

CCBC Content Development Template

New Form Request

Page title: Appointment Request

Sitecore has a built-in form feature to collect information on the CCBC website. Forms created in Sitecore can be embedded seamlessly onto CCBC page(s). Use this content development template to assist you in writing content for a new Sitecore form.

Consider the following [form design](#) when creating your form:

- Keep the form short.
- Group the related fields together.
- Know when to use radio buttons, checkboxes, and dropdowns.
- If a response requires a specific format or type of input, state the exact instructions, and/or provide examples.
- Identify CCBC employees who will receive the form.

Below is a [sample of a page with a Sitecore form](#). Each element is numbered and has a corresponding number on the template below:

The screenshot shows a web page for an appointment request form. The page title is "Appointment Request" (1). The form is titled "Career Services Appointment Request" (1). The form instructions (2) state: "Please submit the form below to get help identifying a program of study, linking a major to a career, starting your job search or refining your resume or cover letter. Please contact **Academic Advising** if you have questions about class selection, specific courses, transcripts, or registration." The form is divided into two sections: "Contact Information" (5) and "Appointment" (5). The "Contact Information" section includes fields for First Name, Last Name, Student ID, Phone, and Email. The "Appointment" section includes a dropdown for "How can we help you?" and radio buttons for "Appointment Type" (Catonsville, Essex, Online video consultation, Telephone consultation). A "Contact Us" sidebar (3) provides contact information for Career Services (443-840-1732, careerservices@cbbcmd.edu) and a button to "Email a career counselor" (4).

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| | Tell us about the form and complete all required fields. If additional rows are needed, right click in the table to add additional rows. |
| 1. Subtitle | Career Services Appointment Request |
| 2. Form description | <p>Please submit the form below to get help identifying a program of study, linking a major to a career, starting your job search or refining your resume or cover letter.</p> <p>Please contact Academic Advising if you have questions about class selection, specific courses, transcripts, or registration.</p> |
| 3. Contact information | Career Services 443.840.1732 |
| 4. Call-to-Action (CTA) | Email a career counselor |
| 5. Section 1 | Contact Information |
| Field title/question 1 | First Name |
| Response/field type | Text box |
| <i>Select from text box, radio buttons, check boxes or dropdowns. Learn more »</i> | |
| Field title/question 2 | Last Name |
| Response/field type | Text box |
| Field title/question 3 | Student ID |
| Response/field type | Text box |
| | <i>If you do not know or are unsure of your student ID, please enter "0000000" in the field above.</i> |
| Field title/question 4 | Phone |
| Response/field type | Text box |
| Field title/question 5 | Email |
| Response/field type | Text box |
| 5. Section 2 | Appointment |
| Field title/question 1 | How can we help you? |

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| Response/field type | <p>Dropdown:</p> <ul style="list-style-type: none"> Career planning Interviewing skills Job searching Resume/cover letter review |
| Field title/question 2 | Appointment Type |
| Response/field type | <p>Radio buttons:</p> <ul style="list-style-type: none"> Catonsville Essex Online video consultation Telephone consultation <p><i>If you select phone or online video option, you will receive instructions on how to join the appointment in your confirmation email.</i></p> |
| 5. Section 3 | Day and Time |
| Field title/question 1 | Preferred Day |
| Response/field type | <p>Radio buttons:</p> <ul style="list-style-type: none"> Monday Tuesday Wednesday Thursday Friday |
| Field title/question 2 | Preferred Time |
| Response/field type | <p>Dropdown:</p> <ul style="list-style-type: none"> 9 a.m. 9:30 a.m. 10 a.m. 10:30 a.m. 11 a.m. 11:30 a.m. 12 p.m. 2 p.m. 2:30 p.m. 3 p.m. <p><i>To explore additional appointment times, please email us at careerservices@ccbcmd.edu.</i></p> |

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| Section 4 | |
| Field title/question 1 | By submitting this form, I understand that if the day and time I request is not available I will be offered the nearest available appointment. My appointment will be scheduled for 1 hour, with a 15 minute late arrival grace period. |
| Response/field type | (not needed, the above field is a statement, not a question) |
| Field title/question 2 | CCBC career-related event information |
| Response/field type | Radio buttons: Yes, I would like to receive CCBC career-related event information! No, I do not wish to receive CCBC career-related event information. |

Form Submission Data

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| Submission message | Thank you for requesting an appointment with Career Services. We will be in touch! |
| Form data recipients | careerservices@ccbcmd.edu |
| Other design & development notes | For section 4, please separate with a solid line. Please label the submit button: Submit |

Web Marketing Data

Similar to a news byline, a webpage description (aka page lead) is data scanned by search engines to show relevance and encourage website surfers to click on the search result. We can leave the field blank; however, we are more actively using search engine optimization (SEO) techniques in an effort to help users find our content and boost traffic.

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|---------------------------------------|---|
| Search Engine Keywords | appointment request career counselor services |
| Search Engine Page Description | Complete this form to request an appointment with a career counselor. |
| Content Contributor(s) | Tyra Wilson |
| Content Owner(s) | Jean Rusnak |
| Navigation Path* | Career Services > Appointment Request |
| Desired Alias (url)* | Optional. |
| Link Referrals* | Career Services |

* not guaranteed