

## School Guide for School Adviser

The site is located at <https://sbs.sfia.co.uk/SchoolAdviser/> . 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 a web browser window displaying the 'School Guide for School Adviser' website. The browser's address bar shows the URL <https://sbs.sfia.co.uk/SchoolAdviser/>. The website has a navigation menu with links for 'Homepage', 'School Search', 'Financial Planning', 'School Login', and 'Contact'. Below the navigation menu, there is a search interface for schools. On the left, a 'Quick Search' panel includes input fields for 'SCHOOL NAME' and 'POSTCODE', and dropdown menus for 'DISTANCE' (set to 'Any'), 'SCHOOL TYPE' (set to 'Any Type'), 'RELIGION' (set to 'Any'), and 'BOARDING' (set to 'Any Type'). There are also checkboxes for 'GENDER' (Co-Educational, Boys Only, Girls Only) and a 'Search' button. Below the search panel is a 'School Login' button. The main content area features a map of the Reading area, with a title 'Map shows 873 schools within 50 miles of RG10 9' and a 'Show All' link. The map displays various school locations marked with icons. Below the map is a 'KEY' section with a table:

Symbol	Description
	Home (Postcode)
	Co-Ed School
	Girls School
	Boys School
	Multiple schools (e.g. 4) at this location. Click on icon for details

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 'Test School' edit page on the School Adviser website. The browser window is titled 'School Edit' and shows the Firefox logo. The website header includes the 'schooladviser' logo and navigation links for 'Homepage', 'School Search', 'Financial Planning', 'School Login', and 'Contact Us'. The main content area is titled 'Test School' and contains a form for editing school data. The form fields are as follows:

- School Name:** Test Prep School
- Town:** NO WEBSITE
- Age Range:** 11 to 19
- Gender:** Co-ed
- Pupils:** 22
- Religious Affiliation:** Protestant
- Head:** Ms Headmistress
- Boarding:** No
- Annual Day Fees:** £0 to £0
- Fees Date:** 2011/2012
- Website:** http://www.dfes.gov.uk/cgi-bin/perform
- Email:** annie.lawson@norwood.org

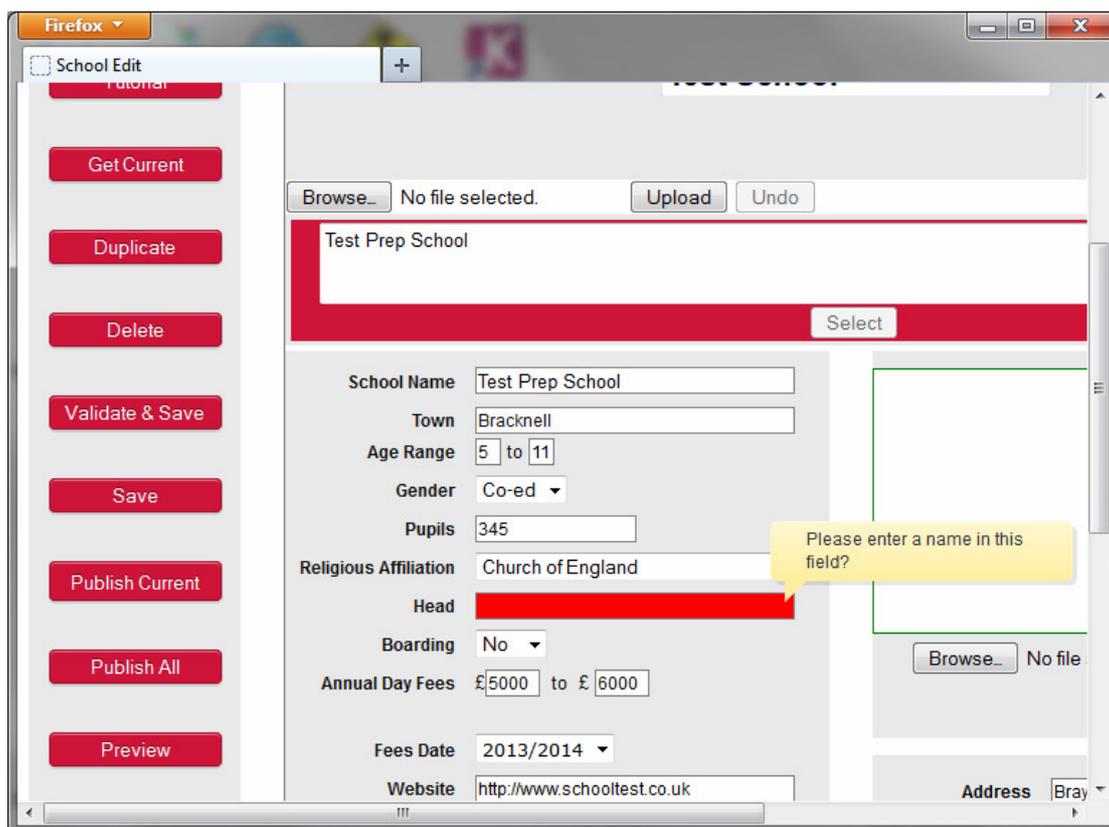
Below the form is a map showing the school's location in Bracknell, Berkshire. To the right of the map is a section for address and contact information:

- Address:** Ravenswood Village, Nine Mile Ride, Crowthorne, Berkshire
- Postcode:** RG45 8BQ
- Telephone:** 01344 755508
- Facebook:** [Empty field]
- Twitter:** [Empty field]
- Data Validated:** Yes

On the left side of the page, there is a sidebar with several red buttons: Tutorial, Get Current, Duplicate, Delete, Validate & Save, Save, Publish Current, Publish All, Preview, Feedback, and Log Out. At the bottom of the sidebar is a logo for the 'JOIN ADVISER BURSARY TRUST'.

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

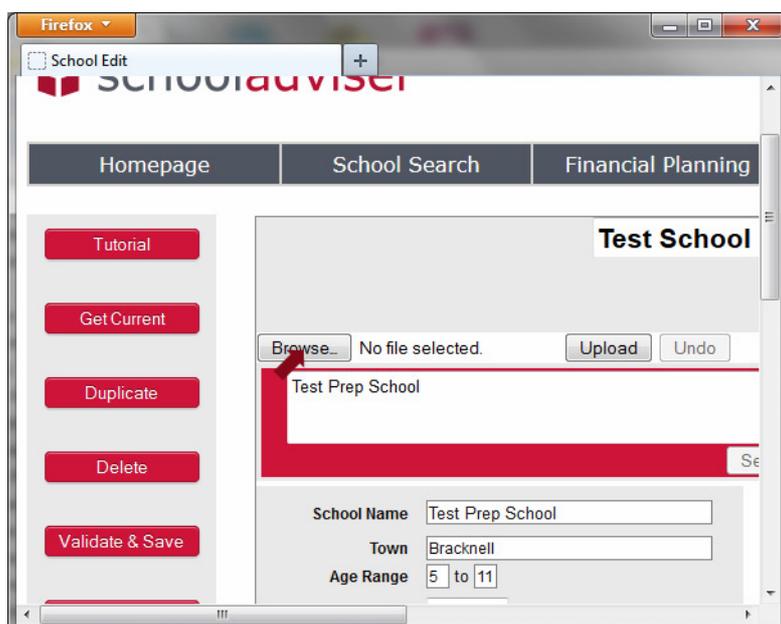
Update the form fields as appropriate. Click on the save button to save your data. This will not update the live data shown to parents. Before you publish, you need to validate the data by clicking on the "Validate and Save" button. The program will highlight any invalid or required missing fields.



## 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.

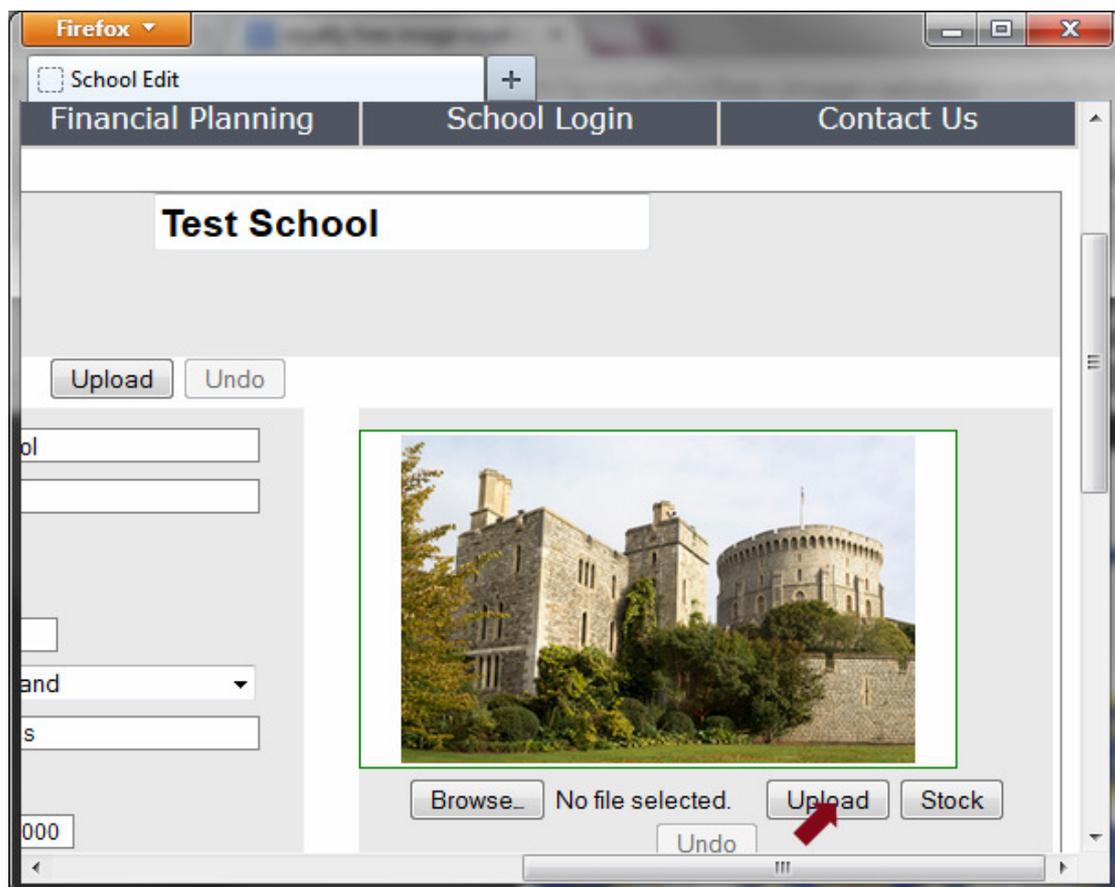
The program will accept files with the extension **bmp, jpg, jpeg, gif, png**.



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 (with either the "save" or "validate and Save" buttons).

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.

The school image may be selected in a similar manner.



There are a few stock photos available to illustrate a school. Repeatedly Click on "stock" to review the images available.

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

### Sub-schools

Where schools comprise distinct underlying sub-schools, it is useful to parents to show data for each sub-school. Typically a sub-school may be a pre-prep, preparatory, senior or a sixth form college. Another distinction may be that boy only and girls only schools exist for the same age range.

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

A complete copy of the school data will be generated with "(copy)" appended to the school name. Each sub-school will be listed independently in the school search page, but grouped together as shown in the details page. To select a sub-school to edit, click on the "Select" button as shown above. If you have updated any data that you wish to keep, click on "Save" or "Validate and Save" before selecting another sub-school.

You may delete a sub-school by clicking on the "delete" button in the left hand pane. This will not delete the live version of the sub-school until you click on the "Publish All" button (see below).

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 listing, please Email us.

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

You may publish a sub-school, i.e. make the searchable school the same as your staged version, by clicking on the "Publish Current" button in the left hand pane. You may publish all sub-schools by clicking on the "Publish All" button.

If a sub-school has been deleted in your staged version, it will be deleted from the live version.

### **Contact Us**

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