

# ELSA Law Schools

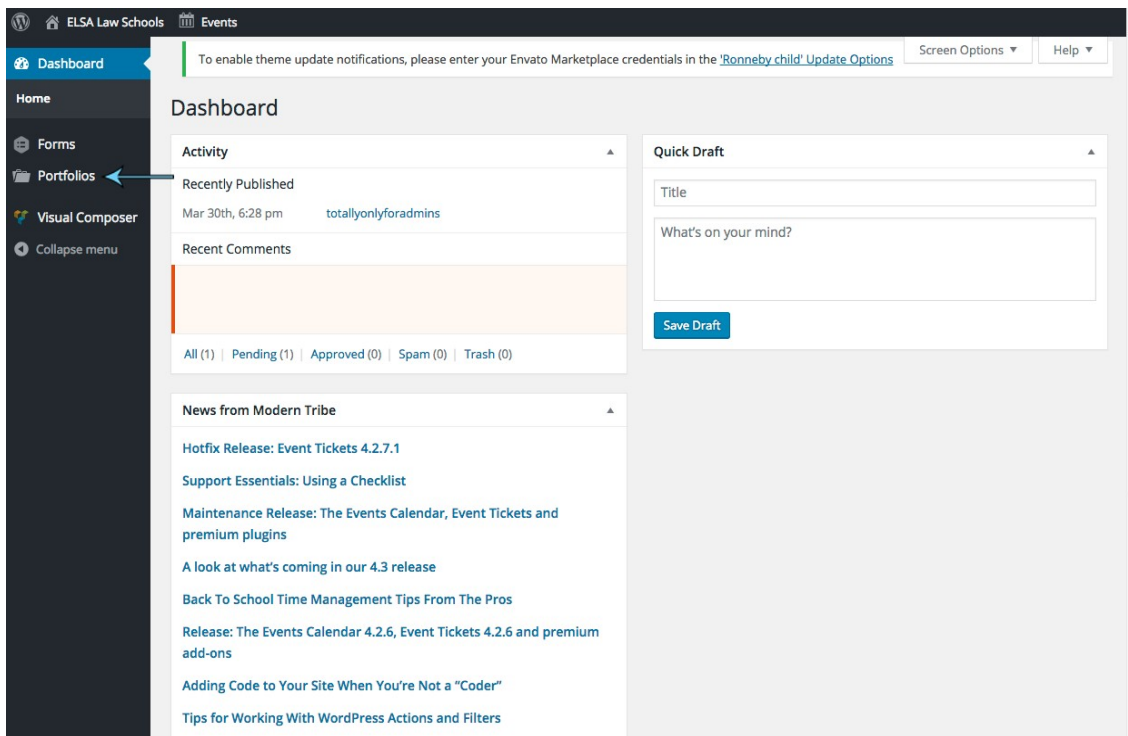
## Upload Manual

### I. How to get your login and password?

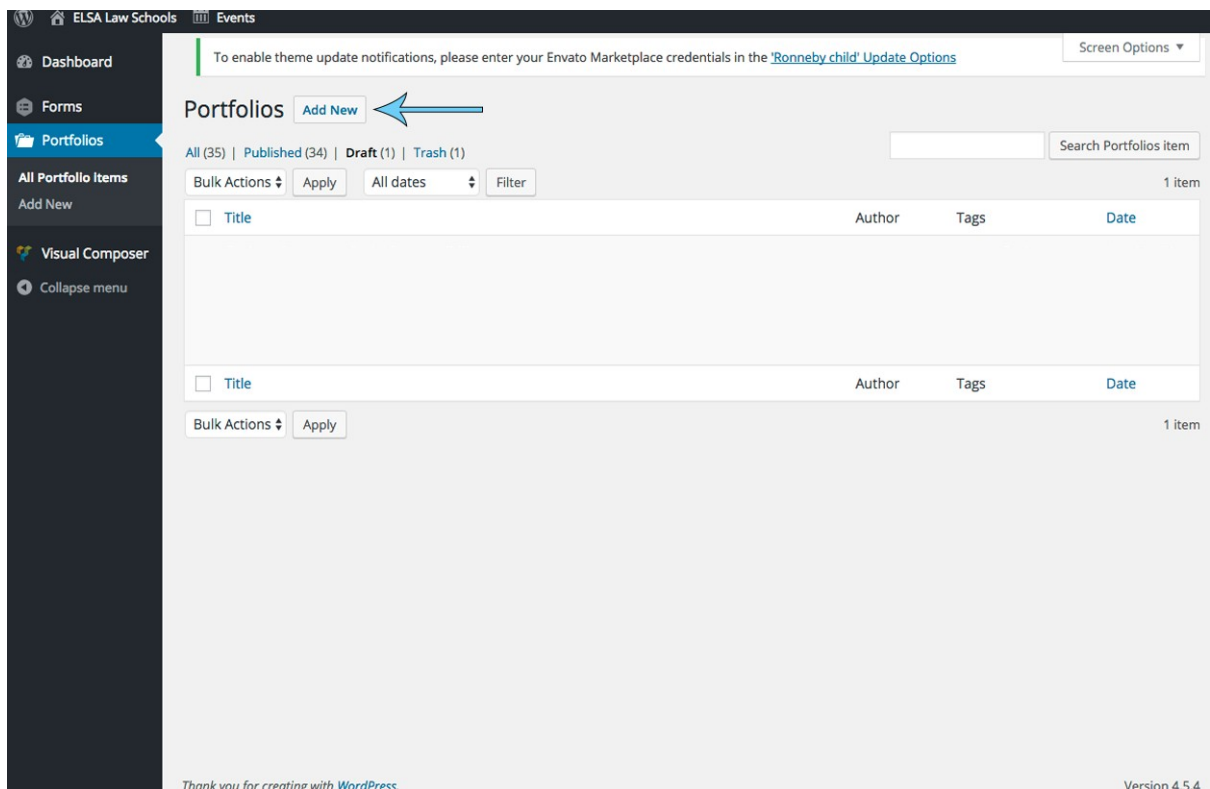
1. Go to <http://lawschools.elsa.org/admin>
2. Click on “**Lost your password?**” button
3. Insert the email address you have filled in previously in the ELSA Law Schools Specification Form
4. You have received an email from WordPress on the same email address used in the Specification Form. Keep in mind to check the spam folder, sometimes the email may be automatically forwarded there.
5. You are searching for an email whereby you will have “[European Law Students' Association Sites.] Password Reset” or similar.
6. Follow the instructions in the email. This will generate a new password for you. You can keep the randomly generated one given by default or change it on the spot.
7. Now, you have both a username and password that you can use to login into your ELSA Law School portfolio.
8. Should you want to change your password you can do this via the WordPress admin platform by following the upcoming steps:
  - *left panel – users – your profile – scroll down – password change*

### II. How to create and update your ELSA Law School Site?

1. Click on “**Portfolios**”



2. Click on “Add new”



3. Click on “Enter title here” (see the picture below)

- Fill in the **city** where an ELSA Law School takes place and the **topic** of the ELSA Law School

*Example: Madrid–MedicalLaw*

4. Click on the big **text area** below the slot dedicated for the title (see the picture below)

- Fill in a **short description** of the ELSA Law School which should not be longer than 3- 4 sentences.

5. Click on “Tags” on the right (see the picture below)

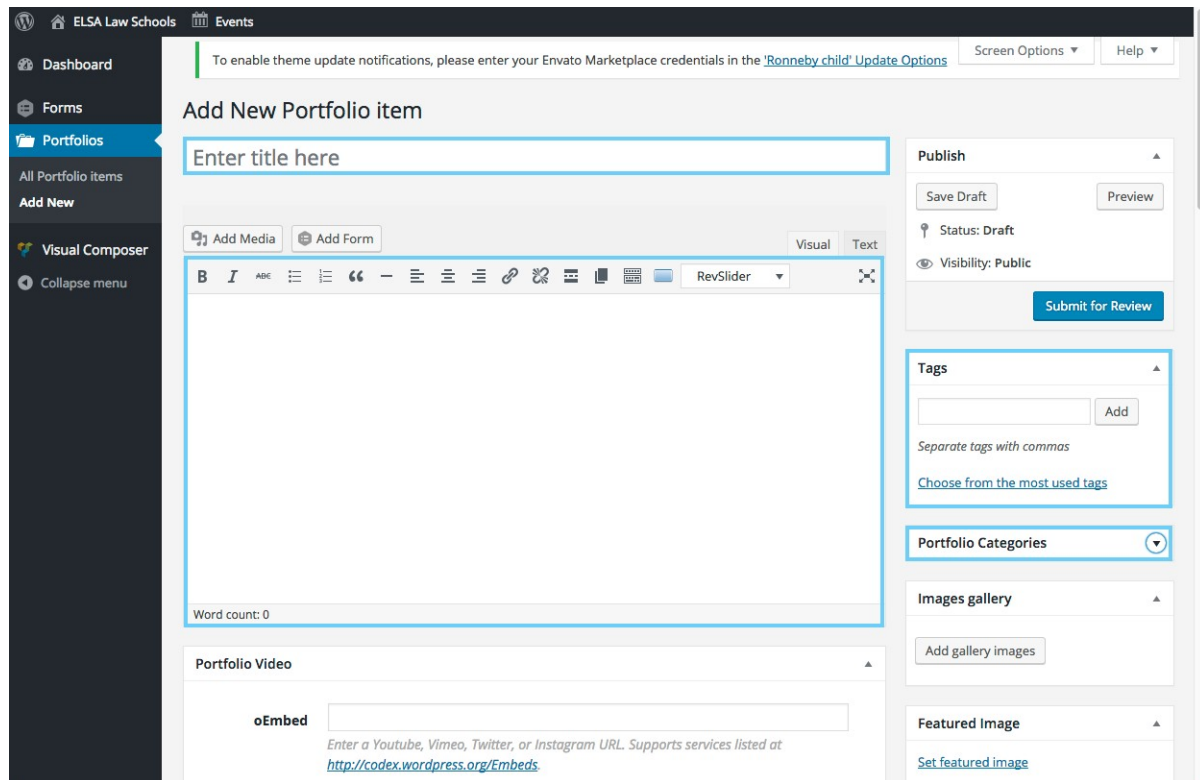
- Tags help the search engines such as Google to find your ELSA Law School easier.
- Fill in any word which you consider relevant for your ELSA Law School in order to help the search engines (we recommend: topic, city, venue, academic partner, etc.)

*Example: Madrid, Spain, MedicalLaw, Medicine, Law, SpanishLawSchool*

6. Click on “Categories” on the right (see the picture below)

- Choose from the menu which country your ELSA Law School will be taking place in.

Steps 3 – 6 are marked in blue in the image below



7. Scroll down to the “**ELSA Law Schools Portfolio**” box (see the pictures below)
  - Under “**where?**” fill in the city and country where the ELSA Law School takes place. Use a comma to separate the names.  
*Example: Madrid, Spain*
  - Fill in the venue of accommodation  
*Example: Ibis Hotel, Madrid*
  - Fill in the intended number of participants
  - Fill in the date of arrival (first day of the official ELSA Law School’s programme)
  - Fill in the date of departure (last day of the official ELSA Law School’s programme)
  - Fill in the name of the academic/institutional partner of your ELSA Law School  
*Example: Univeristy of Madrid, Faculty of Law*
8. Click on the “**Academic Programme**” box (see the pictures below)
  - Fill in the preliminary academic programme of your ELSA Law School following the model:
    - Day 1.:
      - Lecture on *Maritime Security*
      - Workshop on *The Law of the Sea*
      - Panel Discussion on *Maritime Terrorism*
    - Day 2.:
      - Institutional Visit to the *Ship Registry*
      - And so on.

9. Click on the “**Social Programme**” box (see the pictures below)
  - Fill in the preliminary social programme of your ELSA Law School following the model:
    - Day 1.:
      - Sightseeing in the city centre
      - Boat-Party
    - Day 2.:
      - Beach Party
      - and so on.

Steps 7-9 are marked in blue in the images below

The screenshot shows the 'Events' form in the ELSA Law Schools system. The left sidebar contains navigation options: Dashboard, Forms, Portfolios (highlighted in blue), All Portfolio items, Add New, Visual Composer, and Collapse menu. The main form area contains the following fields:

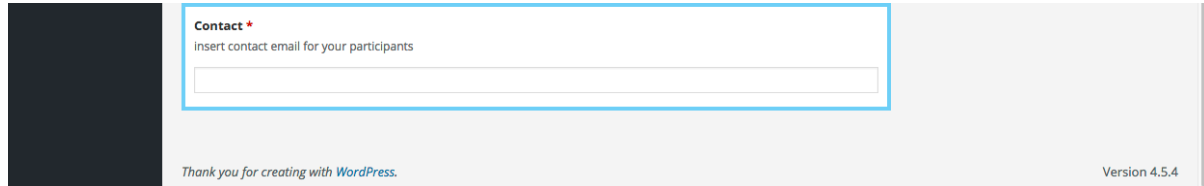
- Where? \***: write like this: "City, Country". Input field contains "City, Country".
- Accommodation \***: Fill in like this: Hotel, City. Input field contains "Hotel, City".
- Number of participants \***: write like this: "XY". Input field is empty.
- Date of arrival \***: dd/mm/yy Shall last for at least 7 days. The 7 days are calculated excluding the day of arrival but including the day of departure. Input field is empty.
- Date of departure \***: dd/mm/yy Shall last for at least 7 days. The 7 days are calculated excluding the day of arrival but including the day of departure. Input field is empty.
- Academic Partner \***: Fill the name of the university or law firm which is academically covering your ELSA Law School. Obligatory! Input field is empty.

The screenshot shows the 'Events' form in the ELSA Law Schools system, focusing on the text editors. The left sidebar is the same as in the previous image. The main form area contains the following text editors:

- Academic Programme \***: Academic programme. The editor toolbar includes Bold (B), Italic (I), Underline (ABC), Bulleted list, Numbered list, Quote, Link, Unlink, Table, and RevSlider. The input area is empty.
- Social Programme \***: Social programme. The editor toolbar is identical to the Academic Programme editor. The input area is empty.

10. Click on the “**Contact**” box (see the picture below)

- Type email address, which you will be using in order to communicate with the prospective participants. Bear in mind, that it might not look professional if you use your personal email, instead of the ELSA email. Therefore we recommend to use official ELSA email addresses.



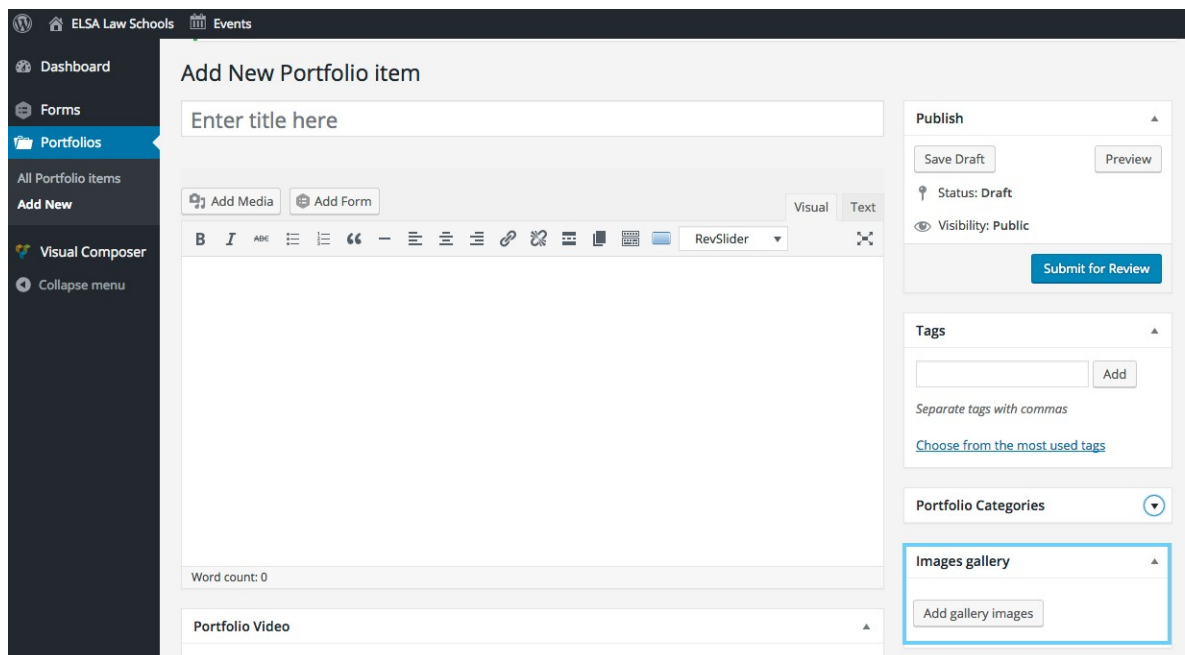
11. Scroll up to the “**Images gallery**” box (situated on the right side of the page; see the picture below)

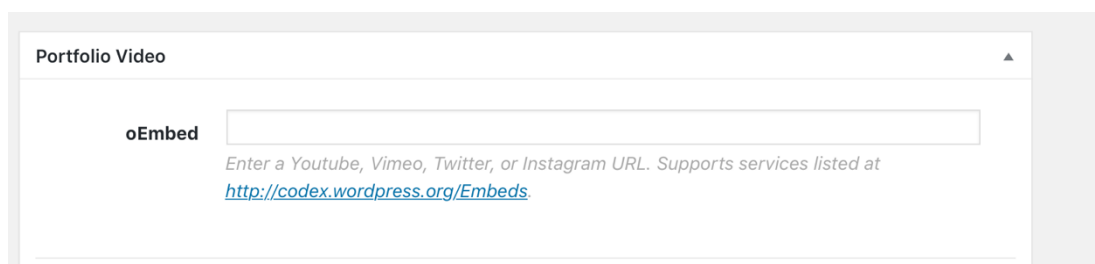
- Click on “**Add gallery images**” and then upload pictures that you would like to have on your ELSA Law School page. Please make sure that you have **the necessary rights to use such images** (for more information please contact [marketing@elsa.org](mailto:marketing@elsa.org))
- We recommend to use pictures which showcase the following:
  - City (where an ELSA Law School takes place);
  - Venues such as the university, law-firms, institutions and others;
  - Accommodation;
  - Restaurants;
  - Social programme venues;

12. Scroll down to “**Portfolio Video**” (see the picture below)

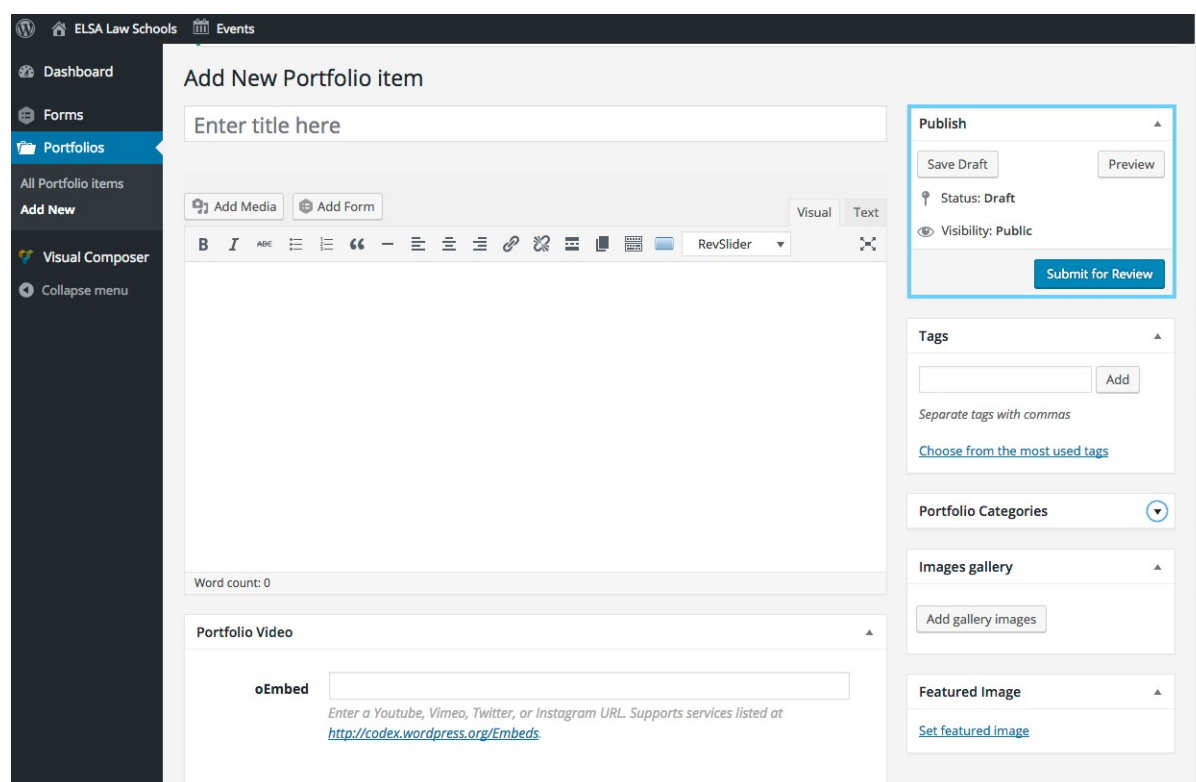
- In “oEmbed” slot you can type in a link to e.g. the YouTube video of your ELSA Law School, should you have one.

Steps 11-12 are marked in in the images below





13. When you have everything completed, scroll back to the top of the page and on the right click on “**Submit for Review**” (see the picture below)
  - When you are not finished with updating information, you can click on “Safe draft” so that the information you updated do far will not be gone. You can always submit for review your draft later on.
  - ELSA International will receive notification and check your submitted data
  - Afterwards the information will be **accepted** and **published** on the website.



Should you have any further questions, feel free to contact ELSA International at [seminarsconferences@elsa.org](mailto:seminarsconferences@elsa.org).

**Best of luck with your ELSA Law School!**  
**ELSA Law Schools Team**