



Add Your Program in 5 Easy Steps

Step 1: Accept the invitation emailed to you

Find the email from noreply@dallascityoflearning.org, subject "Welcome _____ to Dallas City of Learning" and click "Accept Invitation" at the bottom of the email

Step 2: Create a password

Enter a password into the box, select "Agree to Terms of Service", and click "Set my password"

Step 3: Login to dallascityoflearning.org/admin

Login using your email address and new password.

The screenshot shows the admin dashboard for "Big Thought". The user is logged in as "Leila Wright". The dashboard has a sidebar with navigation options: "EDIT ORG" (circled in pink), "OVERVIEW", "PROGRAMS", and "BADGES". The main content area has three cards: "Programs" (0 Current Programs, "Add Program" button circled in pink), "Learners" (0 Total Learners), and "Badges" (0 Current Badges, "Add Badge" button). To the right is a "Data Insights" section with a message: "Your Data Insights are still being processed. Please check back soon." Below this is an "Organization Members" section with a search bar and a table. The table has columns for "Name", "Last Login", and "Action". The "Add New Member" button is circled in pink. The table lists "James Adams" (Last Login: Never) and "Leila Wright" (Last Login: 2017-02-22), both with "remove" links.

Name	Last Login	Action
James Adams	Never	remove
Leila Wright	2017-02-22	remove

Step 4: Update your organization's information

Click "edit org" to edit your organization's description, logo and website. You can also add additional organization admins by clicking "Add New Member"

Step 5: Add Programs

Click "Add Program" and enter the information requested to publish a program to the public-facing DallasCityofLearning.org website

Adding a Program on the Dallas City of Learning Platform

Below are the fields that are needed to publish a program, opportunity or event on the Dallas City of Learning website.

Field	What goes in this box	Tips	Example
Program Folder*	Select a folder from the drop down menu.	All orgs will have a default "My Programs" folder. If you would like to create additional folders, you can do so on the main "Programs" page.	<i>My Programs</i>
Name*	Program/ Opportunity Name	This should catch people's attention and explain what the opportunity is in 2-4 words	<i>DaVerse Lounge Open Mic Night</i>
Description*	Program/ Opportunity/ Event Description	This should catch people's attention and explain what the opportunity is in a few sentences. You can also include other specific scheduling or registration details here.	<i>Join us for a night of live music, visual art, and hip-hop in historic Deep Ellum located in the heart of Dallas. DaVerse Lounge is a spoken-word event featuring youth poets ages 21 and under. Event is FREE. No registration required.</i>
Upload a logo*	Picture that represents the Program or opportunity	This does not have to be your organization's logo. The best pictures show what the students will actually be doing.	<i>Picture of student on stage with a microphone from a past DaVerse Lounge Event.</i>
Program Categories*	You can select up to two categories that describe the opportunity	These categories play a role when students are searching for opportunities on the website.	<i>Performance and Storytelling</i>
Program Capacity	The maximum number of participants that your program can accommodate	This number will not be published on the external facing site. It is only used internally to identify how many "available seats" there are across the city and within specific neighborhoods.	300
Recommended Age Range	Minimum age and maximum age	The more specific the better. The age range plays a role when students are searching for opportunities on the website.	<i>Min Age: 12 Max Age: 21</i>
Meeting Type*	Select a meeting type from the drop down menu	Only select "online" if students can only engage with the opportunity online independently	<i>In Person</i>
Location Name	Name of location or building	This is not the address.	<i>Life at Deep Ellum</i>
Program Address*	Location program or opportunity takes place	This is the address. This field is linked to Google Maps. When you start typing it will start auto-populating to find a match within Google Maps.	<i>2803 Taylor St, Dallas, TX 75226, United States</i>
Start Date*	Date program or opportunity starts	If you have a program that spans multiple days or weeks, enter the date the program begins	<i>03/03/2017</i>
End Date*	Date program or opportunity ends	If you have a program that spans multiple days or weeks, enter the date the program ends. The website will automatically archive programs once they've passed the end date	<i>03/03/2017</i>

Time	Start time	If you have a program that has a complicated schedule (i.e. different start times on different days), we recommend leaving this field blank and explain the exact schedule in greater detail in the program description field.	7:00pm
End Time	End time		10:00pm
Registration URL	Web address directing users to where they can register	If there is no registration for your program, you can leave this field blank. If your registration process occurs offline, we recommend noting that in the program description field.	N/A
Registration Deadline	Deadline for students to register to attend	The website will automatically archive programs once they've passed the registration deadline	
Price*	Select price from a drop down menu		Free
Contact Name	Name of organization representative that people can reach out to if they have questions		Shianne Abner
Contact Email	Email that people can reach out to if they have questions		Shianne.abner@bigthought.org
Contact Phone	Phone number that people can call if they have questions		469-621-8922
Program Link	Link to program or event page	We recommend linking to the specific program page within your organization's website or you can link to a separate online event or program flyer	https://www.bigthought.org/our-programs/daverse-lounge/

Additional Tips:

- You will be able to view all of your program details prior to publishing. Once you click "publish," your program will be listed on the public-facing DallasCityofLearning.org website
- We strongly recommend after publishing a program, go to the public-facing DallasCityofLearning.org website and view your program.
- If you are creating a "closed program" (i.e. your program is not available for any student to sign up), you can create and publish your program and once published, you can select "hide" to hide your program so that it won't show up on the public-facing DallasCityofLearning.org website.
- If you need to edit your program details after publishing, you can go back to the program in the organization portal and select "edit details" and you will be able to edit the information you entered.

