



Virtual Ceremony

Website Guide

Virtual Ceremony Website Guide

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Quick Reference Guide

Prior to website open date, administrator(s) should first complete the following:

1. **Add Administrator(s)** (Refer to Section 1: User Administration Module)
 - Ensure all persons responsible for MarchingOrder administrative functions have been added to the site administrator listing.
2. **Update Ceremony Settings page** (Refer to Section 2: Ceremonies Module)
 - Administrator(s) should ensure listed date, time, location are correct for each ceremony in the current ceremony period.
3. **Update Registration Form** (Refer to Section 2: Ceremonies Module)
 - Top of Page Message
 - Modify/Add sections
 - Modify/Add questions
4. **Update all email templates with desired verbiage** (Refer to Section 3 Communication Manager)
 - “Create Graduate” Email Template
 - This is an automated email message that will be sent to all graduates once imported to the site.
 - “Graduate Submitted Form” Email Template
 - This is an automated email message that will be triggered and sent to all graduates who have completed the Registration Form.
5. **Update all Graduate Data Fields** (Refer to Section 5: Graduate Data Fields Module)
 - Administrator(s) should consider any school specific data fields to import to the MarchingOrder site. Take Into Account what is being recorded or displayed.
 - Honors
 - Degree
 - Major
6. **Download Excel Template** (Refer to Section 4: Graduates Module)
 - Prepare the Excel file ensuring all required (red) fields are populated.
 - First Name
 - Last Name
 - Full Name
7. **Import Graduates** (Refer to Section 4: Graduates Module)

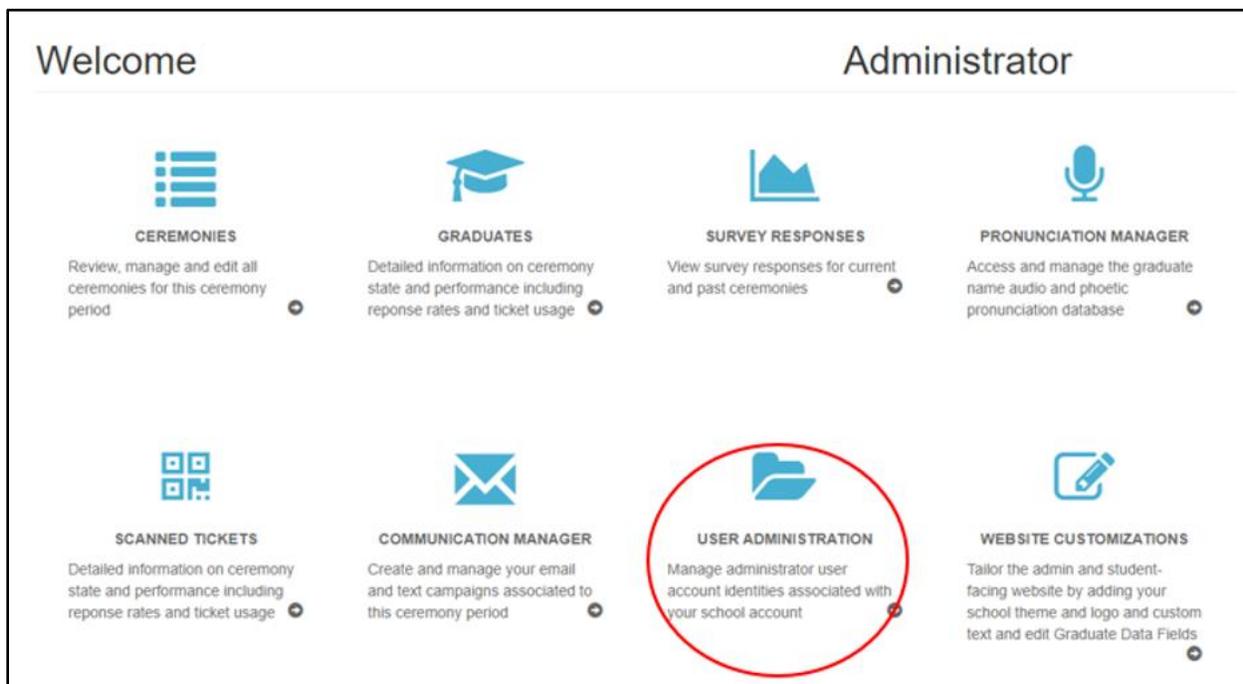
Section 1: User Administration Module

Adding Administrator(s)

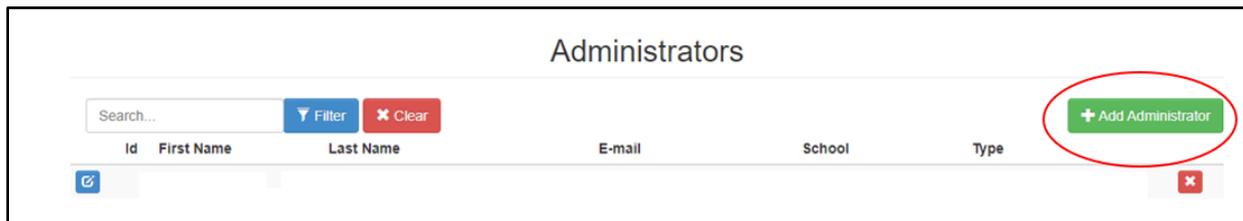
In order to access the [MarchingOrder Admin Website](#), a user must be added as an administrator.

From the MarchingOrder Administrator homepage dashboard, click the **User Administration** module.

Note: Graduates will not have access to this view.



Click the **Add Administrator** button.



Input **First Name**, **Last Name** and **E-mail** in the below fields and then click the **Save** button.

Add Administrator

Type *:

First Name *:

Last Name *:

E-mail *:

Password:

Password (again):

School: Valencia College

Note: You may modify the “**Type**” of Administrator you would like to add to the site by clicking the drop down menu and selecting one of the below options.

Type *:

First Name *:

Last Name *:

E-mail *:

Password:

Password (again):

School:

Selecting **School Administrator**, allows the user to have access to all administrative functions for all ceremonies.

Add Administrator

Type *:

First Name *:

Last Name *:

E-mail *:

Password:

Password (again):

School: Aims Community College

Selecting **Ceremony Administrator** allows the user to have access to administrative functions for the specified ceremony.

Add Administrator

Type *:

First Name *:

Last Name *:

E-mail *:

Password:

Password (again):

School:

Ceremonies:

Edit Graduates:

Edit Ceremonies:

Edit Pronunciations:

Manage Administrators:

Selecting **Ceremony Name Reader** allows administrative access for the Name Reader only.

Add Administrator

Type *:

First Name *:

Last Name *:

E-mail *:

Password:

Password (again):

School:

Selecting **Read Only Administrator** allows the user Read Only access to the administrator website.

Add Administrator

Type *:

First Name *:

Last Name *:

E-mail *:

Password:

Password (again):

School:

Ceremonies:

The newly added administrator(s) will receive an email notification and password creation instructions to enable access to the MarchingOrder site.

Section 2: Ceremonies Module

Editing Ceremony Settings

To review, manage and edit all ceremonies click the **Ceremonies** module from the Administrator Home page.

Welcome
Administrator



CEREMONIES

Review, manage and edit all ceremonies for this ceremony period



GRADUATES

Detailed information on ceremony state and performance including response rates and ticket usage



SURVEY RESPONSES

View survey responses for current and past ceremonies



PRONUNCIATION MANAGER

Access and manage the graduate name audio and phonetic pronunciation database



SCANNED TICKETS

Detailed information on ceremony state and performance including response rates and ticket usage



COMMUNICATION MANAGER

Create and manage your email and text campaigns associated to this ceremony period



USER ADMINISTRATION

Manage administrator user account identities associated with your school account



WEBSITE CUSTOMIZATIONS

Tailor the admin and student-facing website by adding your school theme and logo and custom text and edit Graduate Data Fields

Click the blue **pencil and paper** icon for the ceremony you wish to modify or view.

Ceremonies

Ceremony Period

+ Ceremony Period - Spring 2020: Mar-26 to June-26-2020

↕

✎

+

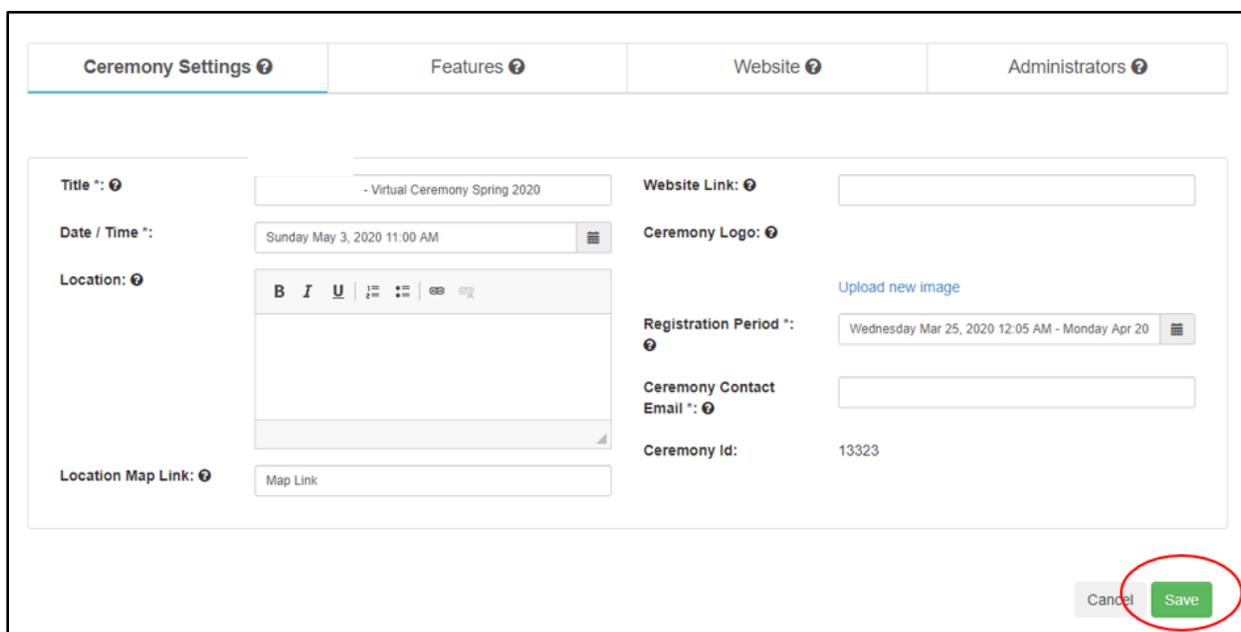
+ New Ceremony
📄 Copy Ceremony

Title	Ceremony Id	Date	Ticketing
<div style="display: flex; align-items: center;">  - Virtual Ceremony Spring 2020 </div>	13323	Sunday May 3, 2020 11:00 AM	No ✕

From the **Ceremony Settings** tab an administrator can make modifications to any of the below ceremony fields:

- Title
- Date/Time
- Location
- Location Map Link
- Website Link
- Ceremony Logo
- Registration Period
- Ceremony Contact Email

Click the **Save** button.



The screenshot shows the 'Ceremony Settings' tab in a web application. The form contains the following fields and controls:

- Title **:** - Virtual Ceremony Spring 2020
- Date / Time **:** Sunday May 3, 2020 11:00 AM
- Location:** A rich text editor with a toolbar containing Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Link, and Unlink icons.
- Location Map Link:** Map Link
- Website Link:** (Empty text input)
- Ceremony Logo:** Upload new image
- Registration Period **:** Wednesday Mar 25, 2020 12:05 AM - Monday Apr 20
- Ceremony Contact Email **:** (Empty text input)
- Ceremony Id:** 13323

At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red circle.

Note: It is essential to ensure the fields in the ceremony settings tab are correct as they feed into various different parts of the site.

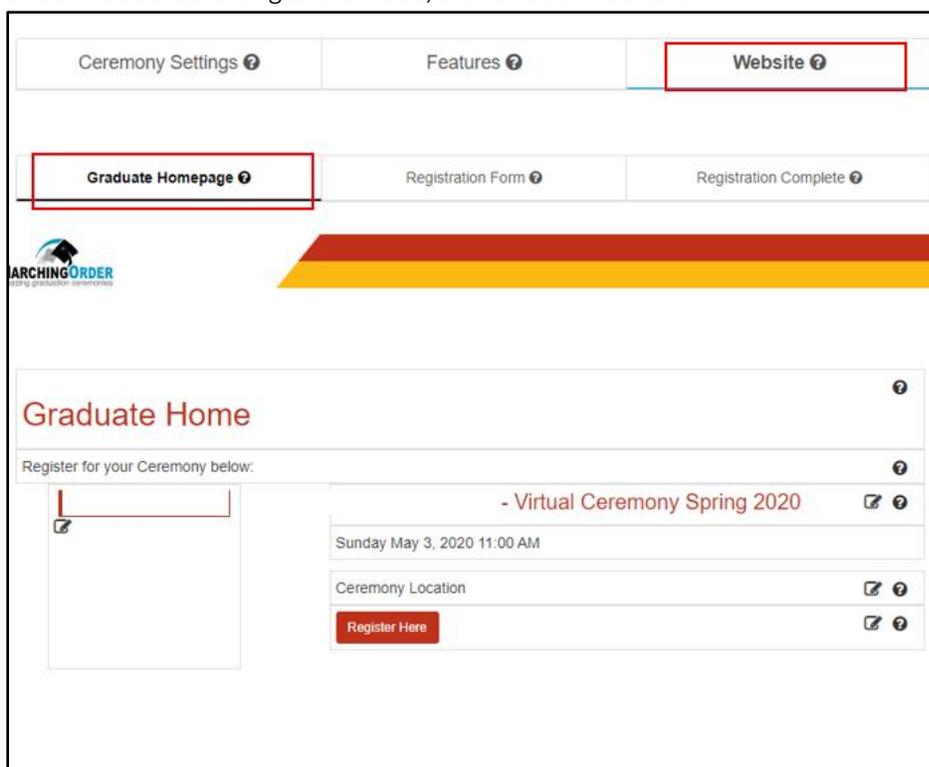
Editing Ceremony Home Page

The Ceremony Home Page is the first page a graduate will view once logged in to the MarchingOrder site to register for commencement.

To make modifications to this page click the **Website** tab.

The **Graduate Homepage** will display. An administrator can make changes to any of the fields on this page by clicking the pencil and paper icon.

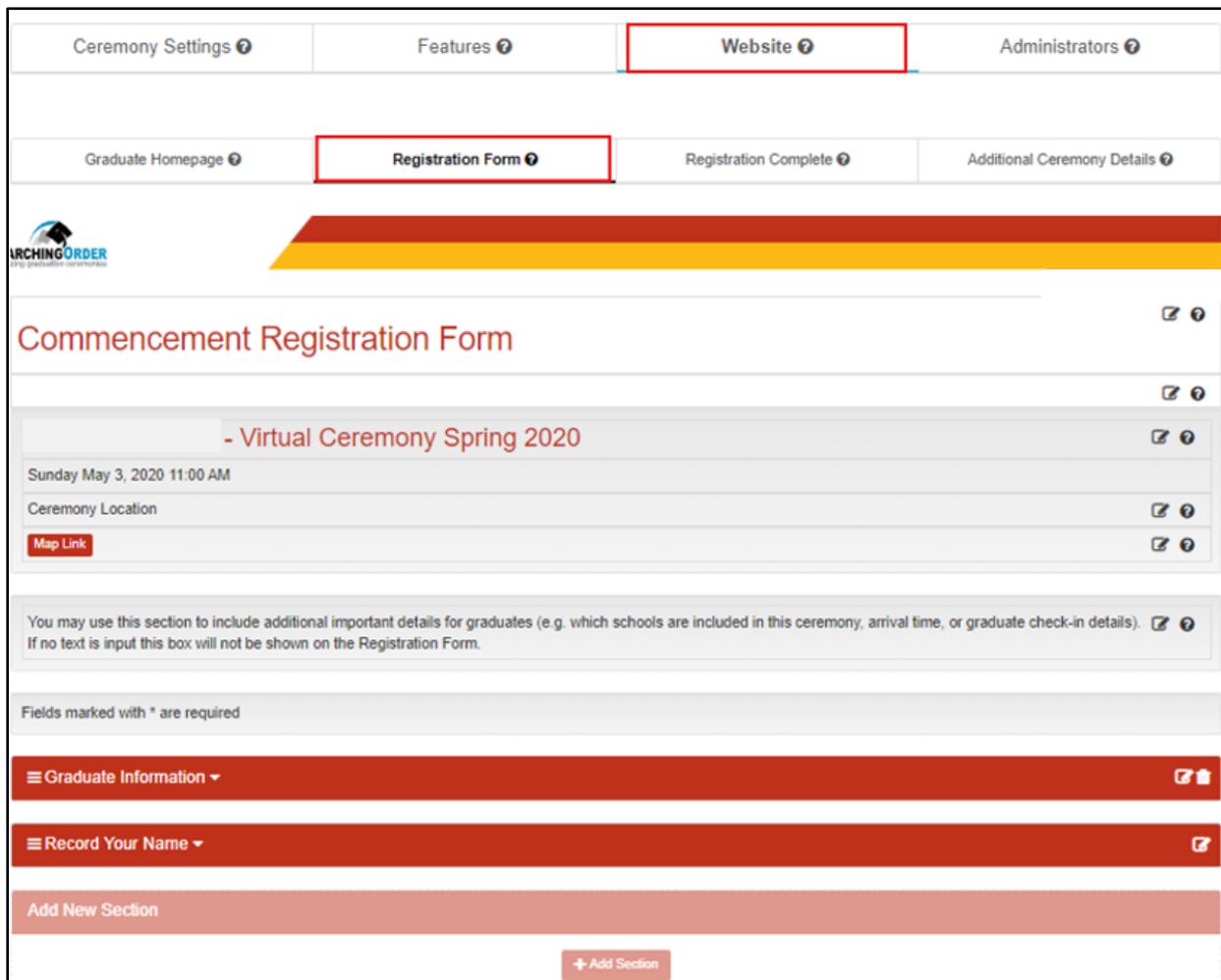
Once the desired changes are made, click the **Save** button.



The screenshot shows the MarchingOrder administration interface. At the top, there are three tabs: "Ceremony Settings", "Features", and "Website". The "Website" tab is selected and highlighted with a red box. Below the tabs, there are three sub-tabs: "Graduate Homepage", "Registration Form", and "Registration Complete". The "Graduate Homepage" sub-tab is selected and highlighted with a red box. The main content area displays the "Graduate Home" page. It features the MarchingOrder logo on the left and a decorative red and yellow banner on the right. Below the banner, the text "Graduate Home" is displayed in a large, bold font. Underneath, there is a section titled "Register for your Ceremony below:" followed by a list of ceremony details. The first entry is "- Virtual Ceremony Spring 2020" with a pencil icon and a paper icon. Below this entry, the date and time "Sunday May 3, 2020 11:00 AM" are shown. The "Ceremony Location" field is also visible with a pencil icon and a paper icon. At the bottom of the entry, there is a red "Register Here" button. The entire interface is enclosed in a black border.

Registration Form

To access the **Registration Form**, click the **Website** tab and then click the **Registration Form** tab.



The screenshot shows the configuration interface for a graduation ceremony registration form. At the top, there are navigation tabs: "Ceremony Settings", "Features", "Website" (highlighted with a red box), and "Administrators". Below these are sub-tabs: "Graduate Homepage", "Registration Form" (highlighted with a red box), "Registration Complete", and "Additional Ceremony Details".

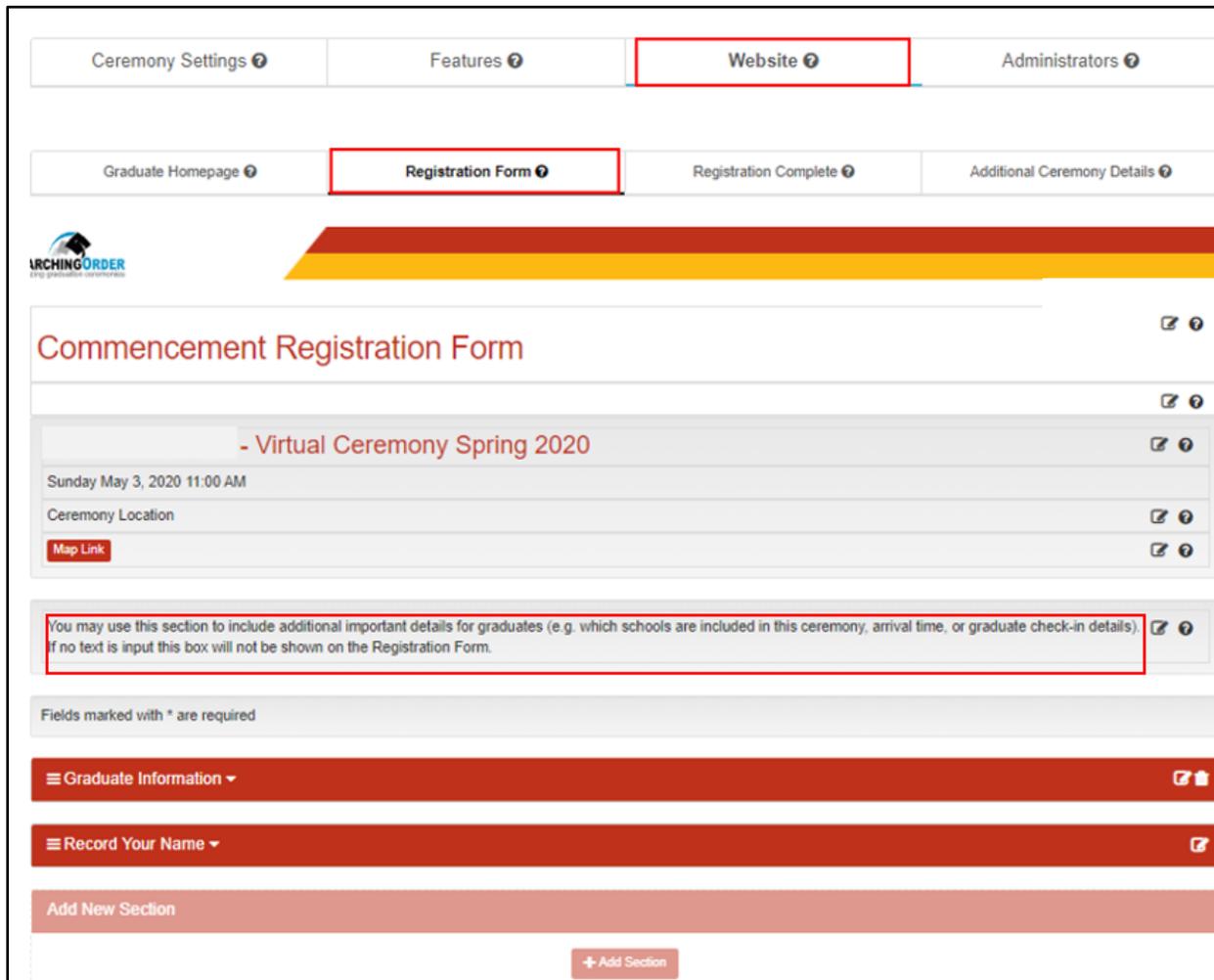
The main content area features the MARCHINGORDER logo and a decorative red and yellow gradient bar. The title "Commencement Registration Form" is displayed in red, with edit and help icons. Below the title is a subtitle "- Virtual Ceremony Spring 2020" and a date "Sunday May 3, 2020 11:00 AM".

The "Ceremony Location" section includes a "Map Link" button. A text area below provides instructions: "You may use this section to include additional important details for graduates (e.g. which schools are included in this ceremony, arrival time, or graduate check-in details). If no text is input this box will not be shown on the Registration Form." A note states "Fields marked with * are required".

At the bottom, there are three expandable sections: "Graduate Information", "Record Your Name", and "Add New Section". A "+ Add Section" button is located at the very bottom.

Editing Top of Page Verbiage

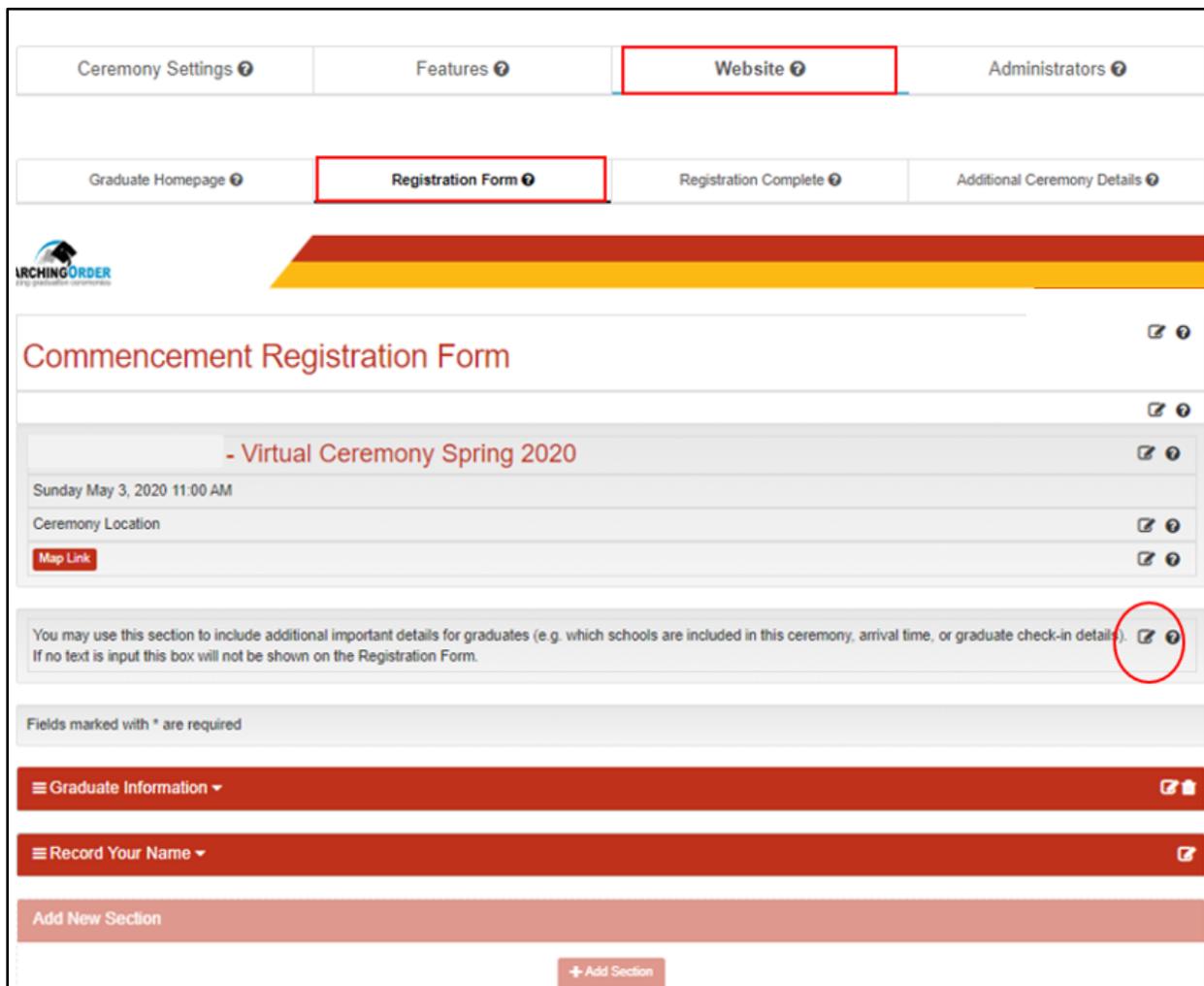
From the **Registration Form** tab, an administrator may update the text the graduates will see when registering for commencement.



The screenshot displays the MARCHINGORDER administrative interface. At the top, there are navigation tabs: 'Ceremony Settings', 'Features', 'Website', and 'Administrators'. Below these are more specific tabs: 'Graduate Homepage', 'Registration Form', 'Registration Complete', and 'Additional Ceremony Details'. The 'Registration Form' tab is currently selected and highlighted with a red border. The main content area shows the 'Commencement Registration Form' for a 'Virtual Ceremony Spring 2020' on 'Sunday May 3, 2020 11:00 AM'. The ceremony location is set to 'Ceremony Location'. A 'Map Link' button is visible. A text box for additional details is highlighted with a red border, containing the text: 'You may use this section to include additional important details for graduates (e.g. which schools are included in this ceremony, arrival time, or graduate check-in details). If no text is input this box will not be shown on the Registration Form.' Below this, there is a section for 'Fields marked with * are required'. The form includes sections for 'Graduate Information' and 'Record Your Name', each with a dropdown arrow and edit/delete icons. At the bottom, there is an 'Add New Section' button and a '+ Add Section' button.

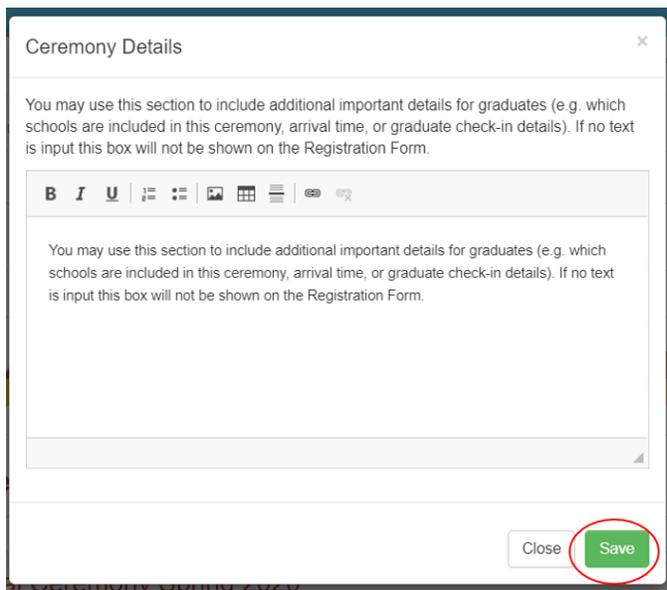
To edit the text, click the **pencil and paper** icon at the far right corner of the field.

Note: This text can contain information about the ceremony or any other information the administrator wishes to share with the graduate.



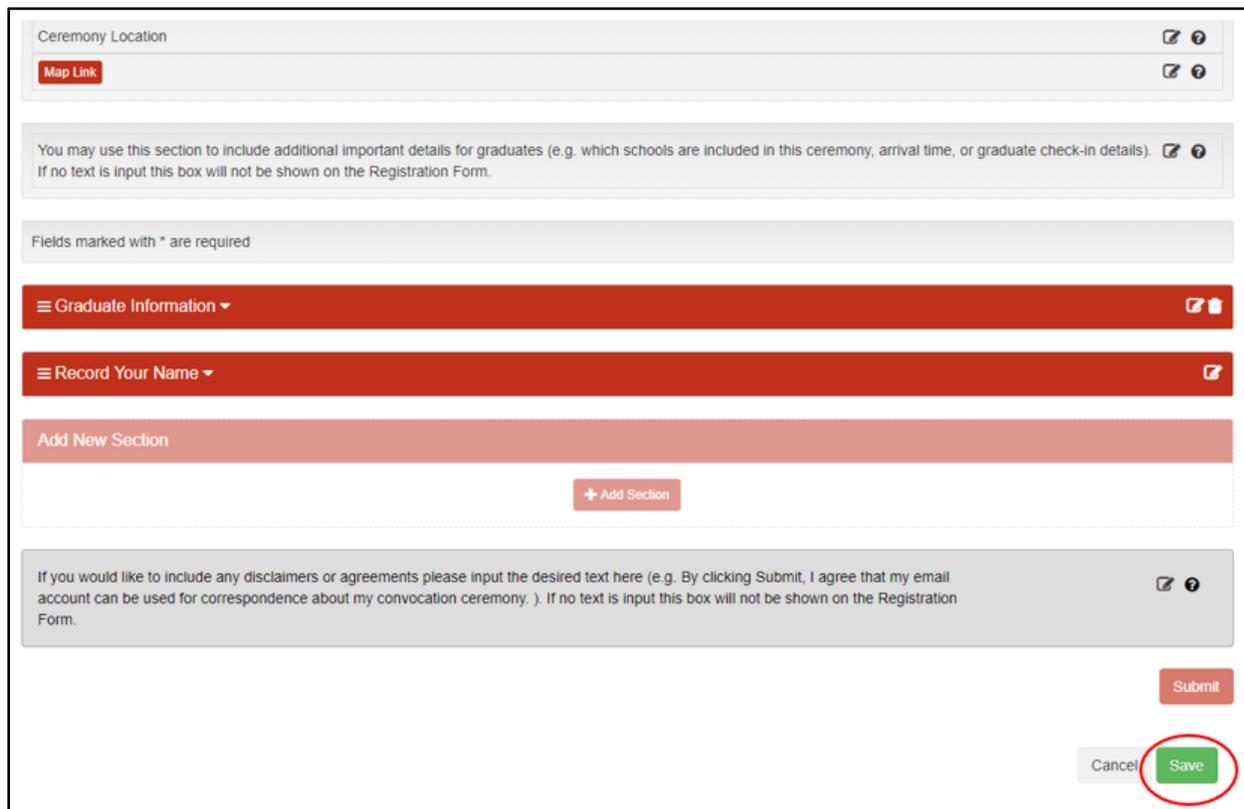
The screenshot shows the configuration interface for a Commencement Registration Form. At the top, there are navigation tabs: Ceremony Settings, Features, Website (highlighted with a red box), and Administrators. Below these are more tabs: Graduate Homepage, Registration Form (highlighted with a red box), Registration Complete, and Additional Ceremony Details. The main content area features the MARCHINGORDER logo and a title "Commencement Registration Form" with edit and delete icons. Below the title is a subtitle "- Virtual Ceremony Spring 2020" and a date "Sunday May 3, 2020 11:00 AM". There are also fields for "Ceremony Location" and a "Map Link" button. A text area for additional details is highlighted with a red circle, containing the text: "You may use this section to include additional important details for graduates (e.g. which schools are included in this ceremony, arrival time, or graduate check-in details). If no text is input this box will not be shown on the Registration Form." Below this is a section for "Fields marked with * are required" and two expandable sections: "Graduate Information" and "Record Your Name". At the bottom, there is an "Add New Section" button and a "+ Add Section" button.

The **Ceremony Details** box will display. Enter the desired text and then click the **Save** button.



The screenshot shows a modal window titled "Ceremony Details" with a close button (X) in the top right corner. The main text area contains the instruction: "You may use this section to include additional important details for graduates (e.g. which schools are included in this ceremony, arrival time, or graduate check-in details). If no text is input this box will not be shown on the Registration Form." Below the text is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, table, table of contents, link, unlink, and help. The text area below the toolbar contains the same instruction as above. At the bottom right of the modal, there are two buttons: "Close" and "Save". The "Save" button is highlighted with a red circle.

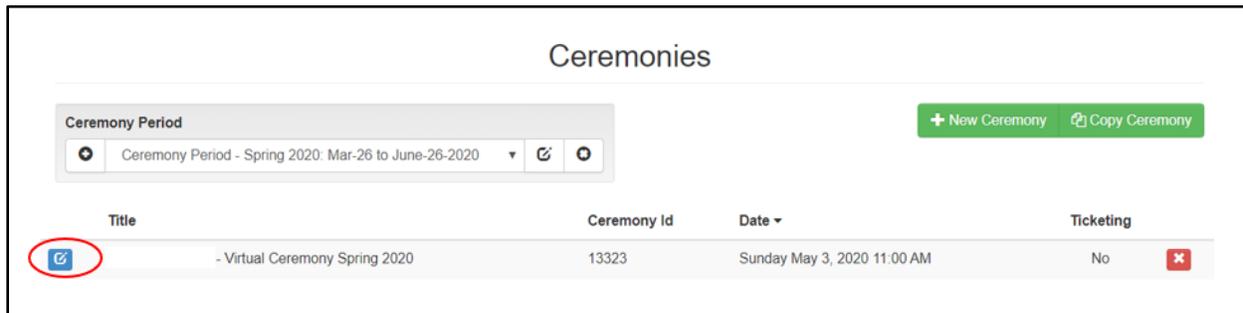
Then click the green **Save** burttion once again.



The screenshot shows the main registration form. At the top is the "Ceremony Location" section with a "Map Link" button. Below that is a text area with the same instruction as in the modal. A section titled "Fields marked with * are required" follows. There are three expandable sections: "Graduate Information", "Record Your Name", and "Add New Section" (with a "+ Add Section" button). At the bottom is a disclaimer text area. At the bottom right, there are three buttons: "Submit", "Cancel", and "Save". The "Save" button is highlighted with a red circle.

Note: In order for all changes to be kept, it is essential to click the Save button at the bottom of each page modified.

This will return the administrator back to the Ceremonies page. Simply click into the ceremony you wish to modify and continue updates.



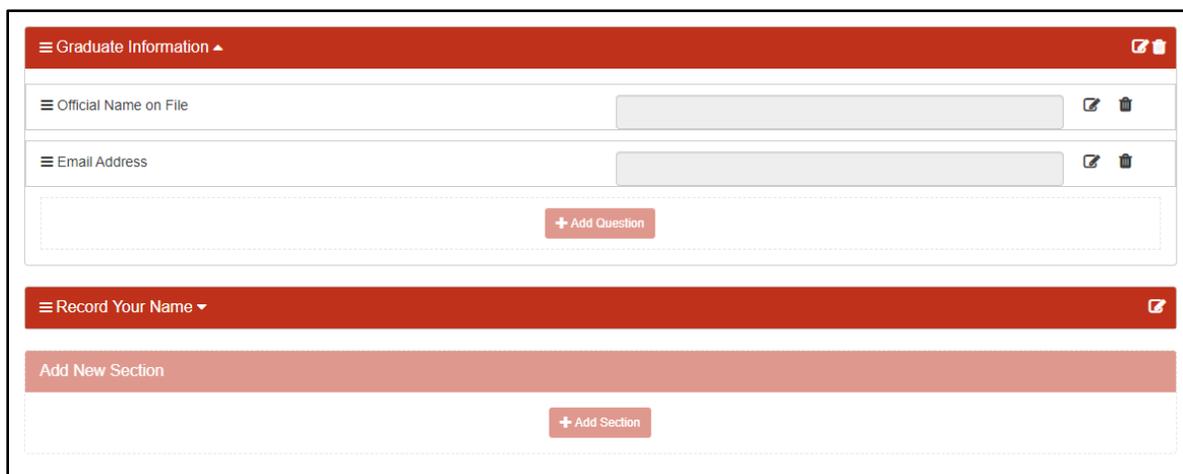
Editing the Registration Form

Note: The Registration Form will contain specific basic sections and questions prior to the administrator(s) logging in to make changes. The administrator can make updates to the sections and questions as needed.

Basic Sections and Questions:

- Graduate Information
 - Official Name on File
 - Email Address
- Record Your Name

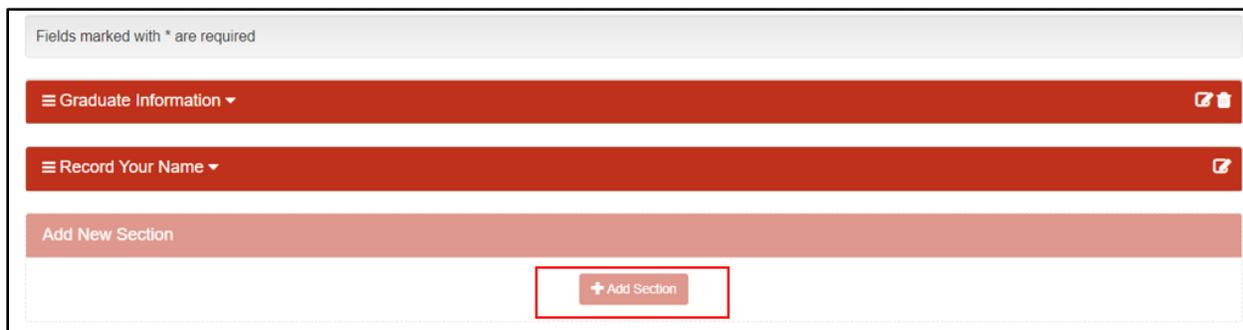
Note: The Record Your Name section does not require any modifications.



Editing the Registration Form Sections

An administrator can add or modify any of the sections in the registration form.

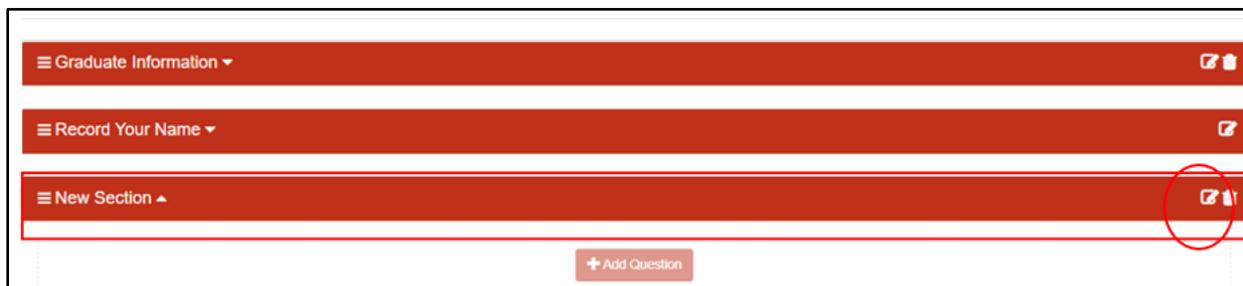
From the Registration Form Tab, click the **Add Section** button.



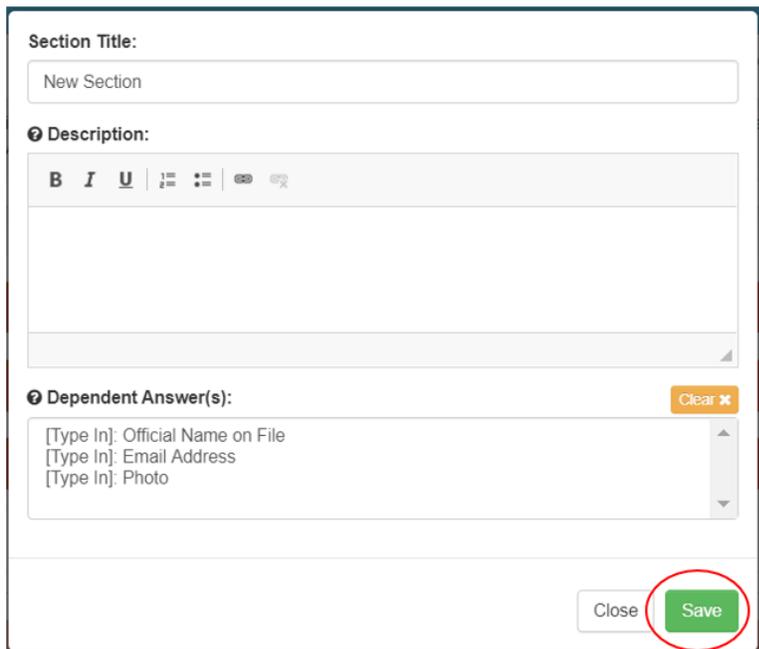
A new section bar will display.



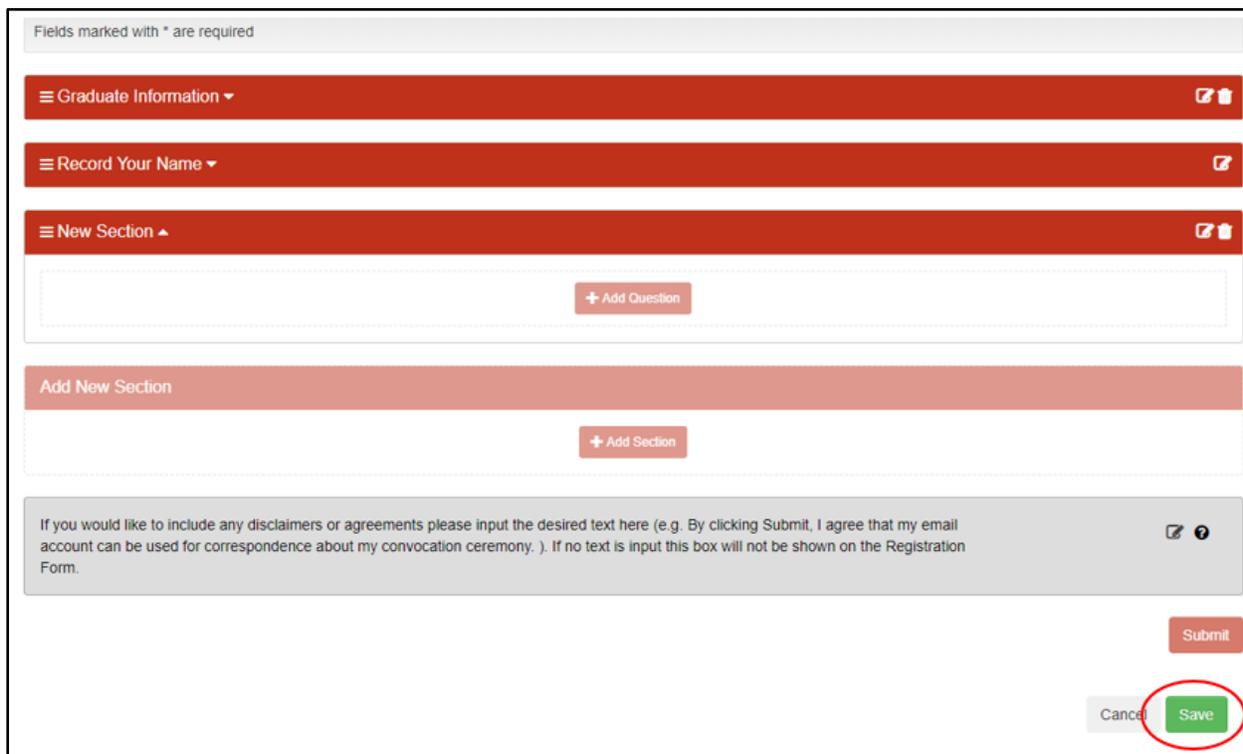
Click the **pencil and paper** icon in the far right corner of the box.



A text box will display. Modify the **Section Title**, **Description** and **Dependent Answer(s)** fields as needed, then click the **Save** button.

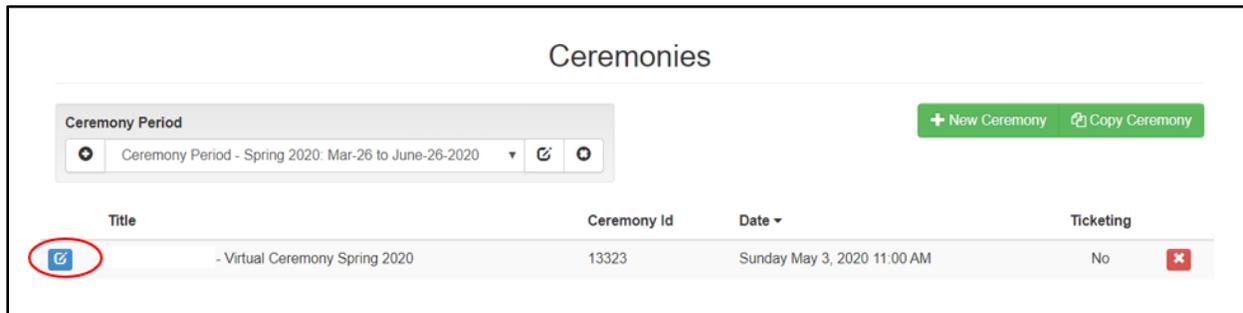


Then click the green **Save** button once again.



Note: In order for all changes to be kept, it is essential to click the Save button at the bottom of each page modified.

This will return the administrator back to the Ceremonies page. Simply click into the ceremony you wish to modify and continue updates.

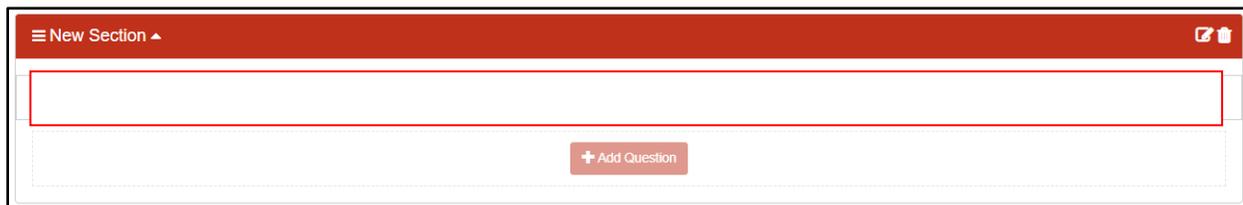


Editing Registration Form Questions

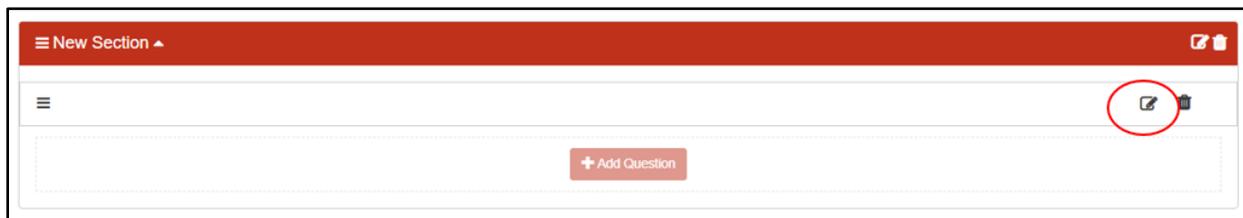
To add questions in the registration form, click the **Add Question** button in the desired section.



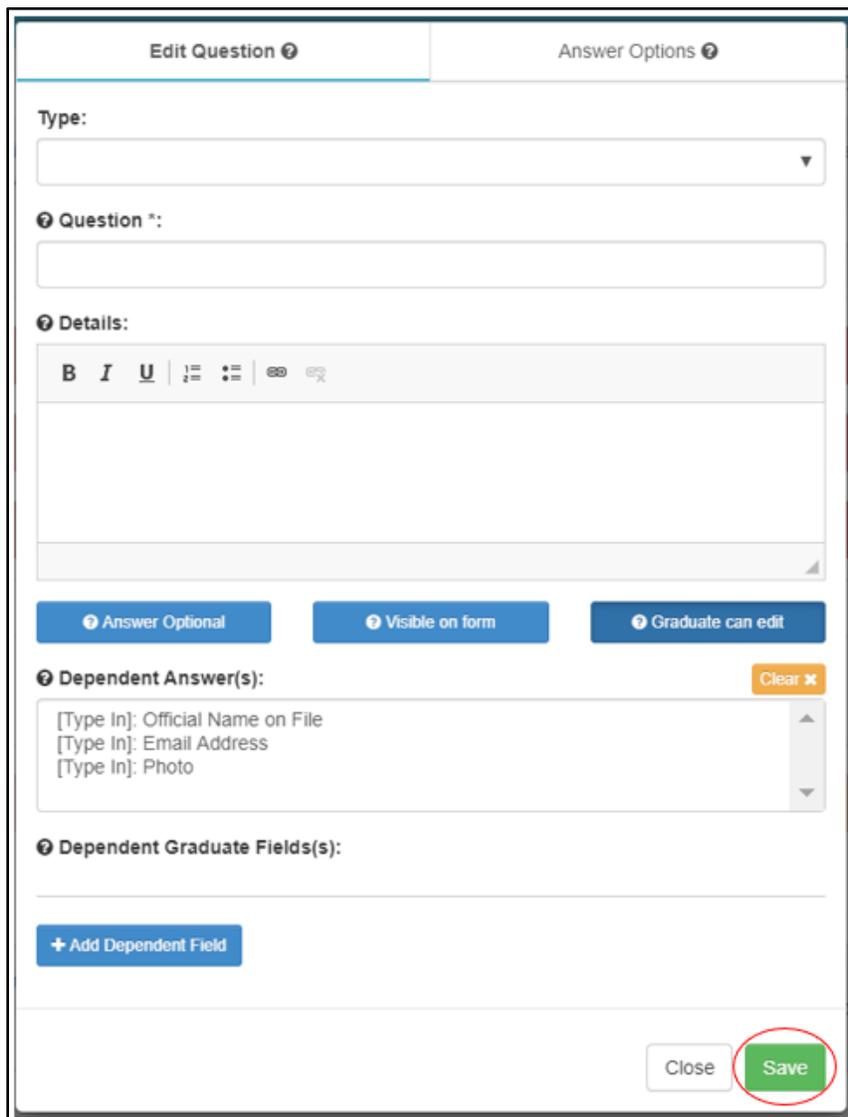
A new question box will display.



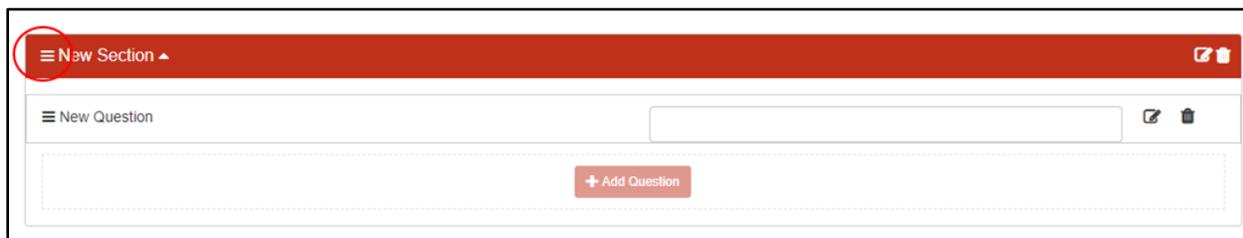
Click the **pencil and paper** icon at the far right of the box to modify.



A text box will display. Modify the **Type**, **Question**, **Details**, **Dependent Answers** and **Dependent Graduate Fields** as necessary. Click the **Save** button.



Note: An administrator may rearrange sections and questions within a section by simply clicking, dragging and dropping the box by using the three lines on the far left of the text box.



Then click the green **Save** button once again.

Fields marked with * are required

☰ Graduate Information ▾ ✎ 🗑

☰ Record Your Name ▾ ✎

☰ New Section ▲ ✎ 🗑

+ Add Question

Add New Section

+ Add Section

If you would like to include any disclaimers or agreements please input the desired text here (e.g. By clicking Submit, I agree that my email account can be used for correspondence about my convocation ceremony.). If no text is input this box will not be shown on the Registration Form.

✎ ⓘ

Submit
Cancel
Save

This will return the administrator back to the Ceremonies page. Simply click into the ceremony you wish to modify and continue updates.

Ceremonies

Ceremony Period

+ New Ceremony

🗑 Copy Ceremony

🔍 Ceremony Period - Spring 2020: Mar-26 to June-26-2020 ✎ ⚙

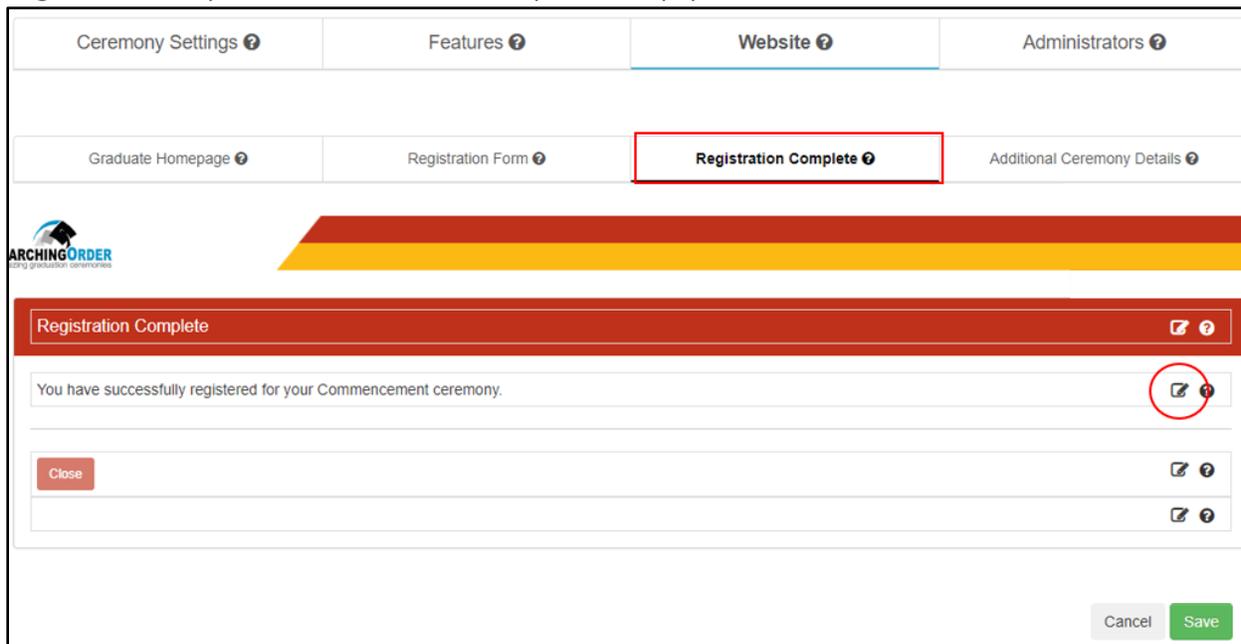
Title	Ceremony Id	Date ▾	Ticketing
✎ - Virtual Ceremony Spring 2020	13323	Sunday May 3, 2020 11:00 AM	No ✕

Note: In order for all changes to be kept, it is essential to click the Save button at the bottom of each page modified.

Edit Registration Complete

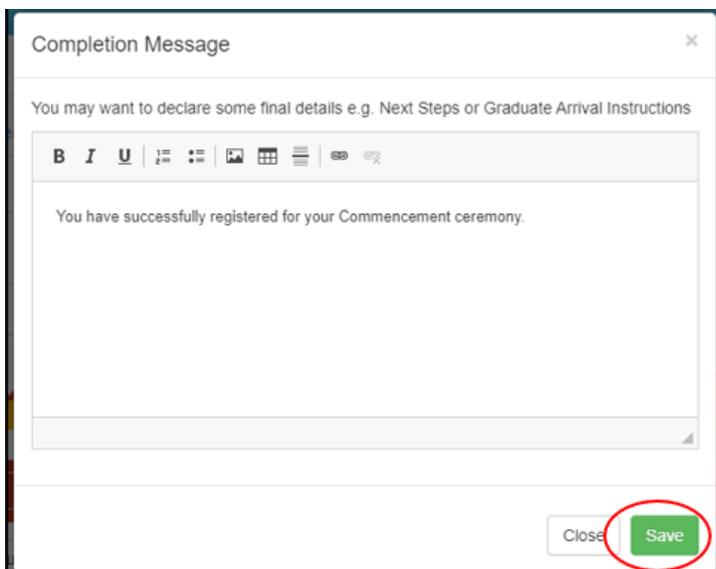
Once a graduate has completed the registration form and selected **Submit**, the graduate will be directed to the Registration Complete page.

An administrator can choose to modify the Completion Message field. To make changes, click on the **Registration Complete** tab and then click the **pencil and paper** icon.



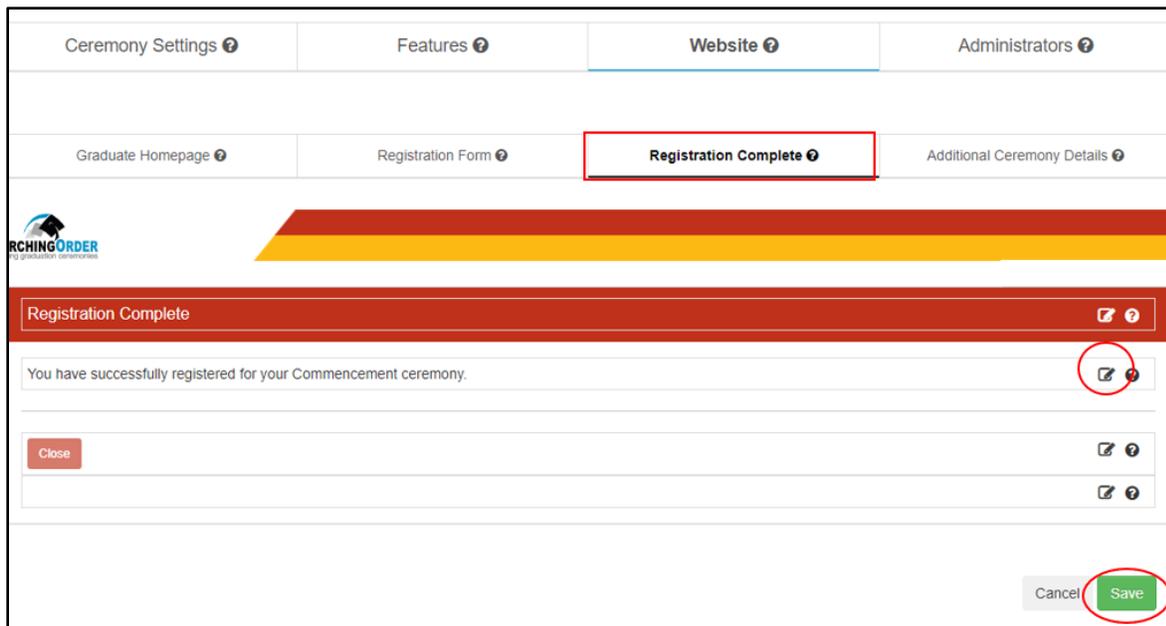
The screenshot shows the MARCHINGORDER administration interface. The top navigation bar includes 'Ceremony Settings', 'Features', 'Website', and 'Administrators'. Below this, a secondary navigation bar includes 'Graduate Homepage', 'Registration Form', 'Registration Complete', and 'Additional Ceremony Details'. The 'Registration Complete' tab is highlighted with a red box. Below the navigation, there is a red and yellow decorative bar. The main content area shows a 'Registration Complete' message box with the text 'You have successfully registered for your Commencement ceremony.' A red circle highlights the pencil and paper icon in the top right corner of the message box. At the bottom right of the interface, there are 'Cancel' and 'Save' buttons.

Completion Message box will display. Once the message has been updated, click the **Save** button.

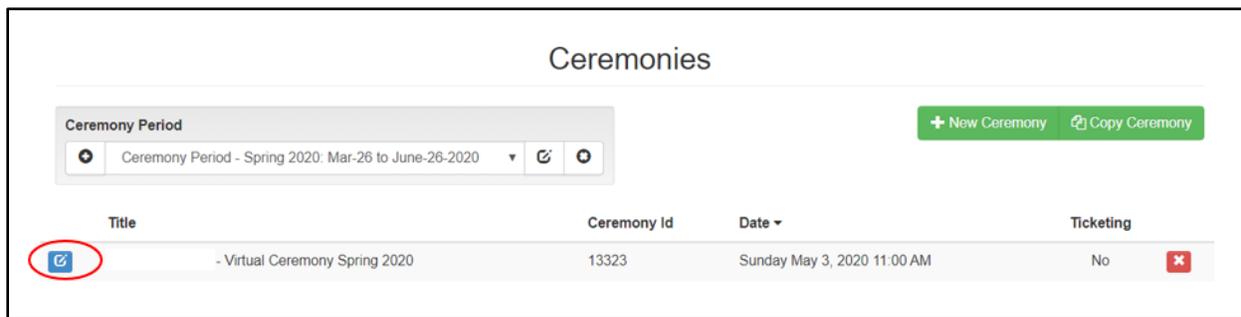


The screenshot shows a 'Completion Message' dialog box. The title bar says 'Completion Message' with a close button (X). The main text area contains the message: 'You may want to declare some final details e.g. Next Steps or Graduate Arrival Instructions' followed by 'You have successfully registered for your Commencement ceremony.' Below the text area is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, table, and other formatting options. At the bottom right of the dialog box, there are 'Close' and 'Save' buttons. A red circle highlights the 'Save' button.

Then click the **Save** button once again.



This will return the administrator back to the Ceremonies page. Simply click into the ceremony you wish to modify and continue updates.



Note: In order for all changes to be kept, it is essential to click the Save button at the bottom of each page modified.

Section 3: Communication Manager Module

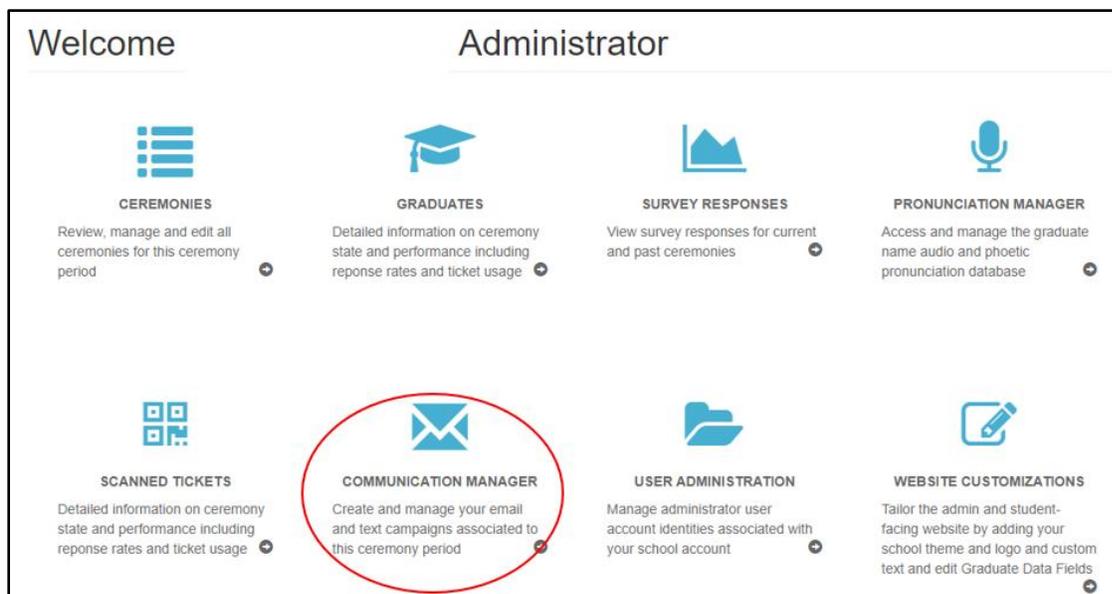
The Communication Manager Module can be utilized by the administrator(s) to create and manage email and text campaigns associated with a specific ceremony period.

Manage Templates

Administrators can create and update email templates housed on the MarchingOrder administrator site.

From the MarchingOrder Administrator homepage dashboard, click the **Communication Manager** module.

Note: Graduates will not have access to this view.



Click the **Manage Templates** tab to view automated and school-wide templates.

Note: These templates are pre-populated on the administrator site.

Edit	Name	Subject	Trigger	Del
	Graduate Password Request Email	MarchingOrder Password Request	Graduate password request	
	New Administrator Email	MarchingOrder Administrator Access	Create administrator	
	Add Graduate to Website Email	Commencement Ceremony Registration	Create graduate	

Edit	Name	Subject	Trigger	Del
Ceremony: [dropdown] - Virtual Ceremony Spring 2020				
	Graduate Submitted Form	Commencement Registration Confirmation	Graduate submitted a survey	

Modify Add Graduate to Website Email

The **Add Graduate to Website Email** is an automated email message that will be sent to all graduates who are uploaded to the MarchingOrder site for commencement.

Important Note: As soon as a graduate is loaded to the MarchingOrder site for commencement, the **Add Graduate to Website Email** will be triggered and sent out automatically.

Edit	Name	Subject	Trigger	Del
	Graduate Password Request Email	MarchingOrder Password Request	Graduate password request	
	New Administrator Email	MarchingOrder Administrator Access	Create administrator	
	Add Graduate to Website Email	Commencement Ceremony Registration	Create graduate	

Edit	Name	Subject	Trigger	Del
Ceremony: [dropdown] - Virtual Ceremony Spring 2020				
	Graduate Submitted Form	Commencement Registration Confirmation	Graduate submitted a survey	

If the administrator(s) would like to turn the **Trigger** “off”, click the **pencil and paper** icon next to the **Add Graduate to Website Email**.

Send Email ?
Manage Templates ?
View Sent Emails ?
Send Texts ?
View Sent Texts ?

Filter
Clear
+ Add Template

Automated School-Wide Templates

Edit	Name	Subject	Trigger	Del
	Graduate Password Request Email	MarchingOrder Password Request	Graduate password request	
	New Administrator Email	MarchingOrder Administrator Access	Create administrator	✕
	Add Graduate to Website Email	Commencement Ceremony Registration	Create graduate	✕

Automated Ceremony Templates

Edit	Name	Subject	Trigger	Del
Ceremony: [dropdown] - Virtual Ceremony Spring 2020				
	Graduate Submitted Form	Commencement Registration Confirmation	Graduate submitted a survey	✕

Select **None** from the Trigger drop down menu.

Update Email Template

Template Name:

Trigger:

Sender E-mail:

Subject *:

Body **:

Attachment:

Create graduate

--None--

Create administrator

Create graduate

Delete graduate

All ceremony tickets claimed

Administrator requests a recording

Administrator sent VIP ticket

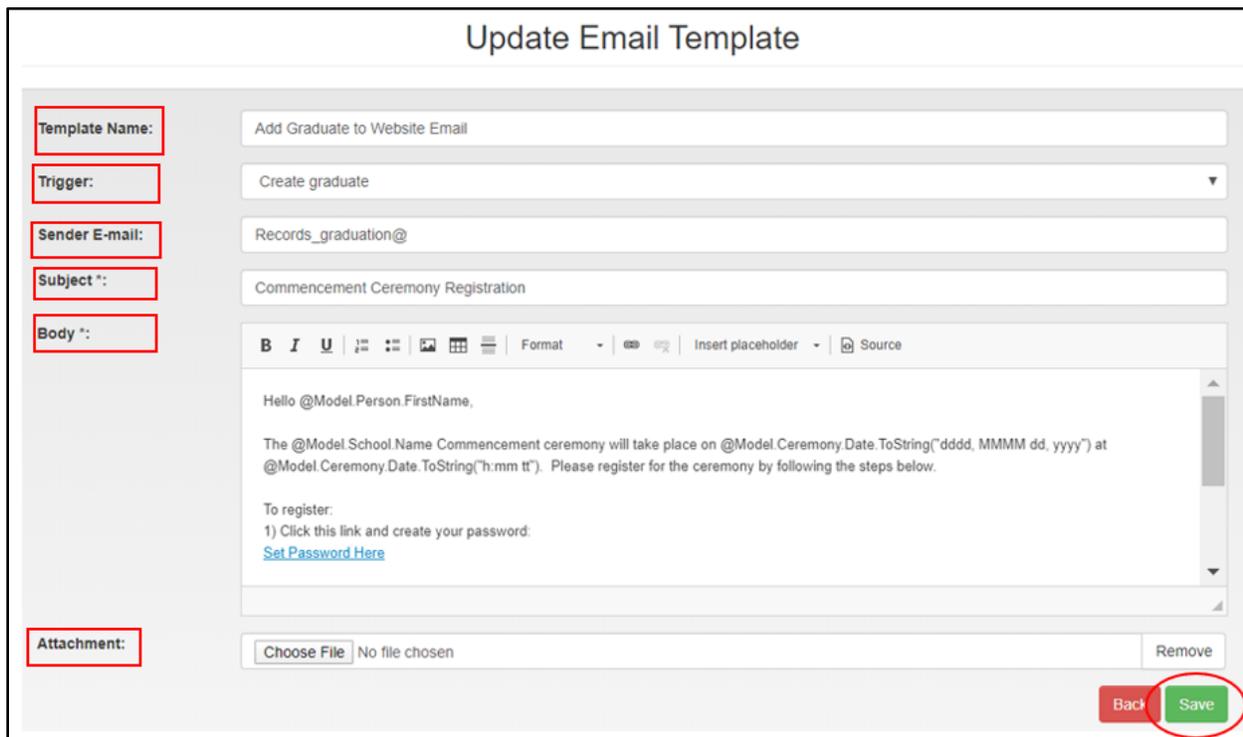
Graduate sent ticket to guest

Graduate submitted a survey

Graduate response to question in survey

Graduate password request

An administrator can choose to modify any of the fields within this email template. Once updates are made, click the **Save** button.



The screenshot shows a web form titled "Update Email Template". On the left side, there are five labels in red boxes: "Template Name:", "Trigger:", "Sender E-mail:", "Subject *:", and "Body *:". The "Attachment:" label is also in a red box at the bottom left. The form fields are as follows: "Template Name:" contains "Add Graduate to Website Email"; "Trigger:" is a dropdown menu set to "Create graduate"; "Sender E-mail:" contains "Records_graduation@"; "Subject *:" contains "Commencement Ceremony Registration"; "Body *:" is a rich text editor containing the text: "Hello @Model.Person.FirstName, The @Model.School.Name Commencement ceremony will take place on @Model.Ceremony.Date.ToString("dddd, MMMM dd, yyyy") at @Model.Ceremony.Date.ToString("h:mm tt"). Please register for the ceremony by following the steps below. To register: 1) Click this link and create your password: [Set Password Here](#)". Below the body field is an "Attachment:" section with a "Choose File" button, "No file chosen" text, and a "Remove" button. At the bottom right, there are two buttons: "Back" and "Save", with the "Save" button circled in red.

Note: It is best not to modify text that contains the @ symbol, as these are place holders for automated ceremony and graduate information such as graduate name and ceremony date and time.

Modify Graduate Submitted Form Email

The **Graduate Submitted Form** email is an automated email message that will be sent to all graduates who have completed the Registration Form.

Note: Once a graduate has completed the online Registration Form on the MarchingOrder site the **Graduate Submitted Form** email will be triggered and sent out automatically.

The screenshot shows the 'Manage Templates' interface. At the top, there are navigation buttons: 'Send Email', 'Manage Templates' (highlighted with a red box), 'View Sent Emails', 'Send Texts', and 'View Sent Texts'. Below these is a search bar and buttons for 'Filter', 'Clear', and 'Add Template'. The main content is divided into two sections: 'Automated School-Wide Templates' and 'Automated Ceremony Templates'. The 'Automated Ceremony Templates' section is currently selected, showing a table with columns: Edit, Name, Subject, Trigger, and Del. The table lists three templates, with the 'Graduate Submitted Form' template highlighted in blue. The 'Trigger' for this template is 'Graduate submitted a survey', which is circled in red. The 'Del' column for this row has a red 'X' icon.

Edit	Name	Subject	Trigger	Del
	Graduate Password Request Email	MarchingOrder Password Request	Graduate password request	
	New Administrator Email	MarchingOrder Administrator Access	Create administrator	
	Add Graduate to Website Email	Commencement Ceremony Registration	Create graduate	

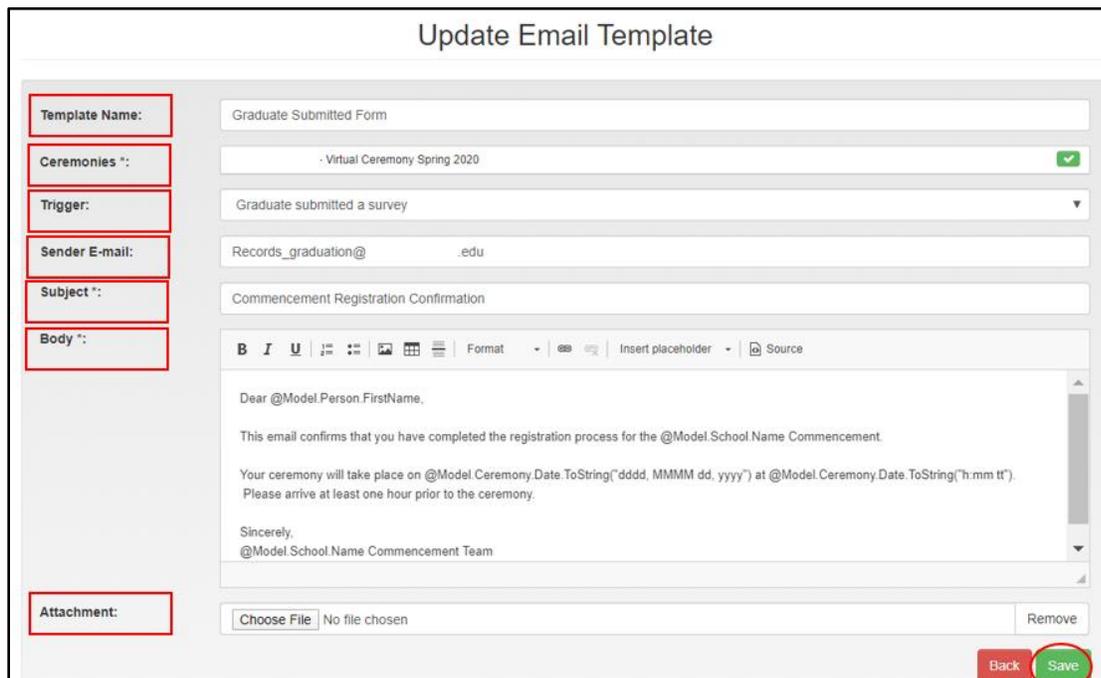
Edit	Name	Subject	Trigger	Del
Ceremony: [dropdown] - Virtual Ceremony Spring 2020				
	Graduate Submitted Form	Commencement Registration Confirmation	Graduate submitted a survey	

If the administrator(s) would like to turn the **Trigger** “off”, click the **pencil and paper** icon next to the **Graduate Submitted Form** email.

This screenshot is identical to the one above, but with the edit icon (pencil and paper) in the 'Edit' column for the 'Graduate Submitted Form' template circled in red.

Edit	Name	Subject	Trigger	Del
Ceremony: [dropdown] - Virtual Ceremony Spring 2020				
	Graduate Submitted Form	Commencement Registration Confirmation	Graduate submitted a survey	

An administrator can choose to modify any of the fields within this email template. Once updates are made, click the **Save** button.



The screenshot shows a web interface titled "Update Email Template". On the left side, there are six red-bordered boxes containing labels: "Template Name:", "Ceremonies **:", "Trigger:", "Sender E-mail:", "Subject **:", and "Body **:". The main form area contains the following fields and controls:

- Template Name:** A text input field containing "Graduate Submitted Form".
- Ceremonies **:** A dropdown menu showing "- Virtual Ceremony Spring 2020" with a green checkmark icon on the right.
- Trigger:** A dropdown menu showing "Graduate submitted a survey" with a downward arrow.
- Sender E-mail:** A text input field containing "Records_graduation@ .edu".
- Subject **:** A text input field containing "Commencement Registration Confirmation".
- Body **:** A rich text editor with a toolbar (bold, italic, underline, bulleted list, numbered list, link, unlink, text color, background color, indent, outdent, undo, redo) and a "Format" dropdown. The text area contains:
Dear @Model.Person.FirstName,

This email confirms that you have completed the registration process for the @Model.School.Name Commencement.

Your ceremony will take place on @Model.Ceremony.Date.ToString("dddd, MMMM dd, yyyy") at @Model.Ceremony.Date.ToString("h:mm tt").
Please arrive at least one hour prior to the ceremony.

Sincerely,
@Model.School.Name Commencement Team
- Attachment:** A "Choose File" button, the text "No file chosen", and a "Remove" button.

At the bottom right of the form, there are two buttons: a red "Back" button and a green "Save" button.

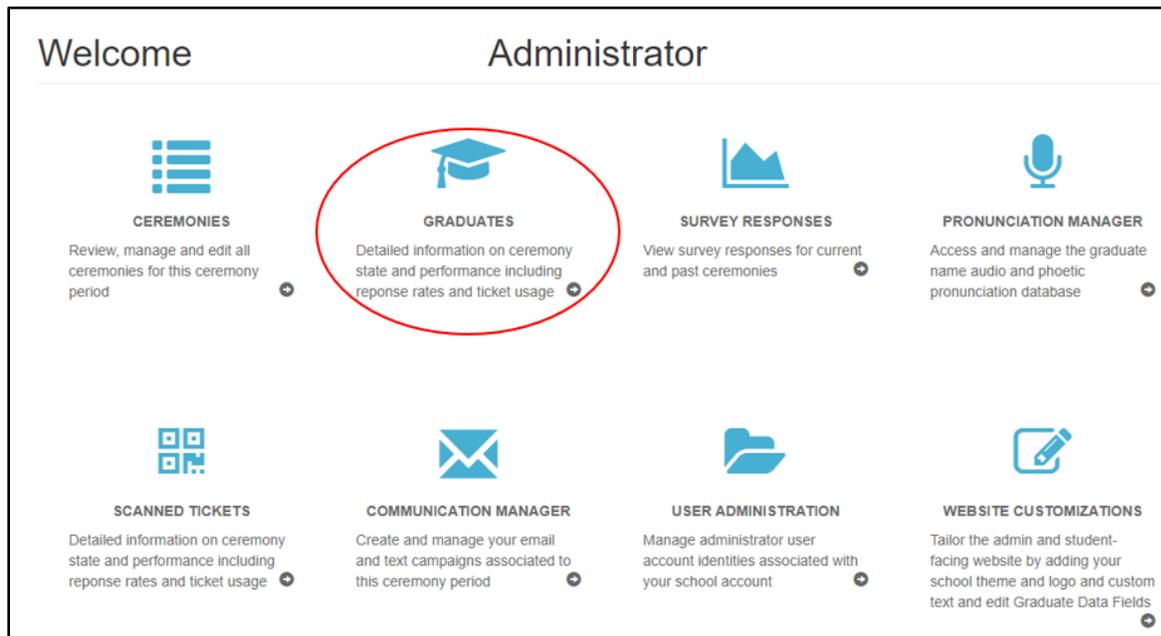
Note: It is best not to modify text that contains the @ symbol, as these are place holders for automated ceremony and graduate information such as graduate name and ceremony date and time.

Section 4: Graduates Module

Import Graduates to MarchingOrder Website

In order to access the [MarchingOrder Admin Website](#), a graduate must be added by an administrator to the specific commencement ceremony they will be part of.

From the MarchingOrder Administrator homepage dashboard, click the **Graduates** module.



Note: Graduates will not have access to this view.

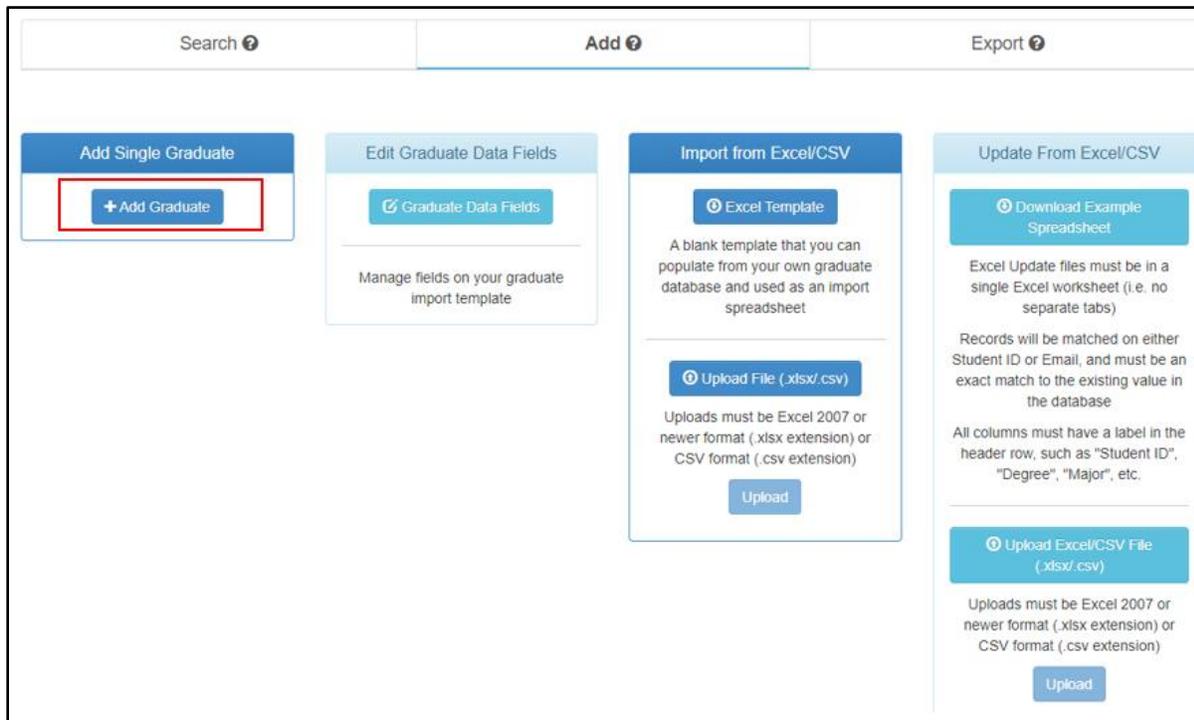
Click the **Add** tab.



The administrator(s) can import a single graduate or multiple graduates from the Add tab.

To add a single graduate:

Click the **+Add Graduate** button.



The screenshot shows the 'Add' tab interface with the following components:

- Search** (with a help icon)
- Add** (with a help icon, currently selected)
- Export** (with a help icon)
- Add Single Graduate** section containing a red-bordered **+ Add Graduate** button.
- Edit Graduate Data Fields** section containing a **Graduate Data Fields** button.
- Import from Excel/CSV** section containing:
 - Excel Template** button.
 - Text: "A blank template that you can populate from your own graduate database and used as an import spreadsheet"
 - Upload File (.xlsx/.csv)** button.
 - Text: "Uploads must be Excel 2007 or newer format (.xlsx extension) or CSV format (.csv extension)"
 - Upload** button.
- Update From Excel/CSV** section containing:
 - Download Example Spreadsheet** button.
 - Text: "Excel Update files must be in a single Excel worksheet (i.e. no separate tabs)"
 - Text: "Records will be matched on either Student ID or Email, and must be an exact match to the existing value in the database"
 - Text: "All columns must have a label in the header row, such as 'Student ID', 'Degree', 'Major', etc."
 - Upload Excel/CSV File (.xlsx/.csv)** button.
 - Text: "Uploads must be Excel 2007 or newer format (.xlsx extension) or CSV format (.csv extension)"
 - Upload** button.

The **Add Graduate** box will display. Input the graduate data in the appropriate fields and then click the **Save** button.

Note: Be sure to click the yellow plus symbol in the **Ceremonies*** field to ensure the graduate is added to the correct commencement ceremony. By not selecting this button, the graduate will be added to the MarchingOrder site, but will be considered INACTIVE.

[Back to Graduates](#)

Add Graduate

Account Information

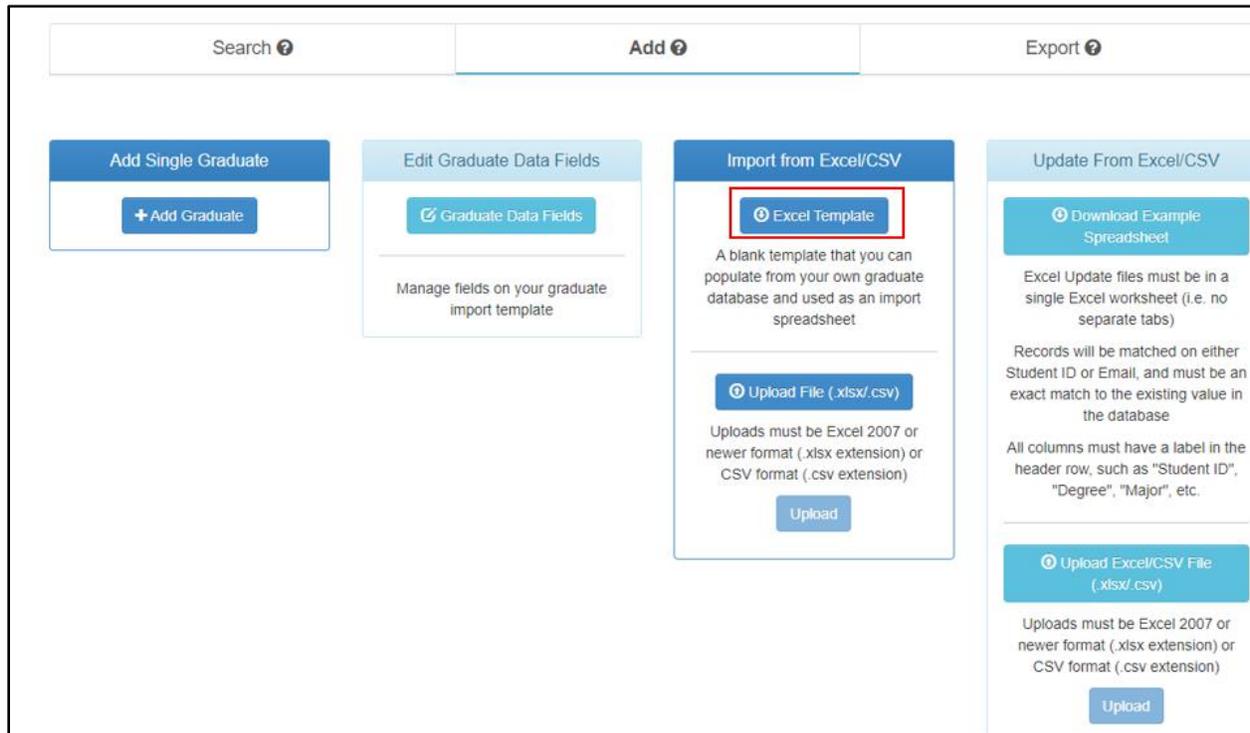
Student Id:	<input type="text"/>
E-mail *:	<input type="text"/>
First Name *:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name *:	<input type="text"/>
Full Name:	<input type="text"/>
Mobile Phone Number: ☎	<input type="text"/>
Password:	<input type="password"/> Edit Password
Ceremonies *:	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;">- Virtual Ceremony Spring 2020+</div> <p style="font-size: 0.8em; margin-top: 5px;">When manually adding a graduate to the site, you MUST select assigned ceremony or ceremonies by clicking the yellow plus sign.</p>

[Back](#) [Save](#)

To import multiple graduates:

Important Note: Prior to importing graduates, the administrator(s) must ensure all Graduate Data Fields have been added to the Marching Order site. For directions reference the Graduate Data Fields Module below.

Click the **Excel Template** button to download the appropriate Excel Template.



Input graduate information in the appropriate fields and then save the template to your computer for future upload(s).

Important Note: Ensure all fields in red below are filled out for the Excel import to be successful.

	A	B	C	D	E	F	G
1	StudentID	FirstName	MiddleName	LastName	FullName	Email	Mobile Phone
2	JD12324	John **REQUIRED**	Michael	Doe **REQUIRED**	Dr. John M. Doe **REQUIRED**	john@doe.com **REQUIRED**	555-555-1212
3							
4							
5							
6							
7							
8							
9							

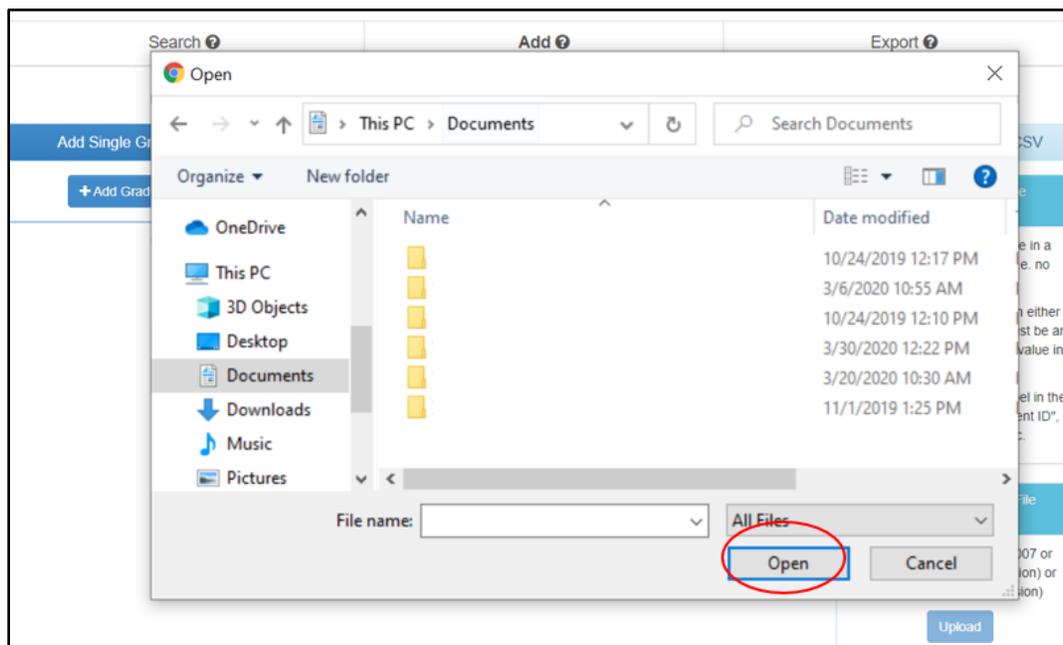
Note: The above image is an example template only. Each school's Excel template will display differently depending on the Graduate Data Fields the school chooses to use for commencement purposes.

Once the Excel spreadsheet is complete, the administrator must upload the Excel document to the MarchingOrder site.

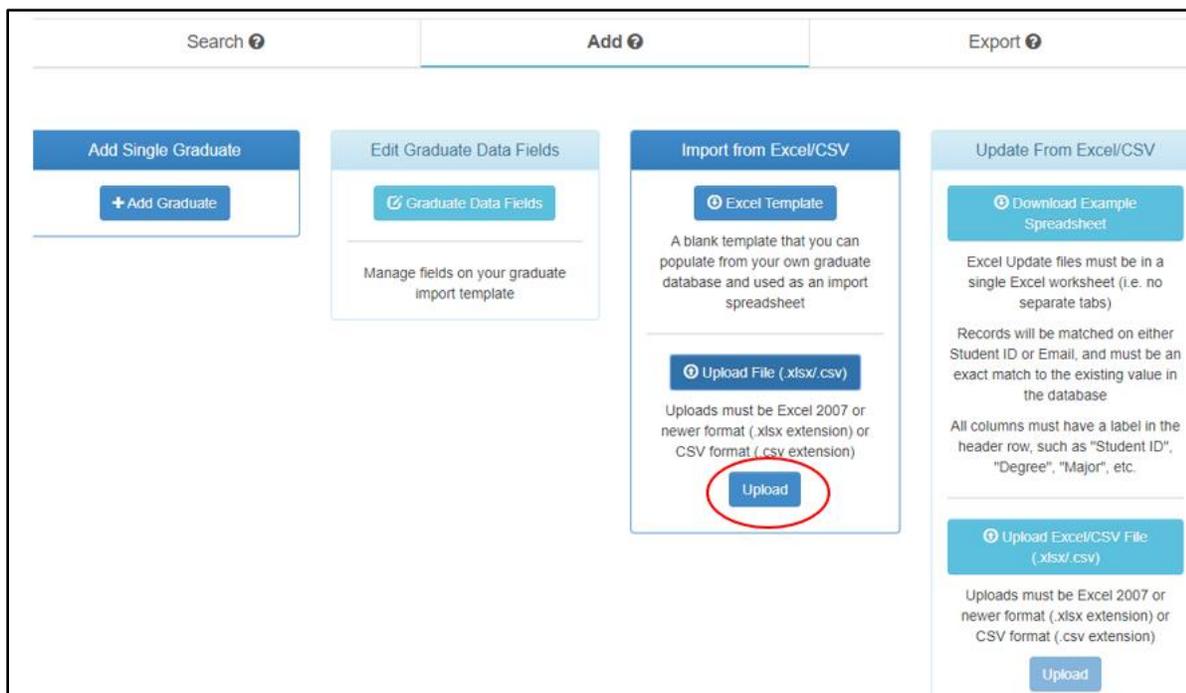
Click the **Upload File** button.



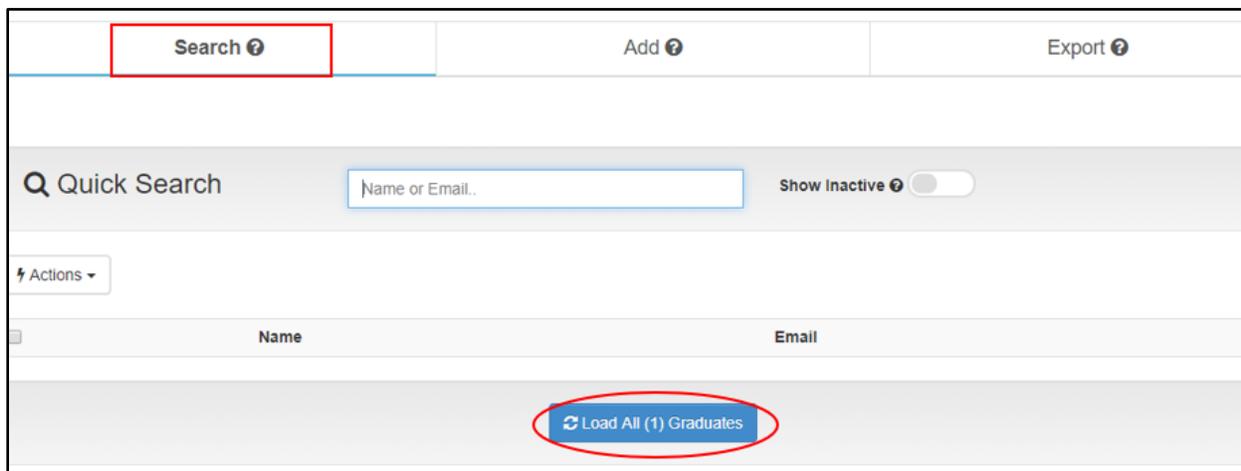
Select the file for upload and then click **Open**.



Click the **Upload** button.



If the file upload is successful, the administrator(s) will be able to view all graduates by clicking the **Search** tab, and then clicking the **Load All Graduates** button.



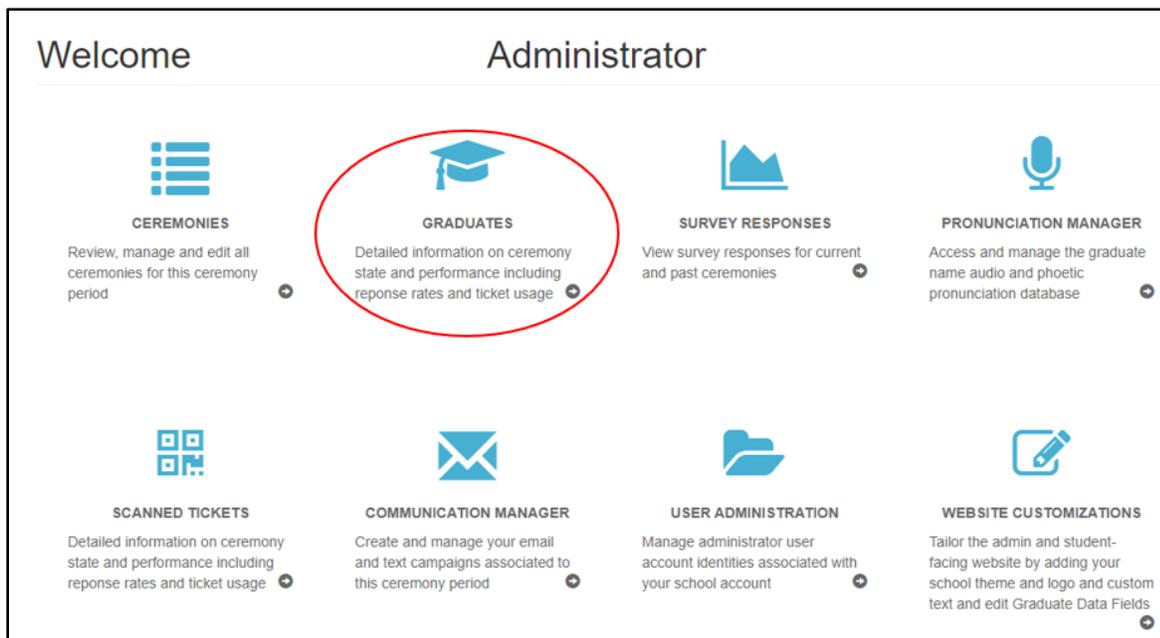
Note: A test graduate by the name of “aaa aaa” will be preloaded to the school site for administrative use.

Important Note: Administrator(s) can upload graduates as often as necessary. The system will automatically eliminate duplicate graduates based on the unique email identifier.

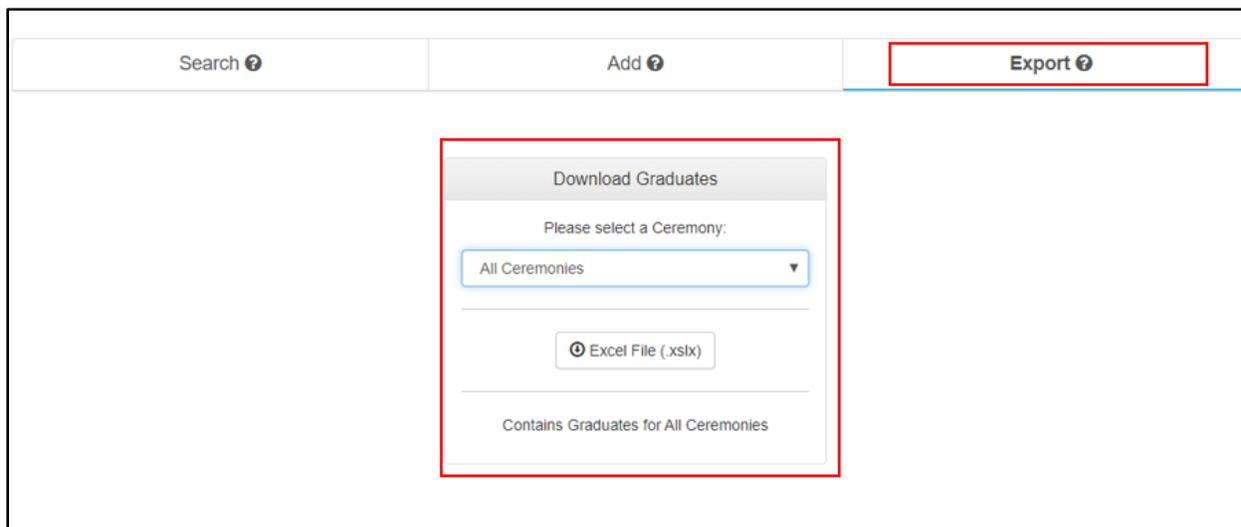
Export Data

The administrator(s) can export data using the MarchingOrder administrator site.

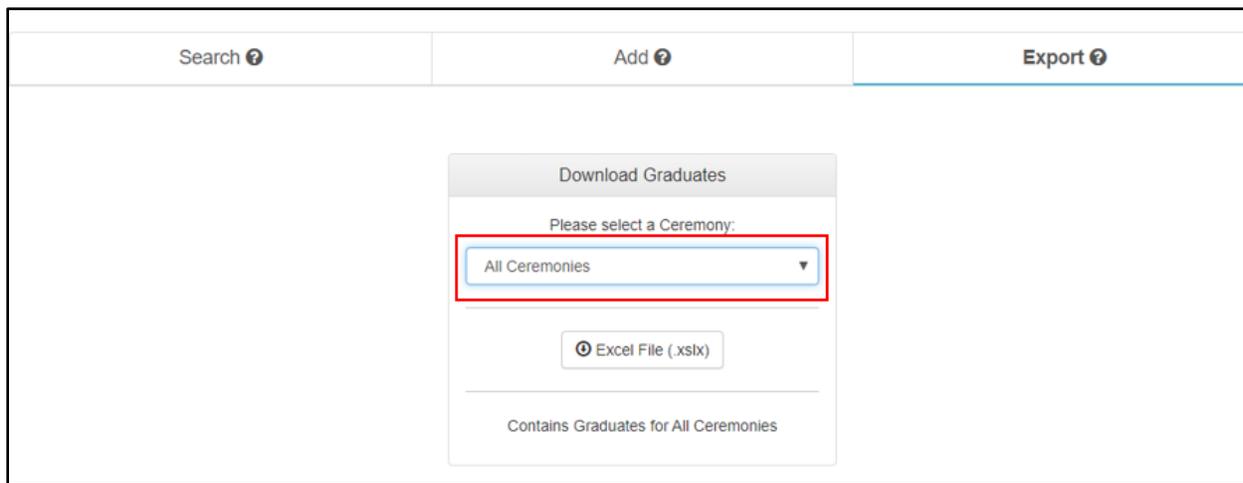
From the MarchingOrder Administrator homepage dashboard, click the **Graduates** module.



Click the **Export** tab. The **Download Graduates** box will display.

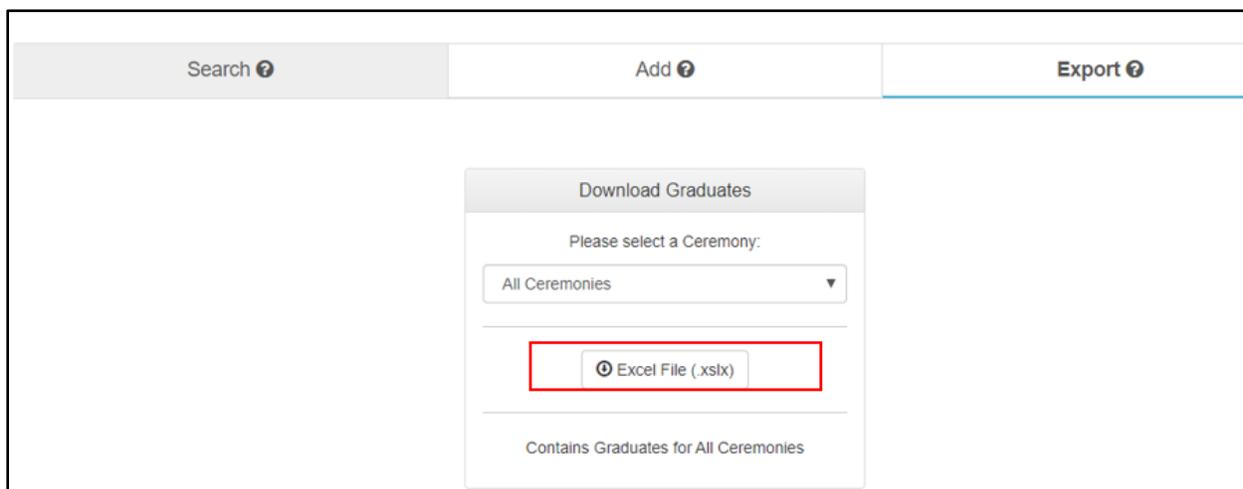


Select the specific ceremony to export data from or select **All Ceremonies** from the dropdown menu.



The screenshot shows a web interface with three tabs: 'Search', 'Add', and 'Export'. The 'Export' tab is active. A 'Download Graduates' dialog box is open, containing the text 'Please select a Ceremony:' followed by a dropdown menu with 'All Ceremonies' selected. A red rectangular box highlights the dropdown menu. Below the dropdown is a button labeled 'Excel File (.xlsx)' and a line of text that reads 'Contains Graduates for All Ceremonies'.

Click the **Excel File** button to download the data file.

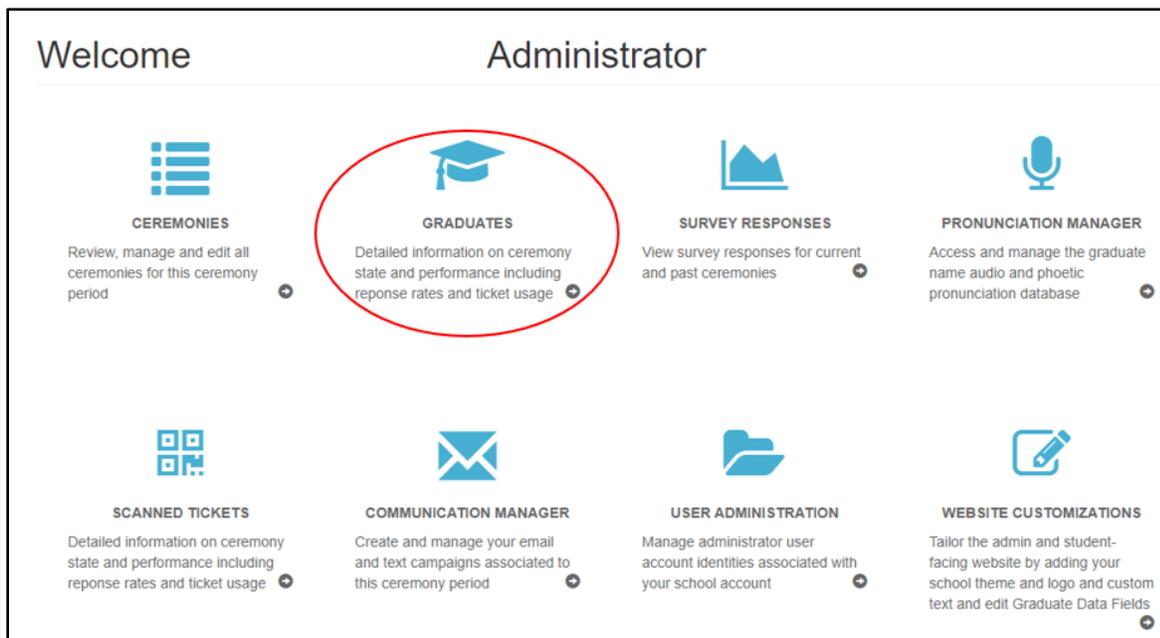


This screenshot is similar to the previous one, showing the 'Download Graduates' dialog box. In this view, the 'All Ceremonies' dropdown menu is no longer highlighted. Instead, the 'Excel File (.xlsx)' button is highlighted with a red rectangular box. The text 'Contains Graduates for All Ceremonies' remains visible at the bottom of the dialog.

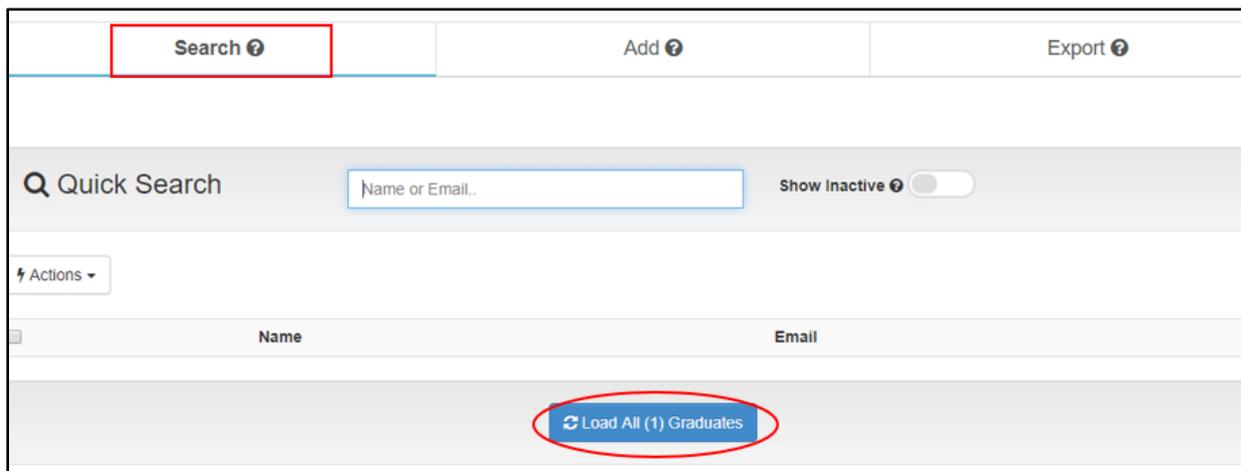
Access Graduate Filters

All submitted photos and messages will show in the **Photo/Message to be Validated** view.

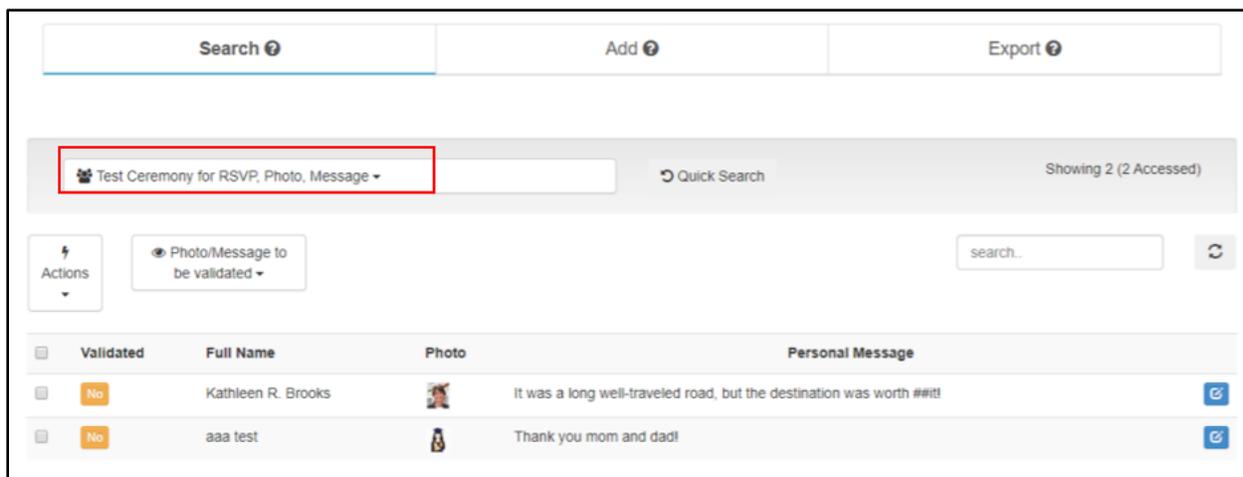
To access this view, click **Graduates** from the Administrator home page.



Click **Load All Graduates** from the Search tab.



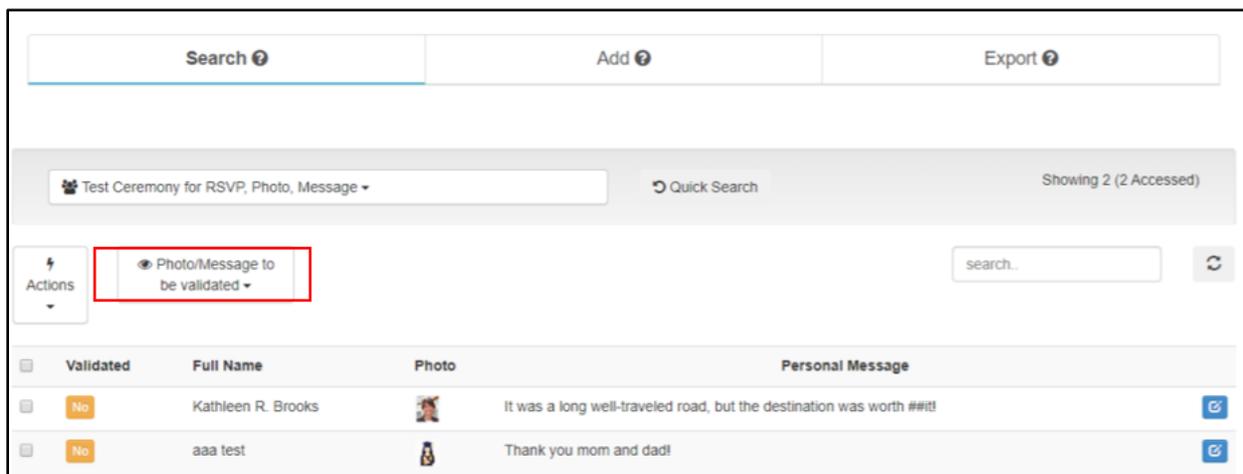
Select the ceremony to validate from the drop-down menu.



The screenshot shows a web interface with a top navigation bar containing 'Search', 'Add', and 'Export' buttons. Below this is a main content area with a ceremony selection dropdown menu highlighted by a red box. The dropdown menu is currently set to 'Test Ceremony for RSVP, Photo, Message'. To the right of the dropdown is a 'Quick Search' button and a 'Showing 2 (2 Accessed)' indicator. Below the dropdown is an 'Actions' button and a 'Photo/Message to be validated' dropdown menu. A search input field with a 'search..' placeholder and a refresh button is also present. At the bottom, there is a table with columns for 'Validated', 'Full Name', 'Photo', and 'Personal Message'. The table contains two rows of data:

Validated	Full Name	Photo	Personal Message
No	Kathleen R. Brooks		It was a long well-traveled road, but the destination was worth ##!!
No	aaa test		Thank you mom and dad!

Select **Photo/Message to be Validated** from the view drop down menu.



The screenshot shows the same web interface as above, but with the 'Photo/Message to be validated' dropdown menu highlighted by a red box. The dropdown menu is currently set to 'Photo/Message to be validated'. The rest of the interface, including the ceremony selection dropdown, search fields, and data table, remains the same as in the previous screenshot.

Note: Graduate photos and messages can be viewed and directly from this filter.

Validate Graduate Photo/Message

The validation process can take place any time after the website open date. The administrator(s) is not required to wait until the registration deadline.

If both photo and message are approved, click the icon to validate/approve.

From the **Photo/Message to be Validated** view click the yellow **No** icon to validate/approve photos and/or messages submitted by the graduates.

Validated	Full Name	Photo	Personal Message
No	Kathleen R. Brooks		It was a long well-traveled road, but the destination was worth ##it!
No	aaa test		Thank you mom and dad!

Note: If both photo and message are approved, click the icon to validate/approve. The icon will change to a green **Yes** icon and remove the student record from the list of graduates in this validation queue.

Validated	Full Name	Photo
Yes	aaa aaa	

Note: If a message or photo is validated and the graduate returns to their registration form to change their submission, the graduate will populate back into the Photo/Message to be Validated view for validation once again. This can continue to happen until the website close date.

To make modifications to the graduate's message or photo:

Click the blue pencil and paper icon in the graduate's record.

Validated	Full Name	Photo	Personal Message
No	Kathleen R. Brooks		It was a long well-traveled road, but the destination was worth ##it!
No	aaa test		Thank you mom and dad!

The graduate's record will open. The administrator can make any modifications necessary and then click **Submit**.

Survey Responses

Commencement - Virtual Celebration

Graduate Information

Official Name on File	<input type="text" value="aaa aaa"/>
Email Address	<input type="text"/>
Photo Please upload your photo by using the "Upload Photo" button. File types are limited to .jpg, .png. Maximum file size is 5 MB.	<div><div><input type="button" value="Upload photo"/> <input type="button" value="↶"/> <input type="button" value="↷"/></div></div>

Record Your Name

Section 5: Graduate Data Fields Module

Adding Graduate Data Fields

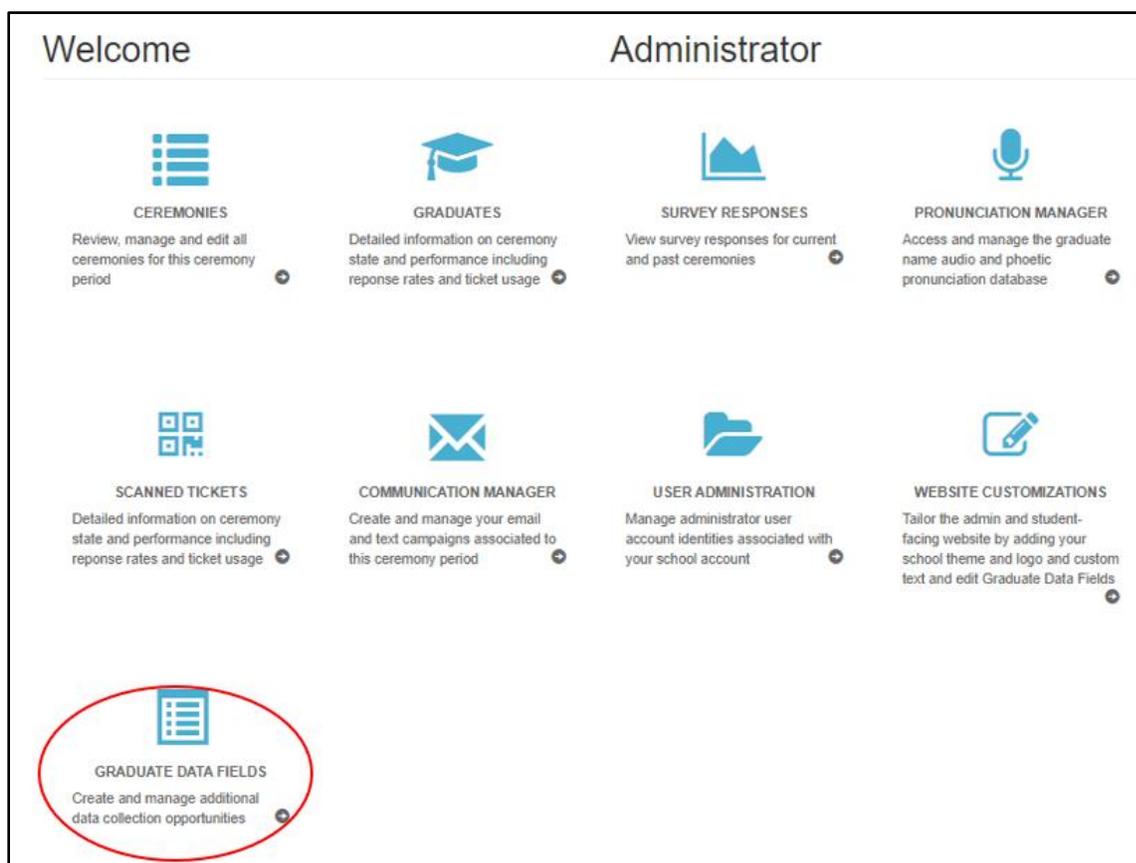
Graduate Data Fields are any school specific data fields the administrator would like to import to the MarchingOrder site. These fields will be preset based on the data the school is recording or displaying.

Examples of graduate data fields are:

- Degree
- Honors
- Certificate

Prior to importing graduate data, the administrator(s) must ensure all graduate data fields have been added to the Marching Order site.

From the MarchingOrder Administrator homepage dashboard, click the **Graduates Data Fields** module.



The **Standard Fields** and **School-wide** Graduate Data Fields box will display.

The required data fields display “true” in the **Required Column**.

- First Name
- Last Name
- Full Name
- Email

Standard Fields

Name	Description	Type	Required
Student Id		Graduate	false
First Name		Graduate and Employee	true
Middle Name		Graduate and Employee	false
Last Name		Graduate and Employee	true
Full Name		Graduate and Employee	true
Email Address		Graduate and Employee	true
Mobile Phone Number		Graduate and Employee	false
Roles		Employee	false

School-wide Fields

+ Add Field

	Name	Description	Type	Required
⌵				

To add additional Graduate Data Fields, click the **+Add Field** button.

Standard Fields

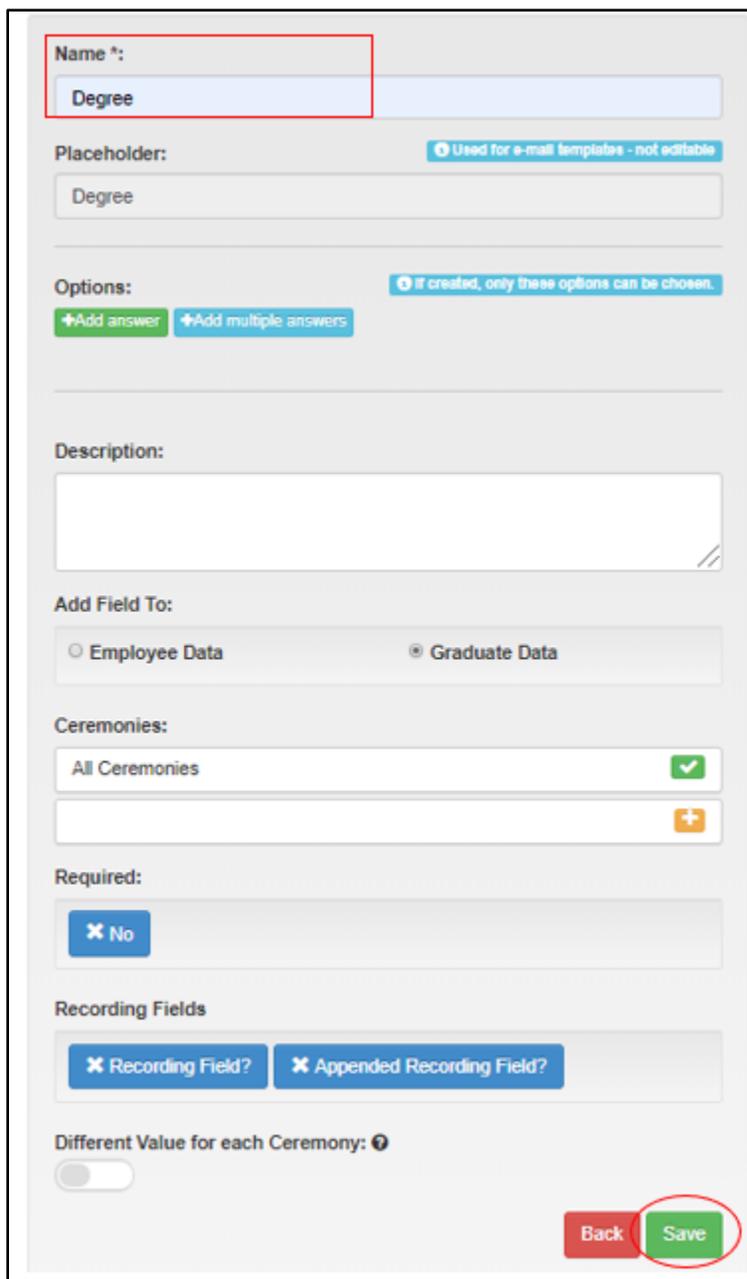
Name	Description	Type	Required
Student Id		Graduate	false
First Name		Graduate and Employee	true
Middle Name		Graduate and Employee	false
Last Name		Graduate and Employee	true
Full Name		Graduate and Employee	true
Email Address		Graduate and Employee	true
Mobile Phone Number		Graduate and Employee	false
Roles		Employee	false

School-wide Fields

+ Add Field

	Name	Description	Type	Required
⌵				

Input the name of the graduate data field in the **Name** box, then click the **Save** button.



The form contains the following sections and elements:

- Name *:** A text input field containing "Degree", highlighted with a red border.
- Placeholder:** A text input field containing "Degree". A blue tooltip above it reads "Used for e-mail templates - not editable".
- Options:** A blue tooltip above it reads "if created, only these options can be chosen." Below are two buttons: "+Add answer" (green) and "+Add multiple answers" (blue).
- Description:** A large empty text area.
- Add Field To:** Radio buttons for "Employee Data" and "Graduate Data" (selected).
- Ceremonies:** A dropdown menu showing "All Ceremonies" with a green checkmark and a plus icon.
- Required:** A button labeled "No" with an 'x' icon.
- Recording Fields:** Two buttons: "Recording Field?" and "Appended Recording Field?", both with 'x' icons.
- Different Value for each Ceremony:** A toggle switch currently turned off.
- Buttons:** "Back" (red) and "Save" (green) buttons at the bottom right, with the "Save" button circled in red.