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TERRA DOTTA SOFTWARE USER'S GUIDE

AIFS and the StudioAbroad Directory

As an institution using Terra Dotta Software, you can select and subscribe to AIFS programs in the StudioAbroad Directory, making them active on your own website.

Because we occasionally receive questions from colleges and universities regarding the software and program listings, we have created this *AIFS/Terra Dotta Software User's Guide*. If you need additional assistance, our field staff is available to assist you with reviewing your data to ensure accuracy. Please call us anytime at **(800) 727-2437**, or you may contact Terra Dotta at **support@terradotta.com**.

To help you better understand how updating the StudioAbroad Directory works, please note the following:

PROVIDERS HAVE LIMITED ACCESS:

As a program provider, we only have access to the following tabs for each program: **General, Brochure, Locations, Terms, Dates, and Parameters**



PROVIDERS CANNOT VIEW OR UPDATE:

Custom Fields

If you add any custom fields (parameters such as “volunteer opportunities included”), we cannot access these fields. For assistance with custom fields, we advise you to contact Terra Dotta directly.

Renamed Programs

You have the ability to rename provider programs within your directory. However, we do not have access to rename programs. If you have questions on a program within the directory, please refer to the *AIFS List of Programs* on pages 6-7 to find the program name as listed in the StudioAbroad Directory. With the original program name, we will be better able to assist you.

Custom Program Information and Deadlines

You also have the ability to update program information and deadlines. For updated text to enter in the provider information field, visit **www.aifsabroad.com/about**.

Key Functions of the StudioAbroad Directory

In the following pages we will walk you through the process of searching, selecting and activating a program. Please note the following:

- Once you **subscribe** to our programs, you must also mark them as **active** to view them in your directory.
- Throughout the year, please pay attention to the **Updates to Sponsored Programs** box. This is where you will find updates to programs that have been changed after the initial posting, including when new terms are added and are open for enrollment.

FINDING AND SELECTING NEW PROGRAMS FOR YOUR DIRECTORY

AIFS offers semester/academic year, summer and January-term programs. Even if your institution does not have a traditional January term, many of our program dates will work with your institution's calendar.

You may select programs that you wish to download to your own directory by creating a new search:

Program Admin > Create New > StudioAbroad Directory Search

Applicant Admin

Program Admin

Search

List All

Create New

Manage Groups

Process Admin

Website Admin

Administration > Program Admin > Add Program

Program Admin : Add Program

To create a new program, fill in the form provided below and click the "Add Program" button.

StudioAbroad Directory Listing

StudioAbroad Directory Search

Program Description:

Program Name:

By searching the program name "AIFS," you can retrieve all AIFS listings. Check the boxes to the left of all programs that you would like to add to your directory.

<input checked="" type="checkbox"/>	AIFS in Barcelona, Academic Year and Semester Programs	Barcelona	Spain	Europe	AIFS
<input type="checkbox"/>	AIFS in Barcelona, Summer Program	Barcelona	Spain	Europe	AIFS
<input type="checkbox"/>	AIFS in Berlin, Summer Program	Berlin	Germany	Europe	AIFS
<input type="checkbox"/>	AIFS in Buenos Aires, Academic Year and Semester Programs	Buenos Aires	Argentina	Latin America	AIFS
<input type="checkbox"/>	AIFS in Buenos Aires, Argentina: Summer Program	Buenos Aires	Argentina	South America	AIFS
<input type="checkbox"/>	AIFS in Buenos Aires, Argentina: Summer Program	Buenos Aires	Argentina	Latin America	AIFS
<input type="checkbox"/>	AIFS in Buenos Aires, Argentina: Summer Program	Buenos Aires	Argentina	South America	AIFS

SUBSCRIBING TO AND ACTIVATING A PROGRAM:

Once you have selected all programs that you would like to add, click **Subscribe to Marked Programs** to download the selected programs to your directory.

< Cancel -

- Reset -

- Subscribe to Marked Programs >

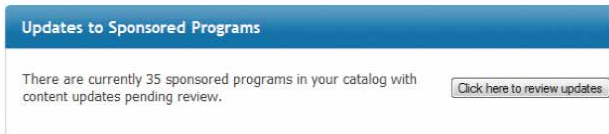
At the bottom of the **General Tab**, check the **Active Box**.

Active Checking this option makes the program brochure accessible to site visitors.

The programs will appear in your directory. If they do not or if they appear incorrectly, please contact Tiffany Betz, AIFS Web Content Specialist, at tbetz@aifs.com.

REVIEWING AND ACCEPTING UPDATES TO PROGRAMS

Rather than updating individual program listings, **you can accept all updates at once**. If you have pending updates to currently active programs in your directory, you will see the following message when you log in:



Select **Click Here to Review Updates** and follow the instructions.

FEATURING A PROGRAM

To feature a program, select **Program Admin > List All** and choose the programs you wish to feature. Click **Move Marked Programs To** and select the **Featured Programs** group from the drop-down list.

Program Name	City	Country	Region	Brochure	Active	Actions
Move marked programs to: - Choose Group -						
AIFS in Athens, Summer Program	Athens	Greece	Europe		Yes	
AIFS in Barcelona, Academic Year and Semester Programs	Barcelona	Spain	Europe		Yes	
AIFS in Barcelona, Summer Program	Barcelona	Spain	Europe		Yes	
AIFS in Berlin, Summer Program	Berlin	Germany	Europe		Yes	

AIFS BROCHURE VIEW

After customizing your StudioAbroad Directory, your students will be able to search by program name, term, or location. When a student selects an AIFS program they may view our brochure, which provides program highlights including academic disciplines, housing and meals, excursions, images, and links to our website.

AIFS Spain: University of Salamanca

Salamanca, Spain

Program Terms: Academic Year, Fall, Spring Apply Now Print

Homepage: [Click to visit](#)

Program Sponsor: AIFS

Program Dates & Deadlines: [Click here to view](#)

Fact Sheet:

Academic Standing: Undergraduate	GPA Requirement: 2.5
Language of Instruction: English & Foreign Language	Language Interest: English, Spanish
Focused Academic Area Programs: Anthropology, Ethnic Studies, Business and Economics, Education & Human Development, Fine Arts, Art History, History, Literature, Philosophy, Language and Culture, Political Science, Psychology, Sociology	Program Type: Study Abroad
Program Provider: AIFS	Housing Options: University Residence Hall

Program Description:

[ABOUT US](#) [THE AIFS VALUE](#) [PROGRAMS](#) [REQUEST FREE CATALOG](#) [APPLY NOW](#)

APPLY NOW

over \$600,00 in scholarships and grants

Study Abroad in Salamanca, Spain with AIFS

Live in Salamanca amongst the golden medieval buildings, Renaissance palaces and soaring cathedrals. Study at the University of Salamanca, known as the "Oxford of the Spanish world", where you will join the thriving community of students who make Salamanca their home.

Explore other parts of Spain on excursions to Andalucia and Madrid. Travel on the Optional AIFS Flight Package and begin your trip with a 3-day excursion to London, England en route to Salamanca.

By including your tuition, housing, meals, airfare and cultural activities in one guaranteed price, AIFS makes it simple for you to live and study in Salamanca and experience all that this medieval university town has to offer.

Find out more about Studying Abroad with AIFS:

Visit our website: www.AIFSabroad.com

Request a free catalog: [Click here to request a free catalog](#)

Call us toll-free at: **(800) 727-2437**

Email us at: info@aifs.com

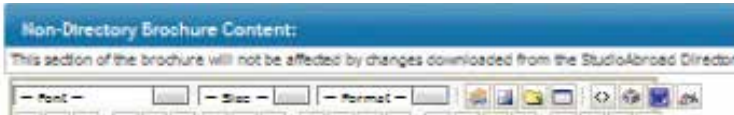
GIVE US A CALL
(800) 727.2437

REQUEST CATALOG

AFFILIATE INSTITUTIONS

If you are an AIFS affiliate, we strongly suggest that you add content to the **AIFS Program Brochures** in the directory so that your students are aware of the Affiliate Grants and benefits that they will receive.

This can be added in the **Non-Directory Brochure Content** field under the **Brochure** tab.



Here you may add the following information:

[Name of your institution] is affiliated with AIFS. Therefore, all [institution] students who participate on an AIFS program will receive:

- A \$400 Affiliate Grant towards any semester program
- A \$200 Affiliate Grant towards any summer or January-term program

As an Affiliate, you can **feature** our programs. For directions on how to feature a program, see page 4.

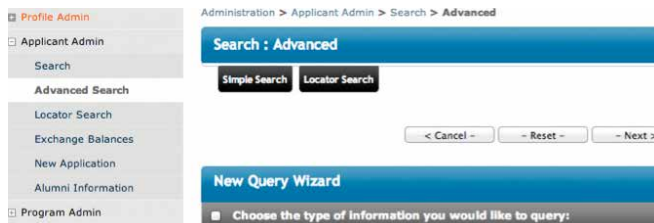
To learn more about the benefits of affiliation with AIFS, visit us at: www.aifsabroad.com/advisors

CREATING APPLICATION NOTIFICATIONS

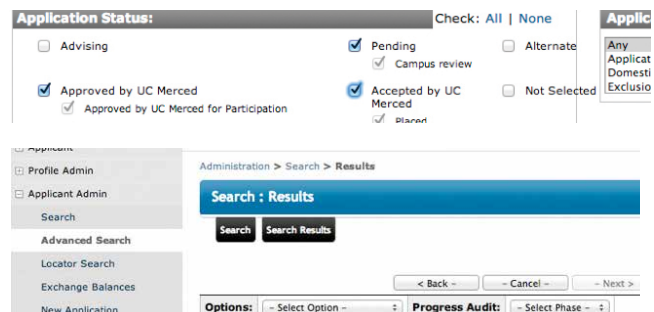
We understand that students may need to first apply through your website and then to AIFS. You may create application notifications so that once a student applies through Terra Dotta, a notification email will be sent to AIFS. This enables our Admissions team to provide further assistance if your student has not completed their AIFS application.

To create application notifications, first isolate AIFS programs among your full directory of programs and put them into a single group. Select > **Program Admin > Manage Groups > New Group**, and then move the programs into that group.

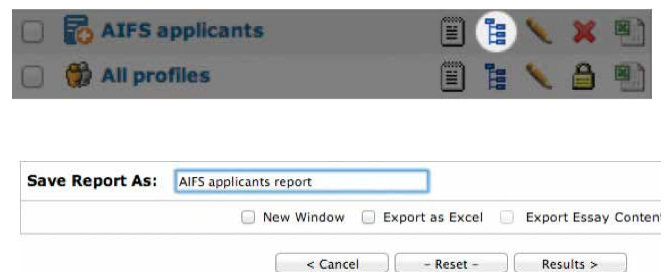
Under Applicant Admin, perform an **Advanced Search**, selecting both Application Parameters and Program Parameters.



In the Advanced Search, select the application status types that you wish to track and report (for example, "pending," "accepted," or committed") and isolate those programs offered by AIFS either by selecting the individual AIFS programs or the program group you already created. Click **Next** and save the search.



On the Admin Home screen, click the **New Report** button for the saved search. Enter the name of this report in the "Save Report As" field and click **Results**.



Go to **Admin Home > Query Watches > New Query Watch**. Name your Query Watch (which will also be used in the email subject line), and enter a start date and frequency interval. Locate your saved query and saved report. To send this report automatically via email, go to "**Actions Taken On Update**" and check the email box. These email recipients will receive the report when it runs, and you may enter your AIFS Regional Director's email address here. The email message body will include any additional information that would go to the email recipients and would appear above the student record information. Click "**Add**" to finish.

Listing Updates

All AIFS listings are updated at the beginning of each academic year and calendar year. All program listings through spring semester 2016 are currently available within the directory.

The update schedule for 2015 is as follows:

February 1 2016 January Term program listings will be added

September 1 2016 Summer and 2016-2017 Semester and Academic Year programs listings will be added

Please note, there may be additional updates (program additions, cancellations) throughout the year. You will find these updates in the **Updates to Sponsored Programs** box. See page 4 for additional information on updating listings.

We will notify you via email when updates occur. If you do not currently receive emails from AIFS, please contact to John Hylton at jhylton@aifs.com with the subject line of "Terra Dotta Software" to provide the contact information for your software administrator. It is also important to contact Terra Dotta at support@terradotta.com when you make any staffing changes to ensure that your office receives all Terra Dotta updates.

List of All AIFS Programs

On the following pages, please find a listing of all AIFS programs as they originally appear in the StudioAbroad Directory.

SEMESTER/ACADEMIC YEAR

AIFS in Athens: Academic Year and Semester Programs

AIFS in Barcelona: Academic Year and Semester Programs

AIFS in Buenos Aires: Academic Year and Semester Programs

AIFS in Cannes: Academic and Semester Programs

AIFS in Florence: Academic Year and Semester Programs

AIFS in Granada: Academic Year and Semester Programs

AIFS in Grenoble, French Language and Culture Program:
Academic Year and Semester Programs

AIFS in Grenoble, Intensive French Language Program:
Academic Year and Semester Programs

AIFS in Grenoble, School of Management Program: Academic
Year and Semester Programs

AIFS in Hyderabad: Academic Year and Semester Programs

AIFS in Istanbul: Academic Year and Semester Programs

AIFS in Limerick: Academic Year and Semester Programs

AIFS in London: Academic Year and Semester Programs

AIFS in Paris, Cours de Civilisation Française de la Sorbonne:
Academic Year and Semester Programs

AIFS in Paris, Institut de Langue et de Culture Françaises:
Academic Year and Semester Programs

AIFS in Perth: Academic Year and Semester Programs

AIFS in Prague: Academic Year and Semester Programs

AIFS in Rome: Academic Year and Semester Programs

AIFS in Salamanca: Academic Year and Semester Programs

AIFS in Salzburg: Academic Year and Semester Programs

AIFS in San Jose: Academic Year and Semester Programs

AIFS in Sao Paulo: Academic Year and Semester Programs

AIFS in St. Petersburg: Academic Year and Semester
Programs

AIFS in Stellenbosch, Service Learning: Semester Program

AIFS in Stellenbosch: Academic Year and Semester Programs

AIFS in Vina del Mar: Academic Year and Semester Programs

AIFS in Wellington: Academic Year and Semester Programs

AIFS Internship in Florence: Semester Program

AIFS Internship in London: Semester Program

AIFS Internship in Rome: Semester Program

SUMMER

AIFS in Athens: Summer Program
AIFS in Barcelona: Summer Program
AIFS in Berlin: Summer Program
AIFS in Buenos Aires: Summer Program
AIFS in Cannes: Summer Program
AIFS in China: Chinese History and Culture Summer Program
AIFS in Florence: Summer Program
AIFS in Granada: Spanish and Soccer Summer Program
AIFS in Granada: Summer Program
AIFS in Grenoble: Summer Program
AIFS in Istanbul: Summer Program
AIFS in Limerick: Summer Program
AIFS in London, Shakespeare's Globe: Summer Program
AIFS in London: Summer Program
AIFS in Maynooth: Summer Program
AIFS in Paris, Catholic University of Paris Institut de Langue et de Culture Françaises: Summer Program
AIFS in Paris, Cours de Civilisation Française de la Sorbonne: Summer Program
AIFS in Prague: Summer Program
AIFS in Rome: Summer Program
AIFS in Salamanca: Summer Program
AIFS in Salzburg: Summer Program
AIFS in San Jose: Summer Program
AIFS in Sao Paulo: Summer Program
AIFS in St. Petersburg: Summer Program
AIFS in Stellenbosch, Service Learning: Summer Program
AIFS in Stellenbosch: Summer Program
AIFS Internship in London: Summer Program
AIFS Summer Travel Program: Business and Politics in the European Union
AIFS Summer Travel Program: European Art and Architecture
AIFS Summer Travel Program: Fashion Marketing and Merchandising

JANUARY TERM

AIFS in Athens: January Term
AIFS in Barcelona: January Term
AIFS in Berlin: January Term
AIFS in Florence: January Term
AIFS in Grenoble and Chamonix: January Term
AIFS in London: January Term
AIFS in Paris: January Term
AIFS in Rome: January Term
AIFS in Salamanca: January Term
AIFS in San Jose: January Term

INTERNSHIPS

AIFS Internship in Florence: Semester Program
AIFS Internship in London: Semester Program
AIFS Internship in London: Summer Program
AIFS Internship in Rome: Semester Program

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