Presents the

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@terradonna.com**.

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

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**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**

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**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

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.

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.

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

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.

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.
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 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.

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SUMMER

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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
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AIFS in Limerick: Summer Program
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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

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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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