Yearly CE Web Application Update Guidelines

1. Change talent registration year under *Language & Talent Competition* menu.
2. Update *TalentRegistration.aspx* text accordingly. Make sure update all occurrences of year.
3. Change tour application year under *Cultural Exploration Tour* menu.
4. Update *CEApplication.aspx* text accordingly.
5. Update *CEGuidelines.xml* with new date and year.
6. Create current competition year folder and all its subfolders (same as last year) under \Data\Application\Talent, \Data\Application\Tours, and \Data\Report.
7. Copy all report templates from previous year to current year and ensure all report subfolders are created for current year.
8. In web.config, change the following:
   a. `CECompetitionYear` for Talent Competition to current year (yyyy)
   b. `RegistrationDate` to talent competition registration start date (mm/dd/yyyy)
   c. `RegistrationEndDate` to talent competition registration end date (mm/dd/yyyy)
   d. `ApplicationDate` to tour application start date (mm/dd/yyyy)
   e. `ApplicationEndDate` to tour application end date (mm/dd/yyyy)
   f. `CompetitionDate` to talent competition date (mm/dd/yyyy)
   g. `TourStartDate` to tour start date (mm/dd/yyyy)
   h. `CEProgramYear` for CE Tour to current year (yyyy)
9. Modify \Data\Application\ceemail.xml content for current year as needed.
10. Update rules and guidelines as needed:
    a. Update RulesAndRegulations.xlsx in \Content\Talent\Guidelines folder. The content of competition rules will be automatically generated from this Excel file on-the-fly.
    b. Update relatedlink.xml in \Content\Talent\Guidelines and \Content\Talent\Guidelines\cn folder accordingly.
11. Modify competition results by the following procedure:
    a. Get the individual and team competition result Excel files from competition committee.
    b. Manually export each Excel file to html format. For Excel 2013, the html content is *sheet001.html* in a subfolder with the same name as the Excel filename.
    c. Create a folder of previous year under \Content\Talent\Results folder and make a copy of \Content\Talent\Results\CEResults.xml in it.
    d. Replace the corresponding \Content\Talent\Results\CEResults.xml competition content by copying competition result html content from *sheet001.html* in step (b) above. Do this separately for individual and team results.
    e. Update the content of *Results Report* tab as needed.
    f. Manually modify top menu from previous year results to current year's results.
    g. Manually modify cetab.aspx to include previous result year's link as needed.
12. Update tour year in \Content\Tour\\Outline\ceoutline.xml and other content as needed.
13. Create necessary email accounts as needed if they are yearly-based.

Yearly CE Web Application Test Tips

1. Change date settings in web.config to verify page content for talent competition and tour application.
2. Change CECompetitionYear setting in web.config to previous year to test report changes.
3. Competition score sheets are generated from the following Excel template:
   a. Score percentages are from \data\report\<year>\TalentCompetitionSchedule.xlsx.
   b. Score sheets are generated from one of the following templates:
      \data\report\<year>\ScoreSheetTemplate3.xlsx
      \data\report\<year>\ScoreSheetTemplate4.xlsx
      \data\report\<year>\ScoreSheetTemplate5.xlsx
   When competition scores can be entered electronically in the future, the score can be auto-computed if formula are built into Excel template.
4. If cultural exploration tour is not to be held, set `ApplicationDate, ApplicationEndDate, CETourStartDate,` and `CEProgramYear` to next year's dates. Then modify notice text in /Public/Tours/Application/CEApplication.aspx page.

Changes for 2016 Registration

1. Add non-required Chinese name field to UI and xml. Update reports accordingly.
2. Bug fixes for properly retaining data while registering team competition.