MBSportsWeb

Sports Websites by MicroAge Basics

Team Webmaster Manual

Last Revision: August-17-11

DRAFT VERSION

Table of Contents

Introduction

The purpose of this manual is to provide information about how to maintain your team's website as a part of your association's website powered by MBSportsWeb. The manual will begin with the very basics such as how to login and change your password, before moving on to the standard features available such as posting news articles, recording game scores, and more. Lastly, some of the more advanced features will be included for those wishing to do more with their team's site.

No special software is required in order to maintain your team's website as all maintenance is accomplished by using a standard web browser such as Internet Explorer, FireFox, Safari, or Google Chrome. We **strongly** recommend that you upgrade to the latest version of your browser as this will provide you with the best possible experience.

The administrative area of the website is called the ***Control Panel***. It is designed to be as easy to use as possible, so that people with limited experience with computers or websites can accomplish basic tasks. Those with more advanced knowledge of websites and/or HTML are able to use those skills to further enhance their team's site, but such skills are not a requirement.

In order to follow the instructions provided in the rest of this manual you must have been provided access to the Control Panel by your association's website administrator.

> **If you have not received your login information, please contact your association's website administrator.**

Website Login & Password Change

To login to the Control Panel, go to your association's website and in the top right hand corner of the screen you will find a "**Login**" link as highlighted to the right:

After logging in for the first time you will most
likely see a yellow band across the top of your screen warning you to change your password. You should change your password immediately since everyone authorized to use the site starts off with the same password.

To change your password simply click your name in the top right of the screen. On the change password page you will be required to enter both your current password and your new password. Click the Change Password button, and on the following page click Continue.

> **You can change your password anytime by clicking your name in the top right of the screen.**

> **Please note: Passwords are <u>case sensitive</u>, if you have problems with your password you can have it reset by contacting your association's website administrator.**

Visiting the Control Panel

After logging in, the website will detect whether or not you have been provided permission to visit the Control Panel. If you have been provided access there will be a "Control Panel" link in the top-right part of the public-facing website.

Welcome, Sheldon ▇▇ | **Control Panel** | Logout | Webmail | Sitemap | Contact | Help | 🔵 Search | 🔶 Rss

Once in the Control Panel you should see a screen similar to that shown below. There are many different areas of the Control Panel, called "Modules" which you may or may not have access to. The modules which you are permitted to use will be listed in the bottom-left as well as on the Dashboard page in the Control Panel Home module.

Note: For basics on how to use the Control Panel follow the links on the right side of the page.

All of the updates for your team's website are accomplished in the Manage Site Content module.
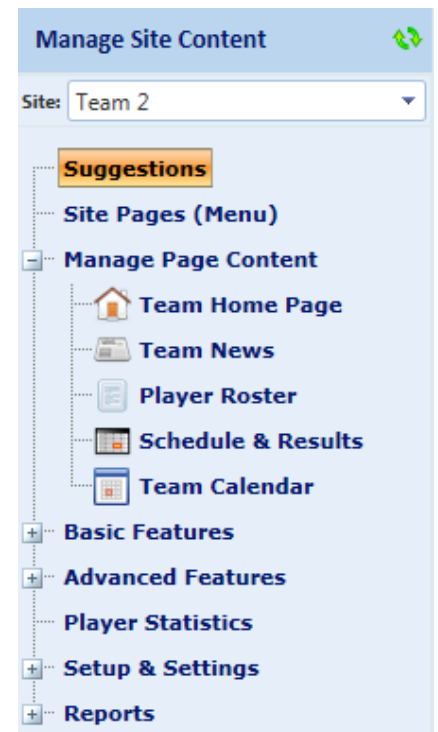
Manage Site Content Module Overview

As the name suggests, the manage site content module is where the content for your site is added and/or maintained. This "content" includes things like news articles, events, sponsors, player information, and so on. The module is organized into the following main areas: Suggestions, Site Pages (Menu), Manage Page Content, Basic Features, Advanced Features, Setup & Settings, and Reports.

If you have been provided access to more than one team website you can switch between those teams by clicking the "Site:" drop-down at the top of the module.

When your team website was created by your website administrator, it automatically added five pages to your team's website: Team Home Page, Team News, Player Roster, Schedule & Results, and Team Calendar. For most teams, those pages will be all you need in order to post information about your team. You will be able to submit news articles & events, record game scores, add information about your tournaments, and so on. However, if you want more features, there are many things you can do with your team website beyond the standard setup.

As with other areas of the Control Panel, working with information is usually done by:

- Clicking an "Add" button to open a form for adding a certain type of information. For example, clicking "Add Article" will open a form for adding a news article.
- When you point your mouse over something and it "highlights" in yellow you can double-click that item to re-open the form and make changes. In some cases there may also be a button available to open a form for editing.
- If you piont your mouse over something and a trash can icon appears, you can click the icon to delete that item. The site will ask you to confirm whether or not you want to delete the item, and confirming that will permanently delete the item.

The Suggestions Page (Formerly "Dashboard")

When you first come into the Manage Site Content module the Suggestions page will be selected. This page will examine your team's existing website and try to help you by prompting you to do certain things. For example, if you haven't submitted a news article in the past two weeks, the suggestions page will suggest that you do so.

The links found within the information on the Suggestions page can be clicked to view the page that you can use to act upon whatever is being suggested.
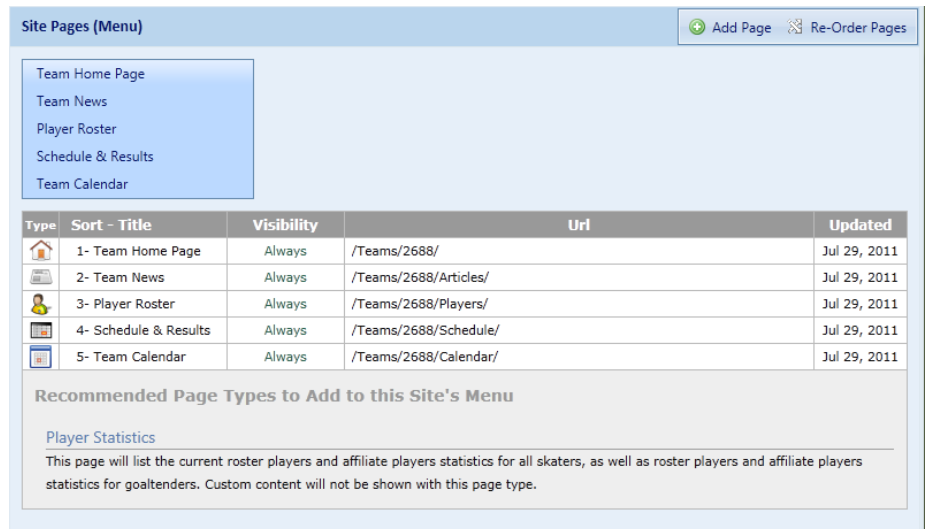
Site Pages (Menu)

Your team's website will have been created with a standard list of pages that form your team's menu. **In most cases, you will not need to change your team's menu**. However, any team in your association's website has the ability to alter the existing menu and/or add more pages to it by using the Site Pages (Menu) page.

In general, each page in your menu will have a **Title**, **Sort Order**, and a **Type**. The title is the text used for that page in the menu, and the sort order controls the order of the pages. The type can be thought of as the "template" that the page uses to display information on that page. There are about 20 different types of pages which you can add to your team's menu. If your team has the default menu, the types that will already exist in your team's menu will be "Home", "News", "Roster", "Schedule", and "Calendar". Some types of pages are more common than others, and if the site detects that one of those types is not already in your team's menu it recommends that you add it.

You can double-click an existing page in the menu to make certain changes to a page, such as the title. If the trash can icon appears when you hover over a page in the list, you can delete that page.
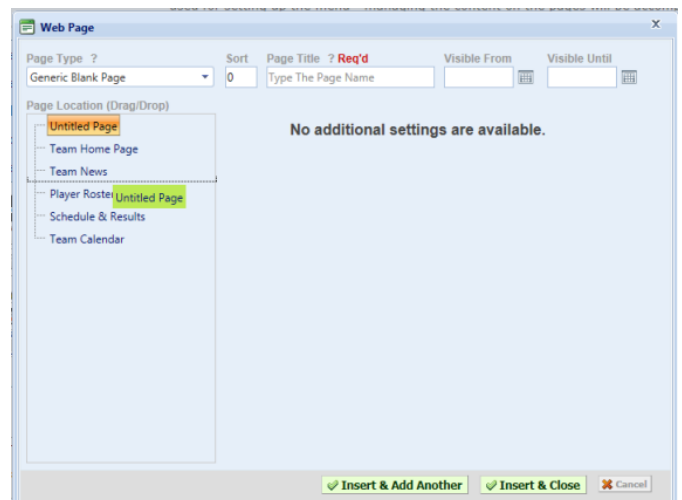
Adding New Pages

- Add a new page by clicking the *ADD PAGE* button in the toolbar. This will open the Web Page form.
- To select where you want the page to be located, use the **Page Location** tree to click the page, drag it, and drop it accordingly in between or on top of the other pages. If you drop it on top of another page, the new page will "fly-out" from the existing page. You can also simply type the sort order into the **Sort** box.
- Use the **Page Type** drop-down to see a list of types which are available to be added to your team's site. Each type in the list has a description of what it is typically used for and whether or not "custom content" appears on that type of page.
- Type the name of the page into the **Page Title** box. It's recommended that the title short enough to fit in the box provided.
- Click *INSERT & CLOSE* to add the page and close the form, or click *INSERT & ADD ANOTHER* to add the page and keep the form open so that you can add another one.

(Re)-Organizing Your Team Website's Pages

- To re-order your pages click the *RE-ORDER PAGES* button in the toolbar. This will open the Arrange Site Menu form.
- Use the drag and drop method to change where you want the pages to appear. Drop pages in between other pages to change the sort order, drop them on top of other pages to create "fly-outs".
- If you're using Internet Explorer, you can also click on a page in the menu to see a miniature preview of the page.
- When finished making changes, click the *UPDATE* button.

Manage Page Content

The manage page content section of the module will contain all pages in your team website's menu. Because your team website can contain any of the pages you've setup above, the pages listed in this section may be different than that of your team's site. We have included the pages included in the default team menu.

> **Because each page that you click will appear almost exactly like it does on the public website, the screenshots below may look different than that in your site.**

Team Home Page

This page will show a preview of your team's current home page. You can use this page to do the following:

- Add articles or events, by clicking the **ADD ARTICLE** or **ADD EVENT** buttons in the toolbar. More details about news articles and events are found in the "Basic Features" portion of this manual.
- Add or edit "custom content" on the home page by double-clicking the custom content area or by clicking the **EDIT CONTENT** button in the toolbar.
- Change some of the settings of the home page, such as whether or not to display the team record, the schedule for the next five days, and other options, by clicking the **HOME CONFIG** button in the toolbar.
- All the other links shown on the home page can be clicked to go to that page. For example, clicking the title of a news article will show the article details page.

Team News

This page will show a preview of your team news list; although in the Control Panel it will only show news articles submitted by your team. On the live site, your news articles list may include organization articles as well.

- Add articles by selecting the **ADD ARTICLE** option in the top right of your page. More details about news articles are found in the "Basic Features" portion of this manual.
- Make changes to any existing articles in the list by double-clicking the article to re-open the news article form for that article.
- Delete an existing article by hovering your mouse over an article in the list, and clicking the trash can icon.
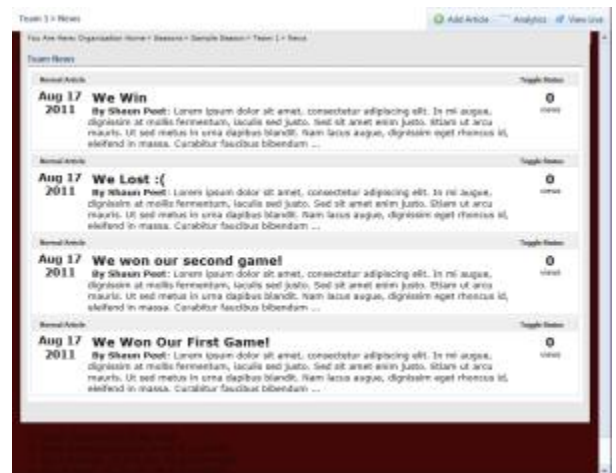
Player Roster

The player roster page will show the team photo, a list of players assigned to your team, a list of coaches assigned to your team, and a list of team staff for your team.

> **Note: the players on your team's roster and the coaches assigned to your team can only be setup by your association's website registrar.**

If you have had your players and/or coaches assigned to your roster then you will be able to enter additional profile information for them on this page by double-clicking either the player or the coach to open the respective profile forms. You can click the *PRIVACY* button in the toolbar to setup your team's privacy settings, which control how things like names and birthdates show up on the public website, as well as whether or not to show height, weight, hometown, etc.

> **Be sure that you (or your association) has obtained consent from each player and / or parent on the team to display the information as set in the Privacy options.**

- Add a team photo by double clicking the area in the Team Photo box and uploading your picture*****. You can also enter a description of the team photo. **Make sure that you follow the same privacy rules in the photo description**.
- You can double-click a player in the roster list to edit the player's jersey number, height, weight, and position(s) played. You can also add a photo and biography by clicking the the Bio & Photo tab*****. If some options are not available on the player profile form check your team's privacy settings. If the first name, last name, hometown, or birthdate are incorrect these can only be changed by your association's website registrar.
- You can double-click a coach in the list to enter additional details about the coach such as a photo and bio specific to this year's team*****.
- Add a staff member by selecting the *ADD STAFF* button in the toolbar, or double-click an existing staff member to make changes.
- You can also click the "View Details" link next to the Coaching Staff box to see the team personnel page, which contains a roster that will allow you to view each individual player profile.
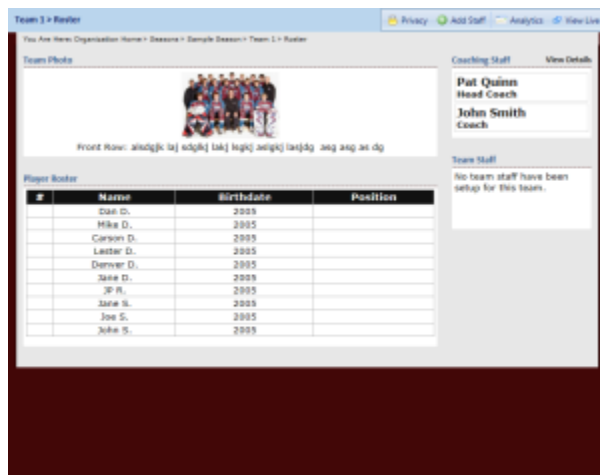
> *** For more details about using the Image Manager to upload photos for your team, see Appendix A of this manual.**

Schedule & Results

Game results and statistics are tracked on your team website and globally on your organization website. Once a game is completed, a score can be entered. This will accumulate to your team record on the site and the organization record. The site will also record your win/loss/tie streak.

To enter a score:

- Select **Schedule & Results** and select the game you want to update by double clicking it.
- Enter the result and select **Update;** you can follow this procedure to correct a score as well.
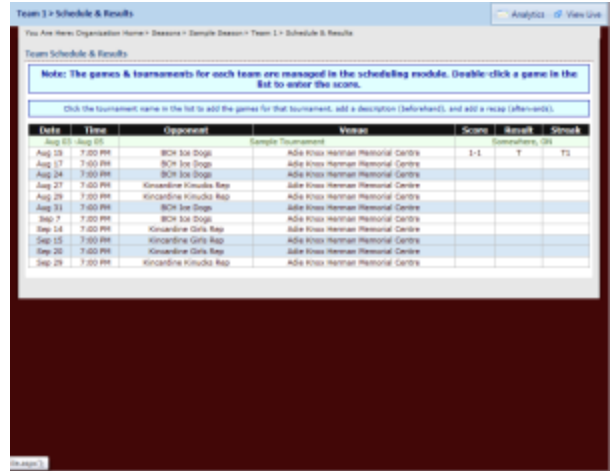
### Adding Tournament Games

Once your team receives its tournament schedules, you can enter these games on your Team Website schedule.

To add these games:

- Select **Schedule & Results** and select the Add New Game option below the tournament, and follow the, Add Game procedure.

- You can also add a tournament description or a tournament recap by selecting their respective links.

Team Calendar
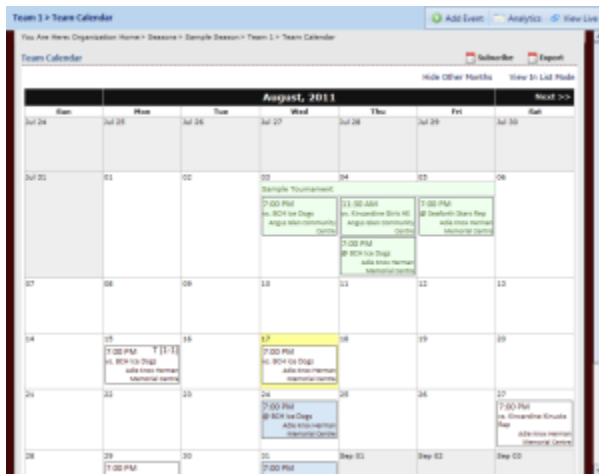
Basic Features

The Basic Features section of the Manage Site Content module will contain simple lists of information such as your list of news articles, events, sponsors, quick links, and accomplishments. Every page in this area uses the standard methods of the Control Panel for managing the content: click the "Add XXXXX" button to add a new item; double-click an item in the list to edit it; click the trash can icon that appears when you hover an item in the list to delete it. Because the method that you use to work with these basic features is always the same, the next parts of the manual focus on what the type of content is and recommended ways for using it.

News Articles

Team news articles allow you post information about things that your team has already done (like game recaps, tournament recaps, etc.) or things that your team has coming up (like playoff series, tournaments, etc.). By default, news articles will show up on your team's website, on the home page as well as in the news archive page.

Your association's website administrator also has the option of marking a news article as "major" which will make it show up on the main organization site as well as on your team's site. If your association has setup the integration with Twitter then your news article will also be automatically "tweeted". In addition, when a news article is posted to the site anybody who has subscribed to receive news articles for your team will be sent an email containing the first paragraph and a link back to the website to read the rest of the article. Lastly, your association may have also setup email notification to the local news media when your article is posted (check with your association webmaster to see if this has been setup).

The News Article Form

The news article form contains two tabs – "Title, Date, & First Paragraph", and "Rest Of The Article". On the first tab there are boxes for the following:

- **Article Title** – (required) the title of the article – try to keep it to 10 words or less.
- **Author** – (required, read-only) your username, which will show as your real name on the website.
- **Contact** – (required, read-only) your email address.
- **Submit Date** – (required) the date & time which the article will be visible on the site.
- **First Paragraph** – (required) should be a "teaser" to grab people's attention. It can contain some formatting, like bold, italics, etc. but should not be too drastic.
- **Photo** – the main image associated with the news article. Clicking the photo will open the Image Manager and allow you to select or upload a different image for the article. For more details about using the Image Manager, see Appendix A of this manual.
- **Visible Until** – if you want the article to stop showing up after a certain date, you can enter it here. It is NOT recommended that you use this box but it has been provided for the rare situations that call for its use.

On the second tab there is just one box for the rest of the article, which is optional. As stated on the form, you do <u>not</u> need to repeat the first paragraph in this box. Because the rest of the article only shows up on the article details page of the website, you are able to do more advanced formatting in the article if needed, such as embedding videos, other photos, tables, etc. if you choose to do so.
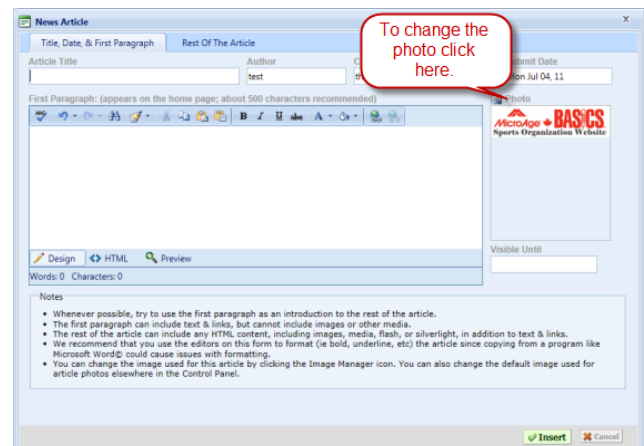
Events

Events can be added for your team to indicate things that are happening for your team which have a specific date range. **It is strongly recommended that you do not use events for your games or practices as these should always be entered into the site by your organization's scheduler(s).** The best use for a team event is to display your team fundraiser(s). By default, team events will appear as upcoming events on your team home page as well as in your team's calendar.
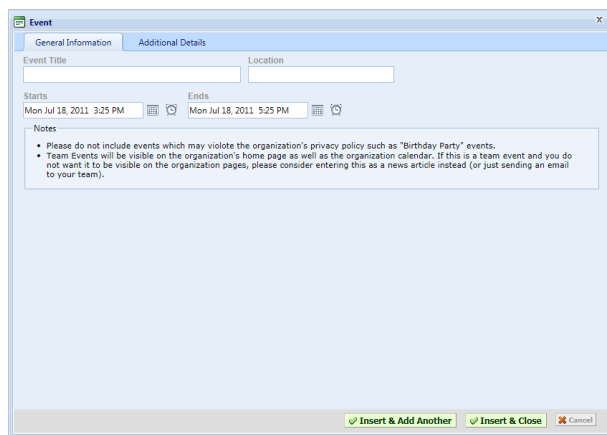
Your association's webmaster also has the ability to mark a team event as "major" which will make it show up on the organization's upcoming events list as well as on the organization calendar. If your event is a fundraiser, be sure to ask that your association's webmaster marks it as major so that other teams can easily know about it. When you add or update an event, email notification is sent to anyone subscribed to receive changes to your team's events.

> **Don't schedule events that may violate your team's privacy policy, such as birthday parties, if you've set the team privacy to not show full birthdates.**

The Event Form

The event form contains two tabs – "General Information" and "Additional Details". On the first tab there are boxes for the following:

- **Event Title** – (required) the title of the event – try to keep it 10 words or less.
- **Location** – (required) the general location of the event – you can add a specific address if needed in the Additional Details area.
- **Starts** and **Ends** – (required) the date(s) & time(s) when this event starts and finishes.

On the second tab you can enter a detailed event description which can contain additional formatting like embedded videos, pictures, links to documents, specific addresses, etc.
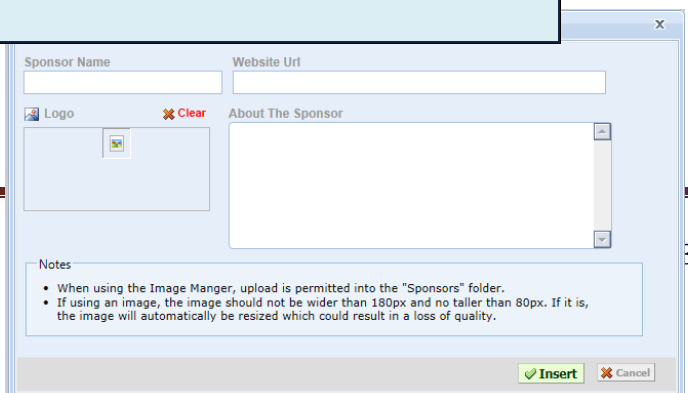
To make it easier to add repeating events, you can use the *INSERT & ADD ANOTHER* button to add the event and keep the form open. Then just change the date(s) and add the next event.

Sponsors

MBSportsWeb provides your organization the opportunity to promote your own team and player sponsors. Sponsor logos can appear on your team's webpage in the left column, immediately below the **Select Another Team** drop-down menu. In addition, a link to a team sponsors page is generated automatically which will show a detailed list of all the team sponsors, and player sponsors (if entered).

> **For nearly all associations, it is the generosity of local sponsors which helps to keep costs down. It is strongly recommended to recognize your sponsors and pay attention to detail when adding them.**

The Sponsor Form

The sponsor form has the following boxes:

- **Sponsor Name** – (required) the name of the sponsor or business. If you don't use a logo for the sponsor this is what will show up in your sponsors list.
- **Website URL** – if your sponsor has a website, it is highly recommended to enter it here.
- **Logo** – the sponsor's logo. Hopefully the sponsor will provide this to you, but if not then search ***www.google.com/images*** and chances are it will be there. Click the logo to open the Image Manager to select or upload a logo. See Appendix A in this manual for more information about using the Image Manager.
- **About The Sponsor** – this can be used for anything, but in particular if your sponsor is a business, but does not have a website, it's recommended to add contact information here.

Quick Links

Quick links, by default, will show up near the bottom of the left-hand column of your team site. Usually the association's webmaster will have added the key organization-wide quick links already, but if your team wants to have additional quick links they can be entered here.

> **If you have more than 5 links listed here, you should consider adding a new page to your team's menu using the "External Links List" page type, and then use the Manage Page Content area to add your links on that page instead.**

Accomplishments

Team accomplishments are similar to news articles, but allow you to post specific achievements for your team in a separate list of all your accomplishments. In addition, your association's webmaster can add an organization accomplishments list to the main site menu which can include any team accomplishments which have been marked as "major".

> **If you want your team's accomplishments to be listed on your own team's website, you'll need to add a new page to your team's menu which uses the "Accomplishments List" page type.**

Advanced Features

The advanced features area contains some of the features which are not as simple as just adding individual items to a list, such as adding articles to a list of news items. Instead, these features generally have at least two steps to use, where the first step will be to create a "group", and the second step will be to add individual "items" to that group. These features include Galleries, Libraries, and Polls.

Galleries

Galleries can be used to view photos from tournaments and other team activities. A gallery will use a specific folder on the website and use all images contained in that folder to make the gallery. Due to the nature of galleries being exclusively images they do not show up automatically on the website and there is no page which you can add to your team menu for displaying a list of all your galleries. You must link to the gallery from either your team website menu or from another location.

To create a gallery is a two-step process where you add the gallery and then upload images into the folder being used by the gallery. Step one can be found by going to Advanced Features -> Galleries -> View List / Add New and then clicking the *Add Gallery* button in the toolbar. After adding the gallery, it will be added as an option in the list of pages in the Manage Site Content module. To add images to it, or to make changes to the settings for the gallery go to Advanced Features -> Galleries -> Manage Galleries -> (NAME OF GALLERY).

The Gallery Form

Adding Images to a Gallery

Click the gallery from the Advanced Features -> Galleries -> Manage Galleries list, then click the *Add Images* button in the toolbar.
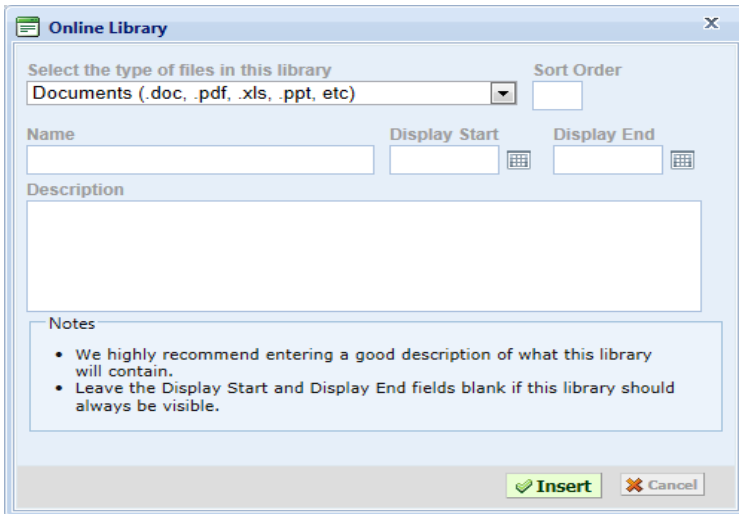
*Galleries by default are not included in your team menu, unless you have linked to it from another page or news article, visitors will not be able to view your gallery. To add the gallery to your site menu click **Add Gallery to Menu.**

Libraries

Document, Media, & Image Libraries can be added to your team website if needed. Libraries will appear in the right column of the site.
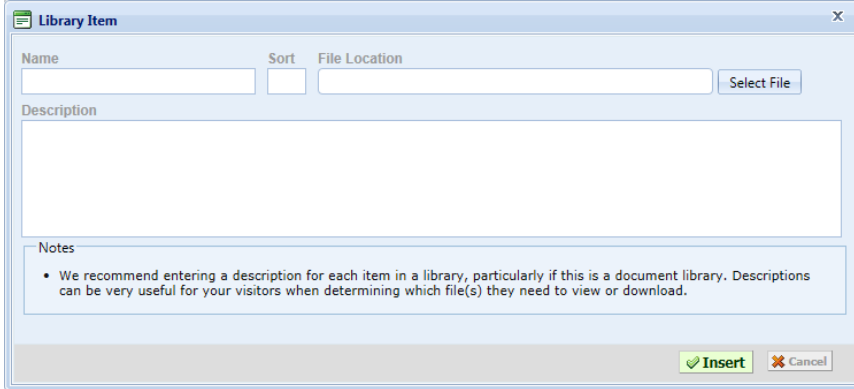
1. Select **Add Library** from the left side menu.

Next you will be asked to create your library and what type of files will be in it (documents, images, or videos).

Team Polls

Polls encourage interaction with your visitor as well as increase interest in the team site.

1. Select **Polls** from the left side menu.
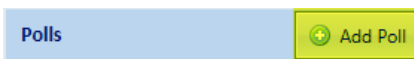
2. Complete the Poll Form; provide a title, and a date range for the poll to be published.

Test Poll

Visible: Jul 05, 11-Aug 05, 11

Column: Left, 0 votes

           Setup Question & Options

3. To add questions click on **Setup Questions & Options**. Click **Add Question,** and fill in question details.

Question	⊕ Add Question

4. Fill in the Answer Options, by selecting the **Add Option** button. You have the option of selecting a unique colour for each option entered. Press **Insert & Add Another,** until all options have been entered.

Options	⊕ Add Option

Adding Player Sponsors

Player sponsors will be listed on the player's profile page. Adding player sponsors follows the same process as adding team sponsors.

1. Select **Player Sponsors** from the left side column..

Select Player

#	Name	Sponsors
4	John Doe	0

2. Select **Add Player Sponsor** button in the top right column.

Player Sponsors	⊕ Add Sponsor

To complete the player sponsor process repeat steps **3, 4, and 5** of adding a team sponsor above.

Player Statistics

Player statistics can be added through the team site. A summary of the statistics will appear with the player profile, if this is configured in the Privacy Settings. Please ensure that your coach and parents want to publicize team statistics before they are enabled. In addition, if you would like to have a single page which shows stats for all your players, you will need to add a new page to your team's menu which uses the "Player Statistics" page type.

To add Player Stats:

1. Select **Player Statistics.**
2. Enter statistics in form provided, and hit **Save** in the top right corner.

Player Statistics						Save
Players						
#	Full Name	GP	G	A	PIM	+/-
	Sample Player	28	13	27	28	18

Note: Stats on this site are not cumulative; stats **must** be calculated separately and added manually

# Setup & Settings

Reports

Subscriptions

Subscriptions are to keep players, coaches and parents updated on schedule changes, game updates and news articles, of their preferred team.

To add a subscription click the **Add Subscription** option (or in the bottom left of the organization home page), you must choose which way you would like to receive these notifications, by SMS (text message) or e-mail, and then you can choose which updates you want receive, Schedule Changes, Game Results, and/or News Articles.

Appendix A: Using the Image Manager
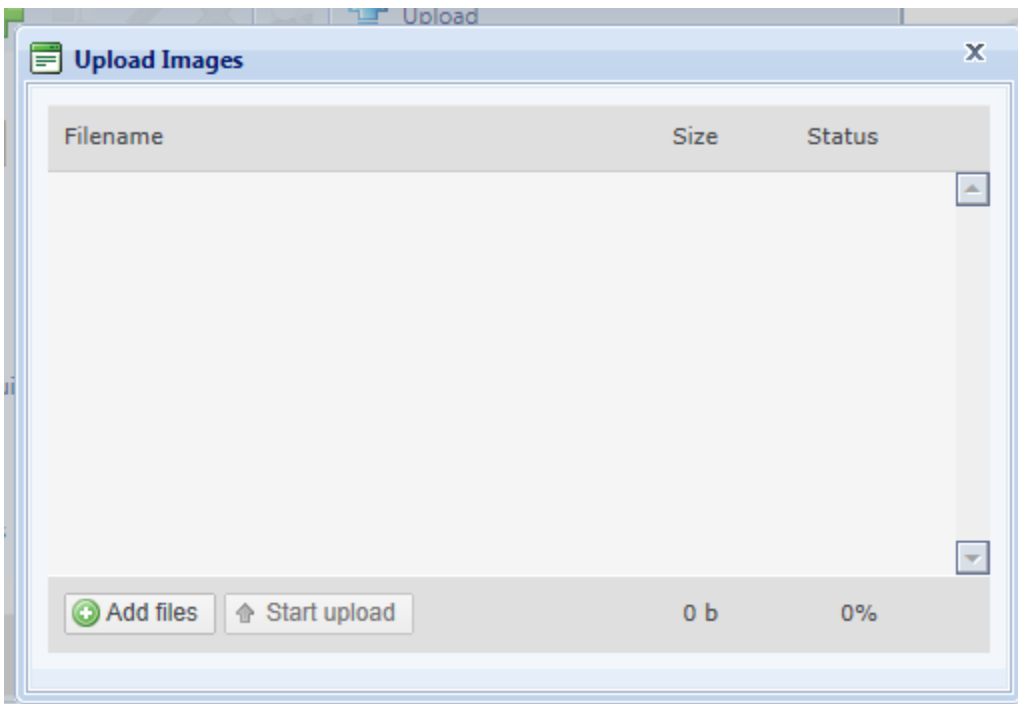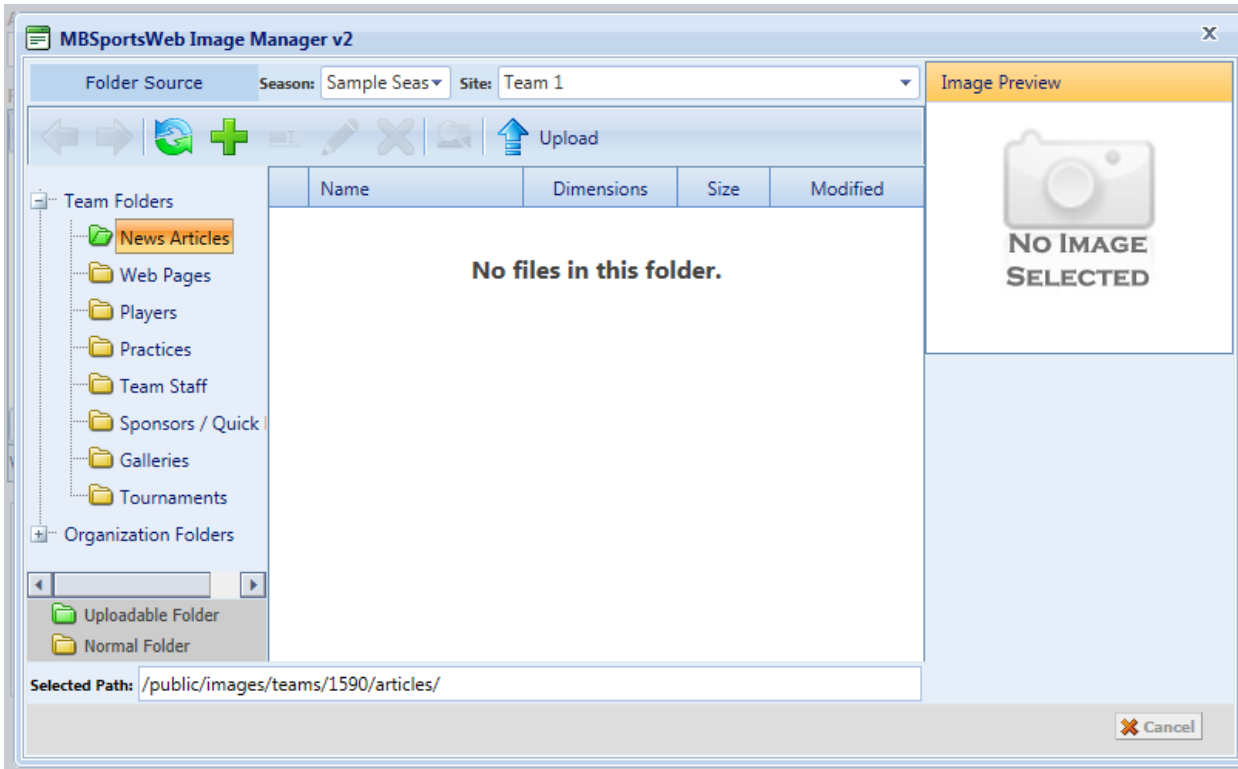
Website Support

If you are having trouble with your website please contact your web administrator for help.

You can also visit our forum: http://www.mbsportsweb.ca/Support/Forums/

Or e-mail: support@mbsportsweb.ca