

Promotion of external learning
opportunities on
CEDARS's website

(With Effect from January 2019)

Page layout

<https://www.cedars.hku.hk/index.php?route=information/activity>

The screenshot displays the CEDARS website interface. At the top left, there is the University of Hong Kong logo and the CEDARS logo (Centre of Development and Resources for Students). To the right, there are social media icons for Facebook and Instagram, a 'High Contrast' toggle, and a search bar. Below these are navigation links for 'Home', 'Publications', 'Contact Us', and 'Sitemap'. A green navigation bar contains six main categories: 'About CEDARS', 'Services', 'Co-curriculum', 'Student Impact', 'Facilities', and 'Emergency'. Underneath, there are sub-links for 'New Students', 'Undergraduates', 'Postgraduates', 'Non-locals', 'Staff', and 'Employers'. The main content area features the heading 'External Learning Opportunities' with a breadcrumb trail 'Home » External Learning Opportunities'. A table lists various activities with their respective application deadlines. On the right side, there is a search box and a category dropdown menu.

Navigation Menu:

- About CEDARS
- Services
- Co-curriculum
- Student Impact
- Facilities
- Emergency

Sub-Links:

- New Students
- Undergraduates
- Postgraduates
- Non-locals
- Staff
- Employers

External Learning Opportunities

Home » External Learning Opportunities

Activities	Application Deadline
Shaping Your Path for Entrepreneurship - Cyberport Entrepreneurship Programme: Online Briefing Sessi...	11 March 2020
"Your Choice" 納米電影創作比賽2019-2020 (Information in Chinese only)	13 March 2020
Innovative Water Efficient Showerhead Design Competition	13 March 2020
The Hong Kong Institute of Chartered Secretaries - Governance Professionals Information Session (Web...	17 March 2020
Basic Law Promotion Funding Scheme for Tertiary Institutions 2020	20 March 2020
English Opens Doors Program	23 March 2020
香港撒瑪利亞防止自殺會義工招募 (Information in Chinese only)	24 March 2020
UBS – Global Banking Webinar	25 March 2020
The 6th Hong Kong University Student Innovation and Entrepreneurship Competition	31 March 2020
World Asian Case Competition 2020	1 April 2020
XVI International Forum-Contest of students and young researchers "Topical Issues of Rational Use of...	3 April 2020
Hong Kong News-Expo Mascot Design Competition	15 April 2020
The Citi-HKCSS Community Intern Program (CIP) 2020	15 April 2020
Hong Kong Science Park Virtual Career Expo 2020	21 April 2020
Green Run 2020	26 April 2020

Search and Category:

Search

Category:

- All
- Awards / Competitions
- Conferences / Forums / Summits / Symposia
- Events / Programmes
- Funding / Scholarships / Sponsorship
- Service Learning / Volunteering
- Others

Features

1. Listing activities by application deadline in chronological order

- Column of “Application Deadline”: either specific dates or “Not applicable”

2. Outdated activities to be removed from the page (for viewing of the public) automatically

3. Sorting/searching activities by categories

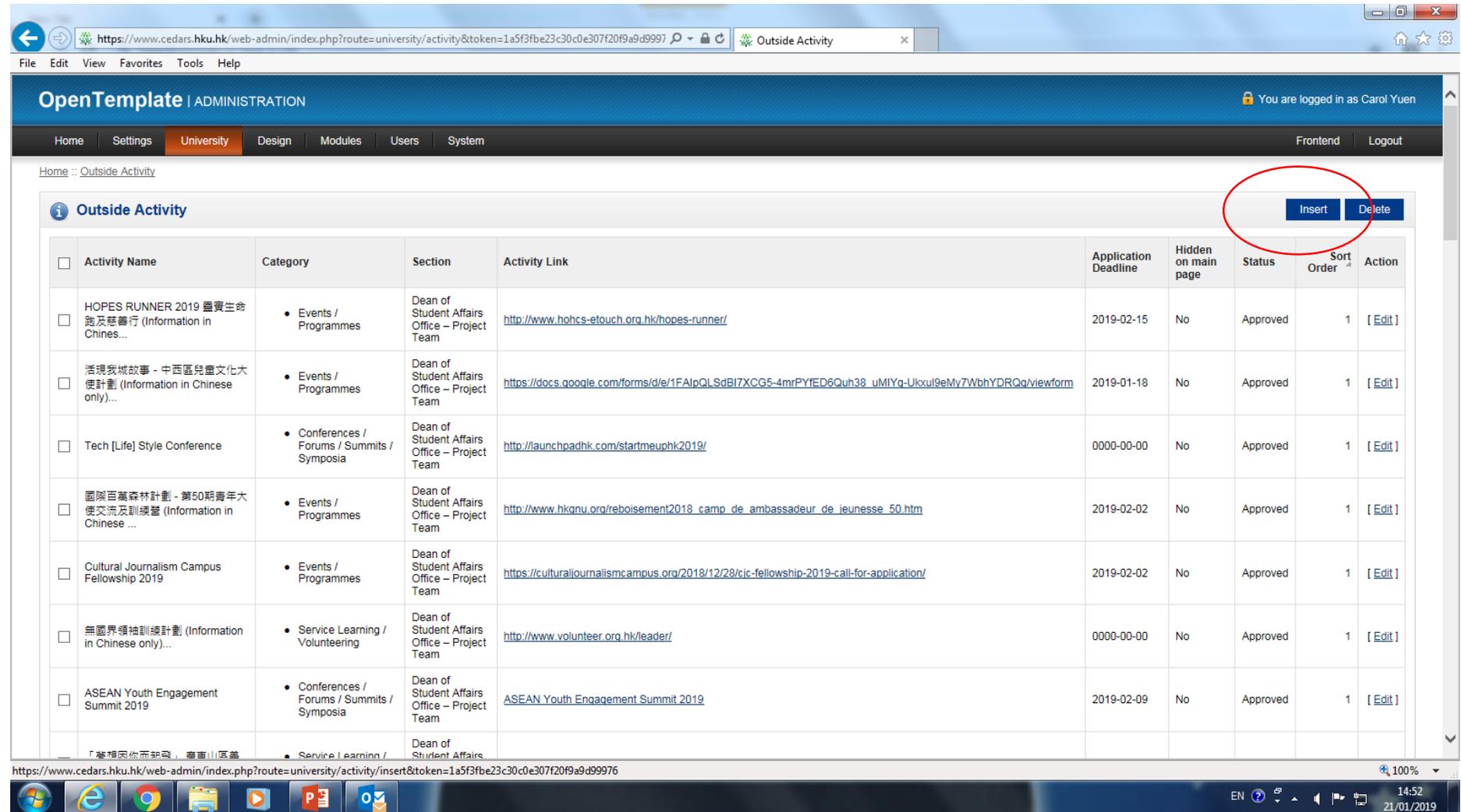
- Awards/ Competitions
- Conferences / Forums / Summits / Symposia
- Events / Programmes
- Funding / Scholarships/ Sponsorship
- Service Learning / Volunteering
- Others

Input of entries

- CEDARS CMS: <http://www.cedars.hku.hk/web-admin>
(HKU portal UID & PIN required)
- “University” → “Outside Activity” → “Activity”

Make a new entry

- Click “Insert” for making a new entry



The screenshot shows the OpenTemplate Administration interface for 'Outside Activity'. The page title is 'OpenTemplate | ADMINISTRATION' and the user is logged in as 'Carol Yuen'. The navigation menu includes 'Home', 'Settings', 'University', 'Design', 'Modules', 'Users', and 'System'. The 'University' menu is active. The main content area displays a table of 'Outside Activity' entries. The table has columns for 'Activity Name', 'Category', 'Section', 'Activity Link', 'Application Deadline', 'Hidden on main page', 'Status', 'Sort Order', and 'Action'. The 'Insert' button is circled in red, indicating the action to be taken to add a new entry.

<input type="checkbox"/>	Activity Name	Category	Section	Activity Link	Application Deadline	Hidden on main page	Status	Sort Order	Action
<input type="checkbox"/>	HOPES RUNNER 2019 靈寶生命跑及慈善行 (Information in Chinese...	• Events / Programmes	Dean of Student Affairs Office – Project Team	http://www.hohcs-etouch.org.hk/hopes-runner/	2019-02-15	No	Approved	1	[Edit]
<input type="checkbox"/>	活現我城故事 - 中西區兒童文化大使計劃 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project Team	https://docs.google.com/forms/d/e/1FAIpQLSdBI7XCG5-4mrPYED6Quh38_uMIYq-Ukxul9eMv7WbhYDRQq/viewform	2019-01-18	No	Approved	1	[Edit]
<input type="checkbox"/>	Tech [Life] Style Conference	• Conferences / Forums / Summits / Symposia	Dean of Student Affairs Office – Project Team	http://launchpadhk.com/startmeuphk2019/	0000-00-00	No	Approved	1	[Edit]
<input type="checkbox"/>	國際百萬森林計劃 - 第50期青年大使交流及訓練營 (Information in Chinese ...	• Events / Programmes	Dean of Student Affairs Office – Project Team	http://www.hkquu.org/reboisement2018_camp_de_ambassadeur_de_jeunesse_50.htm	2019-02-02	No	Approved	1	[Edit]
<input type="checkbox"/>	Cultural Journalism Campus Fellowship 2019	• Events / Programmes	Dean of Student Affairs Office – Project Team	https://culturaljournalismcampus.org/2018/12/28/cjc-fellowship-2019-call-for-application/	2019-02-02	No	Approved	1	[Edit]
<input type="checkbox"/>	無國界領袖訓練計劃 (Information in Chinese only)...	• Service Learning / Volunteering	Dean of Student Affairs Office – Project Team	http://www.volunteer.org.hk/leader/	0000-00-00	No	Approved	1	[Edit]
<input type="checkbox"/>	ASEAN Youth Engagement Summit 2019	• Conferences / Forums / Summits / Symposia	Dean of Student Affairs Office – Project Team	ASEAN Youth Engagement Summit 2019	2019-02-09	No	Approved	1	[Edit]
<input type="checkbox"/>	「夢想因你而綻放」 粵語山區義	• Service Learning /	Dean of Student Affairs						

Outside Activity Save Cancel

English

*** Activity Name:**
If activity information is in Chinese only, use a Chinese activity name, with "(Information in Chinese only)" after it.

Section Dean of Student Affairs Office – Project Team

*** Category:**
Select at least one category

- Competitions
- Conferences / Forums / Summits / Symposia
- Events / Programmes
- Funding / Sponsorship
- Service Learning / Volunteering
- Others

*** Activity Link:**

Application Deadline:
If an applicable deadline does not apply, there is no need to select a date.

 Clear Deadline

Your name:
for internal use only

Your email address:
for internal use only

Your contact number:
for internal use only

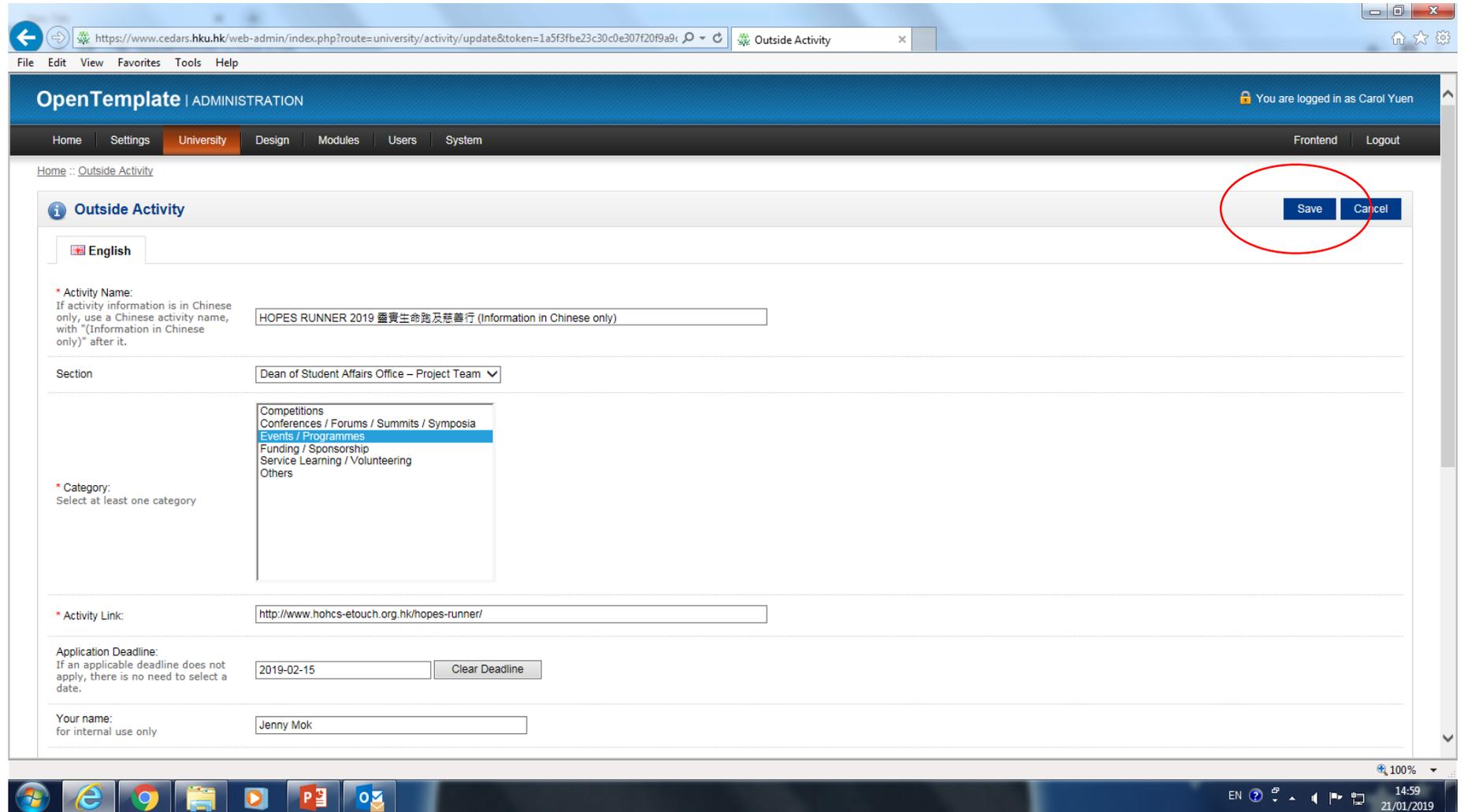
Remark:
For internal use only, e.g. suggesting when an entry without application deadline can be removed

Make a new entry

Field	Content
Activity name	In English. If activity information is in Chinese only, use a Chinese activity name, with “(Information in Chinese only)” after it, e.g. “第十屆大學文學獎 (Information in Chinese only)”
Section	Your section / team’s name - no need to input
Category	Select at least one (the most relevant one) or two at most [use “Ctrl” when selecting more than one]
Activity link	Provide a valid URL
Application deadline	Select a date from the calendar <u>OR</u> Do not select any date if an application deadline does not apply (“Clear Deadline” to un-do the date selection);
Your name	For internal use only – not to be shown on the webpage
Your email address	
Your contact number	
Remarks	For internal use only – e.g. suggesting when the entry without application deadline can be removed

Save an entry

- Click “Save” after completing an entry



The screenshot displays the OpenTemplate Administration interface for editing an 'Outside Activity'. The browser address bar shows the URL: <https://www.cedars.hku.hk/web-admin/index.php?route=university/activity/update&token=1a5f9be23c30c0e307f20f9a9c>. The user is logged in as Carol Yuen. The navigation menu includes Home, Settings, University (selected), Design, Modules, Users, and System. The main content area is titled 'Outside Activity' and contains the following form fields:

- Language:** English
- Activity Name:** HOPES RUNNER 2019 盡責生命跑及慈善行 (Information in Chinese only)
- Section:** Dean of Student Affairs Office – Project Team
- Category:** A dropdown menu with options: Competitions, Conferences / Forums / Summits / Symposia, Events / Programmes (selected), Funding / Sponsorship, Service Learning / Volunteering, and Others.
- Activity Link:** <http://www.hohcs-etouch.org.hk/hopes-runner/>
- Application Deadline:** 2019-02-15 (with a 'Clear Deadline' button)
- Your name:** Jenny Mok

In the top right corner of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red, indicating the next step in the process.

Check the status of an inputted entry

- Locate the relevant entry and check the column “Status”
- Two possibilities: “Waiting for approval” or “Approved”

The screenshot shows the OpenTemplate ADMINISTRATION web interface. The browser address bar displays the URL: <https://www.cedars.hku.hk/web-admin/index.php?route=university/activity&token=720a816ff35dbb9f51cf6973e4c40e>. The user is logged in as Carol Yuen. The main content area shows a table titled "Outside Activity" with the following columns: Activity Name, Category, Section, Activity Link, Application Deadline, Hidden on main page, Status, Sort Order, and Action. A red circle highlights the "Status" column. The table contains five entries:

Activity Name	Category	Section	Activity Link	Application Deadline	Hidden on main page	Status	Sort Order	Action
<input type="checkbox"/> Nomination of Representative of Arts Interest	• Others	Dean of Student Affairs Office – Project Team	https://www.voteforhkadc2019.hk/ch/index.html	2019-03-29	No	Waiting for approval	1	[Edit]
<input type="checkbox"/> 社會調查實習證書計劃基礎課程 (第三十二期) 招募 (Information in Chinese ...)	• Service Learning / Volunteering	Dean of Student Affairs Office – Project Team	https://mrdresearch.wixsite.com/ssip/main-page	2019-02-08	No	Approved	1	[Edit]
<input type="checkbox"/> 哈薩克探索之旅 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project Team	https://ve.hkfyq.org.hk/2018/12/04/%E5%93%88%E8%96%A9%E5%85%8B%E6%9E%A2%E7%B4%A2%E4%B9%8B%E6%97%85%E7%8F%BE%E6%AD%A3%E9%80%B2%E8%A1%8C%E6%8B%9B%E5%8B%9F/	0000-00-00	No	Approved	1	[Edit]
<input type="checkbox"/> 俄羅斯歷史文化體驗之旅 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project Team	https://ve.hkfyq.org.hk/2018/12/19/%E4%B9%8B%E6%97%85%E7%8F%BE%E6%AD%A3%E9%80%B2%E8%A1%8C%E6%8B%9B%E5%8B%9F/	0000-00-00	No	Approved	1	[Edit]
<input type="checkbox"/> 北韓深度探索體驗之旅 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project	https://ve.hkfyq.org.hk/2018/12/05/%E5%8C%97%E9%9F%93%E6%B7%B1%E5%BA%A6%E6%8E%A2%E7%B4%A2%E9%AB%94%E9%A9%97%E4%B9%8B%E6%97%85%E7%8F%BE%E6%AD%A3%E9%80%B2%E8%A1%8C%E6%8B%9B%E5%8B%9F/	0000-00-00	No	Approved	1	[Edit]

Edit an entry

- Locate the relevant entry (either approved or waiting for approval in status)
- Click “Edit”

The screenshot shows the OpenTemplate Administration interface. The browser address bar displays the URL: <https://www.cedars.hku.hk/web-admin/index.php?route=university/activity&token=720a816ff35dbb9f51cf6973e4c40er>. The page title is "OpenTemplate | ADMINISTRATION". The user is logged in as Carol Yuen. The navigation menu includes Home, Settings, University, Design, Modules, Users, System, Frontend, and Logout. The current page is "Outside Activity". A success message states: "Success: You have modified activity!". The main content area displays a table of "Outside Activity" entries. The table has columns for checkboxes, Activity Name, Category, Section, Activity Link, Application Deadline, Hidden on main page, Status, Sort Order, and Action. The first row is circled in red, highlighting the "Edit" link in the Action column.

<input type="checkbox"/>	Activity Name	Category	Section	Activity Link	Application Deadline	Hidden on main page	Status	Sort Order	Action
<input type="checkbox"/>	Nomination of Representative of Arts Interest	• Others	Dean of Student Affairs Office – Project Team	https://www.voteforhkadc2019.hk/ch/index.html	2019-03-29	No	Waiting for approval	1	[Edit]
<input type="checkbox"/>	社會調查實習證書計劃基礎課程 (第三十二期) 招募 (Information in Chinese ...)	• Service Learning / Volunteering	Dean of Student Affairs Office – Project Team	https://mrdresearch.wixsite.com/ssip/main-page	2019-02-08	No	Approved	1	[Edit]
<input type="checkbox"/>	哈薩克探索之旅 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project Team	https://ye.hkfyq.org.hk/2018/12/04/%E5%93%88%E8%96%A9%E5%85%8B%E6%8E%A2%E7%B4%A2%E4%B9%8B%E6%97%85%E7%8F%BE%E6%AD%A3%E9%80%B2%E8%A1%8C%E6%8B%9B%E5%8B%9F/	0000-00-00	No	Approved	1	[Edit]
<input type="checkbox"/>	俄羅斯歷史文化體驗之旅 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project Team	https://ye.hkfyq.org.hk/2018/12/19/%E4%BF%84%E7%BE%85%E6%96%AF%E6%AD%B7%E5%8F%B2%E6%96%87%E5%8C%96%E9%AB%94%E9%A9%97%E4%B9%8B%E6%97%85%E7%8F%BE%E6%AD%A3%E9%80%B2%E8%A1%8C%E6%8B%9B%E5%8B%9F/	0000-00-00	No	Approved	1	[Edit]
<input type="checkbox"/>	北韓深度探索體驗之旅 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project	https://ye.hkfyq.org.hk/2018/12/05/%E5%8C%97%E9%9F%93%E6%B7%B1%E5%BA%A6%E6%8E%A2%E7%B4%A2%E9%AB%94%E9%A9%97%E4%B9%8B%E6%97%85%E7%8F%BE%E6%AD%A3%E9%80%B2%E8%A1%8C%E6%8B%9B%E5%8B%9F/	0000-00-00	No	Approved	1	[Edit]

Delete an entry

- Locate the relevant entry (either approved or waiting for approval in status)
- Click “Delete”

The screenshot shows the OpenTemplate ADMINISTRATION web interface. The browser address bar displays the URL: <https://www.cedars.hku.hk/web-admin/index.php?route=university/activity&token=720a816ff35dbb9f51cf6973e4c40e4>. The page title is "OpenTemplate ADMINISTRATION" and the user is logged in as "Carol Yuen". The navigation menu includes "Home", "Settings", "University", "Design", "Modules", "Users", and "System". The "University" menu is active.

A success message is displayed: "Success: You have modified activity!". Below this is a table titled "Outside Activity" with columns: "Activity Name", "Category", "Section", "Activity Link", "Application Deadline", "Hidden on main page", "Status", "Sort Order", and "Action". The "Action" column contains a "Delete" button for each entry, which is circled in red in the original image.

<input type="checkbox"/>	Activity Name	Category	Section	Activity Link	Application Deadline	Hidden on main page	Status	Sort Order	Action
<input type="checkbox"/>	Nomination of Representative of Arts Interest	• Others	Dean of Student Affairs Office – Project Team	https://www.voteforhkadc2019.hk/ch/index.html	2019-03-29	No	Waiting for approval	1	[Edit]
<input type="checkbox"/>	社會調查實習證書計劃基礎課程 (第三十二期) 招募 (Information in Chinese ...)	• Service Learning / Volunteering	Dean of Student Affairs Office – Project Team	https://mrdresearch.wixsite.com/ssip/main-page	2019-02-08	No	Approved	1	[Edit]
<input type="checkbox"/>	哈薩克探索之旅 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project Team	https://ye.hkfyq.org.hk/2018/12/04/%E5%93%88%E8%96%A9%E5%85%8B%E6%8E%A2%E7%B4%A2%E4%B9%8B%E6%97%85%E7%8F%BE%E6%AD%A3%E9%80%B2%E8%A1%8C%E6%8B%9B%E5%8B%9F/	0000-00-00	No	Approved	1	[Edit]
<input type="checkbox"/>	俄羅斯歷史文化體驗之旅 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project Team	https://ye.hkfyq.org.hk/2018/12/19/%E4%BF%84%E7%BE%85%E6%96%AF%E6%AD%B7%E5%8F%B2%E6%96%87%E5%8C%96%E9%AB%94%E9%A9%97%E4%B9%8B%E6%97%85%E7%8F%BE%E6%AD%A3%E9%80%B2%E8%A1%8C%E6%8B%9B%E5%8B%9F/	0000-00-00	No	Approved	1	[Edit]
<input type="checkbox"/>	北韓深度探索體驗之旅 (Information in Chinese only)...	• Events / Programmes	Dean of Student Affairs Office – Project	https://ye.hkfyq.org.hk/2018/12/05/%E5%8C%97%E9%9F%93%E6%B7%B1%E5%BA%A6%E6%8E%A2%E7%B4%A2%E9%AB%94%E9%A9%97%E4%B9%8B%E6%97%85%E7%8F%BE%E6%AD%A3%E9%80%B2%E8%A1%8C%E6%8B%9B%E5%8B%9F/	0000-00-00	No	Approved	1	[Edit]

Be careful for editing / deleting entries!

- **Always check and confirm carefully** before taking actions
- Or you may edit / delete wrong entries inputted by your section / team!