



cp 5.0

Transition Guide

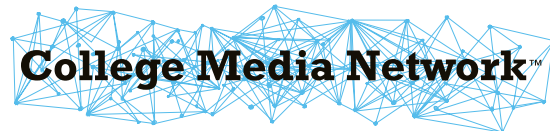
Welcome to CP5.

One of the most powerful online content management systems in the world is now in your control. What will you do with it? We're eager to see.

As you begin to publish and familiarize yourself with CP5, we'd like you to take a moment to review these reminders and tips. We're always here for you, so please contact us with any questions or concerns.

Good luck and happy publishing!

-Your CMN Support Team



What we're migrating

The following portions of your College Publisher 4.0 site will be available in CP5:

- Select custom pages
- Article archives
- Site visitor accounts

Your previous College Publisher 4.0 administration area will remain active indefinitely. This will allow you to examine previous template images, general information and previous statistics. Please note these items were not migrated during the transition.

To access your 4.0 administration area, go to <http://administration.collegepublisher.com>. Use any previously active 4.0 username and password combination and input your Web site in the domain field using the "www." and ".com". Example: www.daily49er.com

User management

Your site visitor (end-user) accounts and their respective preferences will be migrated with your archives. This also includes your daily and breaking news e-mail edition subscriber lists. For security reasons, these users' passwords will not be transferred. To ensure a smooth visitor migration to CP5, we recommend you take the following actions.

Prior to the switch:

- Notify your registered site visitors, through e-mail editions and site announcements on your site, of the impending system update. While their usernames will still work with the new system, their passwords will need to be reset and e-mailed to them. You will control when this process takes place, as illustrated below.

After the switch:

- 1) Log in to your administration area and send a password reset request e-mail to your entire user database. Here's how
- 2) Log in to the administration area.
- 3) In your site navigation window, click the arrow to the left of your publication name to launch a context menu. Click the edit option.
- 4) A new view will open, displaying your main page in editing view mode. Click the "Users" tab to bring it forward.
- 5) Under the users tab, click the "Site users" subtab to bring it forward.
- 6) Scroll down to the bottom of this view and locate the "E-mail all site users" feature.
- 7) Complete the subject line as you desire. The [sitename] automatic text field will display your site name when the e-mail sends, or you may manually enter your publication or Web site address.
- 8) Complete the text of the e-mail as you desire. Please note the automated bracketed text: [name] and [password]. You must have one [name] and one [password] in the message body for the system to send the e-mail and reset the passwords. While sending the e-mail, the system will automatically rewrite these brackets with the respective information.
- 9) Click the Send mail button to activate the password reset and subsequent notification e-mails.

Because of the new permissions system in CP5, you will need to create additional staff accounts for your publication. Please consult CP5 documentation for instructions on adding new editors.

Development servers ("LAMP" accounts)

Personal development servers, otherwise known as LAMP accounts or boxes, will remain active for the time being. CP5's platform replaces many of the functions - such as blog hosting - LAMP boxes served for CP 4.0. While individual accounts were issued to the LAMP server under 4.0, all accounts relied on the same unit to process information. Any publication could place a useful, yet resource-intensive application on this server, in turn causing severe delays for the rest of the network.

To this end, new LAMP instances and usage will be closely monitored to ensure server stability and performance for the entire network. Uses must be documented with CMN support and are subject to restriction. We highly encourage advanced programmers to consider obtaining their own development servers to host content, scripts and applications. CMN staff will gladly assist in creating virtual server directs and subdomains (CNAMEs) for these third-party servers. If you have any questions regarding this issue, please e-mail support@collegepublisher.com.

General information fields

If your publication used the General Information fields in 4.0's Custom Pages area, you'll need to recreate these pages in CP5. These pages displayed text input using the General Information link under the Presentation tab in 4.0. These pages include:

- /generalinformation
- /stafflist
- /advertising
- /publishingpolicy

Automatically generated pages such as the following do not exist in CP5:

- /stafflist
- /lettertoeditor

Advertising

Your advertising staff will soon be trained on Atlas, the advertising software powering CP5's ad-serving system. Please note CP5 does not house advertising administration - this is a separate login area that will be provided to you. You will also receive an account number for use in uploading your creative ad content to the server. Support for Atlas is still provided by College Media Network.

Classifieds administration is not included in CP5, as College Media Network has proudly partnered with CampusAve to serve as the preferred provider of network classifieds. To get your publication started, visit CampusAve.com or e-mail Greg Edson at greg@campusave.com. You are not required to use the service, and may select another provider if you so choose. While CMN will assist in displaying these solutions on your site, we cannot provide technical assistance for third-party systems. Please contact the vendor directly for technical support.

Supported browsers

We recommend using CP5's administration area (including preview mode) in Firefox on PC and Apple computers. In our testing, Firefox's ability to render Java, the underlying programming language of CP5, was superior to other browsers.

The front end of your site functions properly in browser tests by CMN staff. Should you encounter any compatibility problems, please send a screenshot of the issue to support@collegepublisher.com. Be sure to include the browser name, version and operating system.

Getting help

We hope our documentation and 24/7 online support tools will help answer your questions about the new system. If you can't find the right answer to your question, the CMN staff is ready to assist you.

You can visit CollegeMediaNetwork.com anytime to download our latest documentation, connect with other users on our Wiki and access our support ticketing system.

If you need to talk to a CMN staff member, or receive support on CP5/Atlas, please use the following options:

- File a support ticket at <http://support.collegepublisher.com>. You can create a user account to file and track tickets using this address.

- Alternatively, you can directly e-mail us at support@collegepublisher.com. When filing a new concern, we advise using this e-mail address instead of directly e-mailing a CMN staff member. Your e-mail will be received by multiple CMN staff members and assigned to the person best qualified to answer your request.
- As always, you can reach us toll-free at 866.733.9231, 9 a.m. to 6 p.m. EST Monday through Friday.
- For after-hours emergency support, please call the toll-free number (866.733.9231) and listen for the emergency support option. Please restrict use of this after-hours line to emergencies such as major site outages or system problems. You can also e-mail support@collegepublisher.com to alert CMN staff to any problems.

For support on the Atlas advertising system, please use the above CP5 contact information.

For support on CampusAve classifieds, please contact Greg at greg@campusave.com.

Stay in the loop

Receive real-time alerts on the status of CP5 by registering for CP5 System Event Notification e-mails. To register, write up the e-mail addresses of the staff members you'd like on the list and e-mail them to support@collegepublisher.com with "CP5 System Event Sign up" in the subject line.

Update your service agreement

After launching your new site on CP5, contact Mike Schoelch at 857.241.3891 or Michael.schoelch@collegemedianetwork.com to bring your paper up-to-speed with the latest College Media Network service agreement. This new agreement includes details on our new revenue sharing plans in place for CP5.

CP5 Transition Points

- We put together this suggestion checklist to assist your staff in making the switch to the new system.
- Mockup: Send CMN a mock up (JPG or PDF) of how your new site should look.
- Approval: CMN staff will send you follow-up mock up. Reply with notes about changes to this mock up or confirm that we can use this design to build your new site.
- Built Staging Site: After approval CP staff will code and build your site. We'll contact you with login information as soon as the site is complete.
- Login: When you receive your login begin familiarizing yourself with the new system.
- Data Migration: Two weeks before you're ready to launch, e-mail your CP5 contact to request your CP4 data migration . This migration will only be done once and includes: articles, images, custom pages, users and site administrators.
- Launch: Remember to e-mail your CP5 contact with your target launch date.
- Site Prep: After the data migration it will be up to you to fill in and lay out your section pages. Please delete any unwanted pages and any site administrators who should no longer have access to your site.
- Documentation: Refer to documentation for questions as you work through CP5.
- 48 Hours: When you're ready to launch, e-mail your CP5 contact to give them so they can redirect your domain to the new site. Your site will go live within 48 hours of the request.
- Ad Training: Advertising administration requires a separate login page in CP5. E-mail your CP5 contact when your ad staff is ready for training; include your ad tags and the contact information for your ad manager.
- Classifieds: To allow greater flexibility for our partners, there is no classifieds feature in CP5. CMN's suggested provider is CampusAve, though you may select any provider you prefer.
- Blogs: Blogs are native in CP5. While some partners may use a solution such as WordPress, we highly recommend the using the internal blogs. This content will live in your site archives and be accessible in the CP5 search.
- LAMP: Use of CMN-provided FTP access, including LAMP development servers, will be limited going forward. See the notes inside this packet for more details.
- Code Updates: We will continue to update CP5 with new features and general tweaks to the system. Please e-mail us your suggestions for new features!
- Contract: Use of CP5 requires a new contract. See the details inside this packet for more information.
- After Launch: Stay in touch with your CP5 contact and let them know any issues or questions you encounter. Check the CP blog at blog.collegepublisher.com for updates from CMN staff, as well.