How to Update Tour Journey for New Program Year

After teachers are selected for the program year, their bio and lesson plans will need to be added to CE site. After their journey to China, their photos, videos, and revised lesson plans will need to be added/updated to CE site. The following procedure describes how to add/update the teacher's journey.

When teacher's bio and lesson plans are available…

1. Add program year
   In /Content/Tours/Journey folder, add the program year folder. e.g. *2014*.
2. In the program year folder, add a folder for each selected teacher. The folder name should be the name of the teacher's first name following by last name without spaces. e.g. *BridgetShee*.
3. Inside each teacher folder,
   a. Add a folder called *Photos*. Add the teacher's portrait photo to it. The photo name should be the same as the folder name with valid image extension, e.g. *BridgetShee.jpg*. This folder is also used to store teacher's photos taken during the journey.
   b. Add the teacher's lesson plan and name it *teachername_*lessonplan.pdf, e.g. *BridgetShee_LessonLlan.pdf*. You can get the teacher's lesson plan from tour registration folder /Data/Application/Tours/*program-year*, where *program-year* is the year that the tour takes place, e.g. /Data/Application/Tours/*2014*.
   c. Copy from previous teacher's content xml file into the folder and name it teachername.xml, e.g. *BridgetShee.xml*.
4. Edit teacher's content xml file
   a. Modify <bio> section in xml file with teacher's bio information.
   b. In <about> tag, cut and paste from teacher's bio document (e.g. *BridgetShee_bio.docx*). Make sure the text is within <![CDATA[and]]> tag. To separate each paragraph, you will also need to add </br></br> to the end of each paragraph.
   c. Delete all content in other xml tags as there is no data for them at this stage.
5. Edit web.config file to change program year, e.g. the program year is set to 2014 below:
   `<add key ="CEProgramYear" value ="2014" />`
6. Modify /content/cemenu.xml to change the tour year submenu of `Cultural Exploration Tour` to `2015 Tour`.