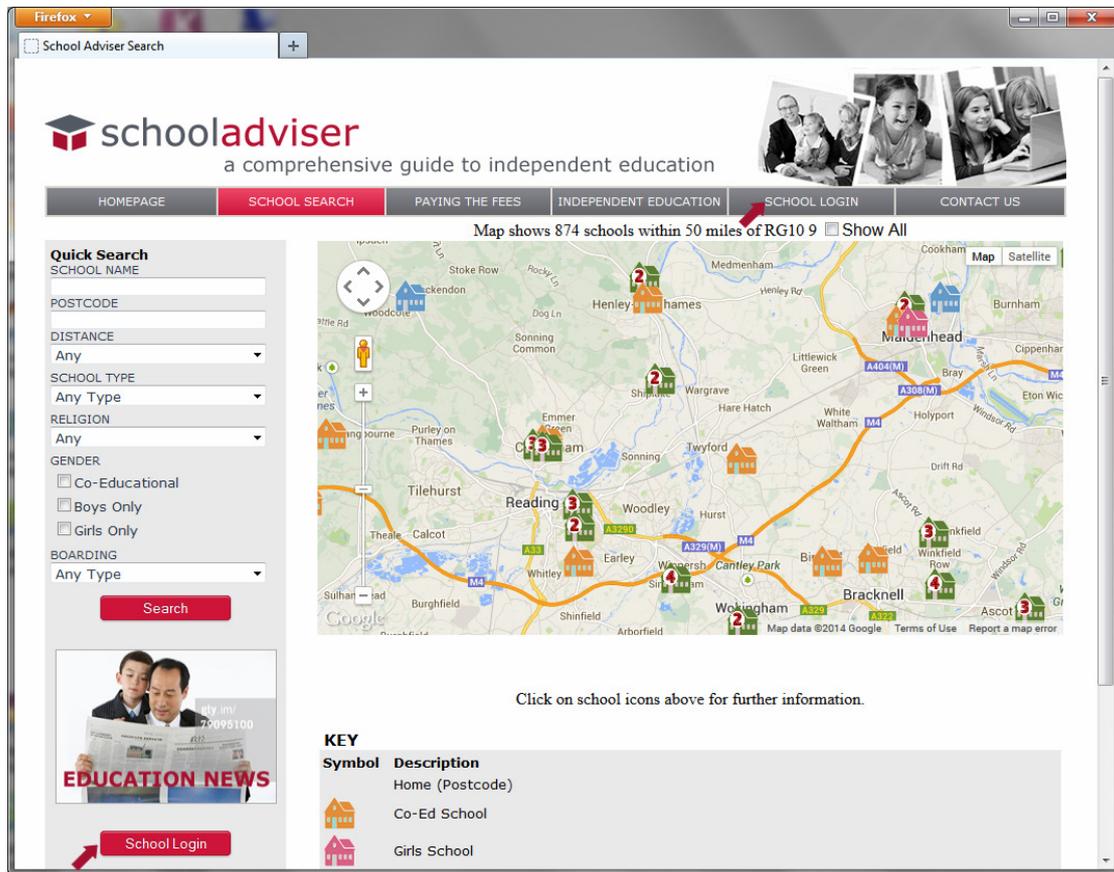


School Guide for School Adviser

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, PAYING THE FEES, INDEPENDENT EDUCATION, SCHOOL LOGIN, and CONTACT US. Below the navigation menu, a search bar is visible with the text "School Adviser Search".

The main content area features a "Quick Search" section on the left with the following fields and options:

- SCHOOL NAME: [Text Input]
- POSTCODE: [Text Input]
- DISTANCE: Any (Dropdown)
- SCHOOL TYPE: Any Type (Dropdown)
- RELIGION: Any (Dropdown)
- GENDER: Co-Educational, Boys Only, Girls Only
- BOARDING: Any Type (Dropdown)

A "Search" button is located below the search fields. Below the search fields, there is a "School Login" button. The main area displays a map showing 874 schools within 50 miles of RG10 9. The map includes a "Map" and "Satellite" view toggle. A "KEY" section is located below the map, providing a legend for the symbols used on the map:

Symbol	Description
[House icon]	Home (Postcode)
[House icon with red roof]	Co-Ed School
[House icon with pink roof]	Girls School

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.

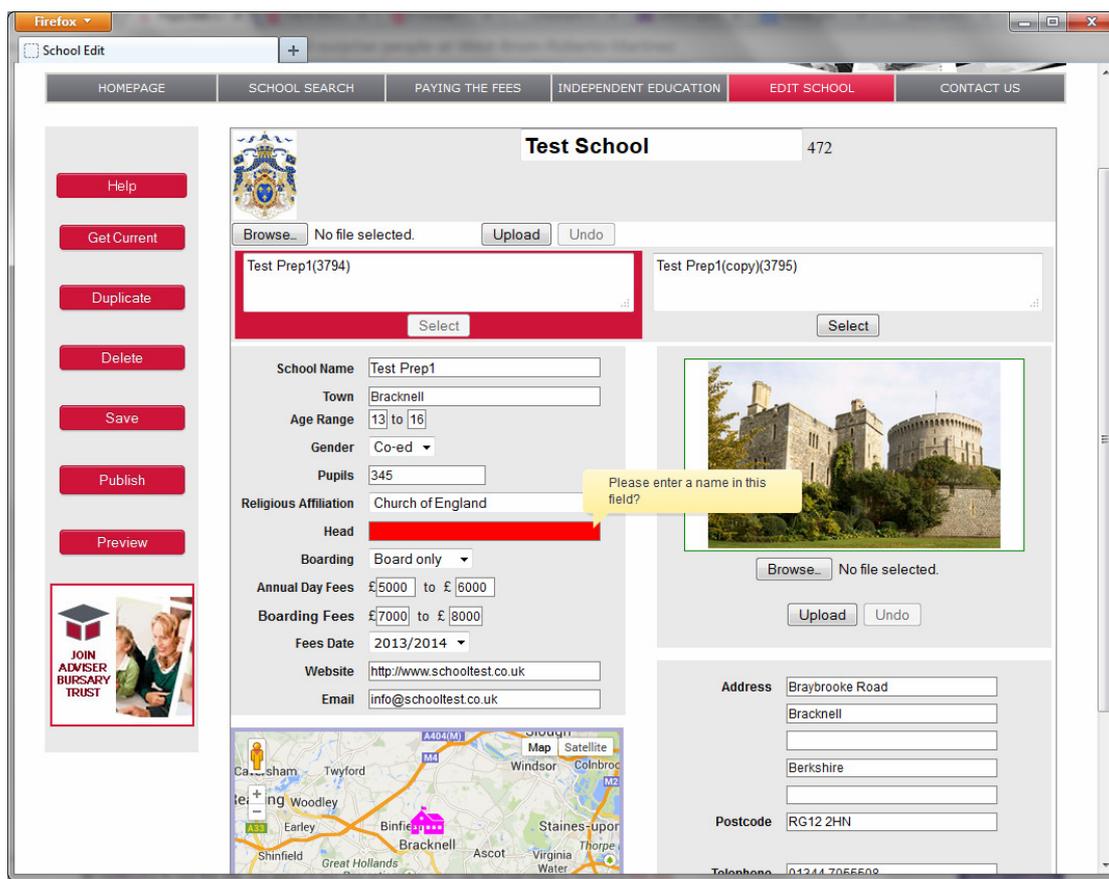
The screenshot shows the 'Edit School' page for 'Test School' on the School Adviser website. The page is viewed in a Firefox browser window. The header includes the School Adviser logo and navigation tabs: HOME PAGE, SCHOOL SEARCH, PAYING THE FEES, INDEPENDENT EDUCATION, EDIT SCHOOL (highlighted), and CONTACT US. The main content area is titled 'Test School' with a count of 472. On the left, there is a sidebar with buttons: Help, Get Current, Duplicate, Delete, Save, Publish, and Preview. Below these is a 'JOIN ADVISER BURSARY 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 BURSARY 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 'School Adviser' website interface for editing a school profile. The browser window title is 'School Edit'. The page header includes the 'schooladviser' logo and navigation links: 'HOMEPAGE', 'SCHOOL SEARCH', 'PAYING THE FEES', 'INDEPENDENT EDUCATION', 'EDIT SCHOOL' (highlighted in red), and 'CONTACT US'. The main content area is titled 'Test School' with a count of '472'. On the left, a sidebar contains buttons: 'Help', 'Get Current', 'Duplicate', 'Delete', 'Save', 'Publish', and 'Preview'. 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 image upload sections. The first section has a 'Browse...' button (highlighted with a red arrow), a 'No file selected.' message, and an 'Upload' button. Below it is a text input field containing 'Test Prep1(3794)' and a 'Select' button. The second section has a 'Browse...' button (highlighted with a red arrow), a 'No file selected.' message, and 'Upload' and 'Undo' buttons. Below it is a text input field containing 'Test Prep1(copy)(3795)' and a 'Select' button. A preview image of a castle is shown in the second section.

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.

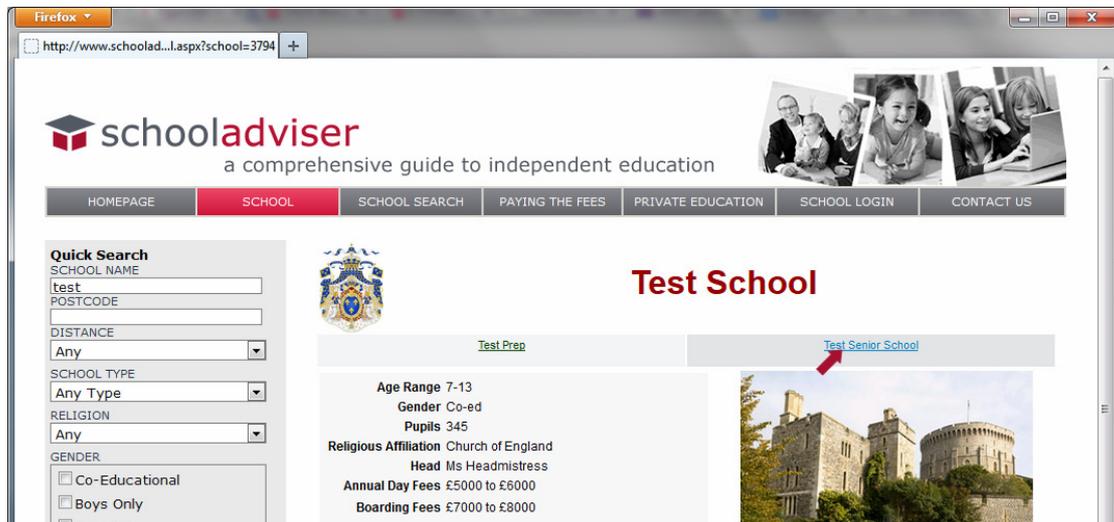
If you wish to revert to the previous image, click on the "undo" button. This needs to be done before you save the school data.

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.

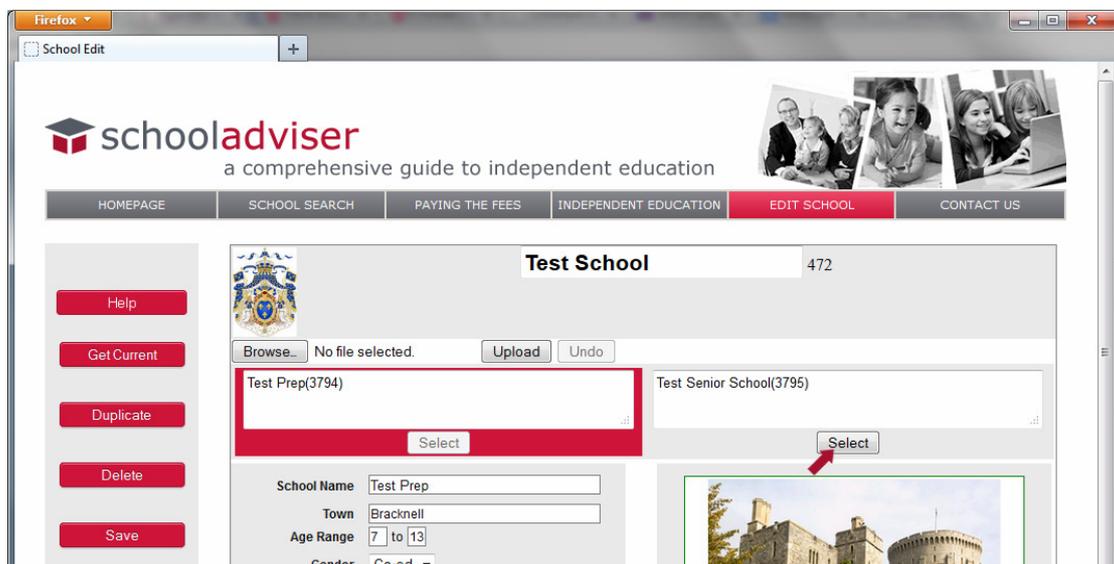
Parent can switch between sub-schools by clicking on the links in the header bar.



The screenshot shows the School Adviser website interface. The main content area displays the details for 'Test School', including its crest, age range (7-13), gender (Co-ed), number of pupils (345), religious affiliation (Church of England), head (Ms Headmistress), and annual day fees (£5000 to £6000). A red arrow points to the 'Test Senior School' link in the header bar.

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 Adviser website interface in the 'School Edit' mode. The main content area displays the details for 'Test School', including its crest, school name, town (Bracknell), age range (7 to 13), and gender (Co-ed). A red arrow points to the 'Select' button for 'Test Senior School(3795)'.

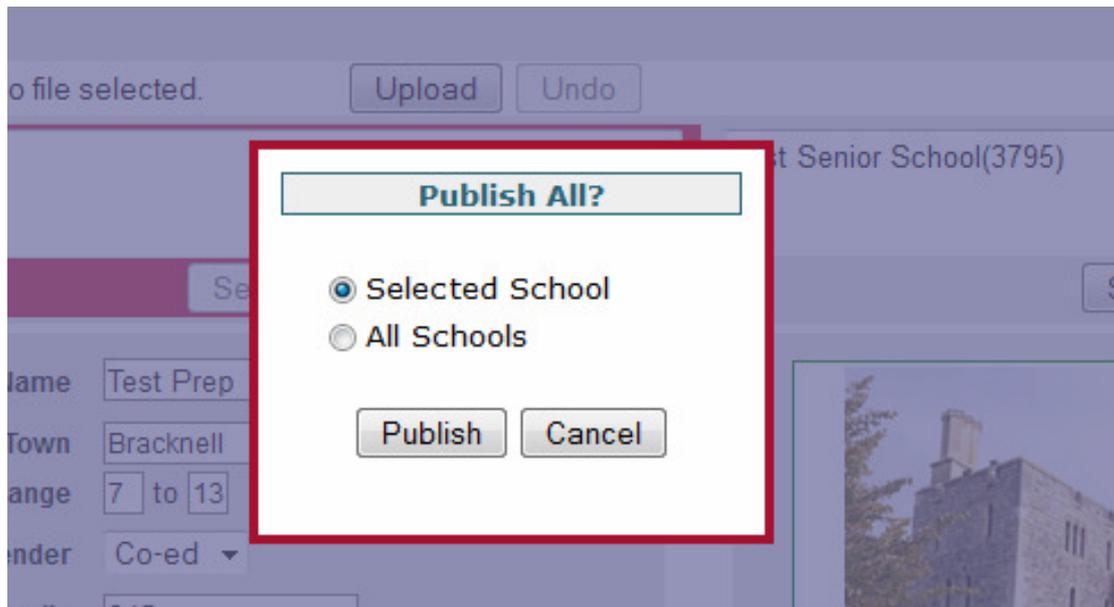
A complete copy of the school data will be generated with "(copy)" appended to the school name. To select a sub-school to edit, click on the "Select" button as shown above. Save any new data before switching sub-schools by clicking on the "Save" button.

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)

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.