



# Team Administrator Manual

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## Who Is This Manual For?

This manual provides instructions on how to use all of the features available as a Team Administrator for the Hockey Organization Website Software Package developed by MicroAge Basics.

## What Do I Need Before I Can Begin?

All of the maintenance for your organization's website is done entirely using a standard web browser, such as Internet Explorer or Mozilla FireFox, in a special set of pages called the Control Panel. You will not need to download or install any special software to do the updates for your team's site. The only thing you will need is a username and password in order to be able to log into the site. Your organization's webmaster, or someone on the executive, will provide your username and password.

## Where Do I Start?

If you are reading this manual, then it is likely that you already have been given a username and password that can be used to "login" into your organization's website. The home page for your organization's website should have a link on the page called "Login", which is usually



located near the top-right hand corner of the page. Clicking on that link will take you to the page where you can type in your username and password, and click the "Log In" button. If your login attempt was successful, there should now be a link on the page called "Control Panel", which is also usually located near the top-right hand corner of the page. Click that link to navigate to the Control Panel.



## About The Control Panel

The Control Panel consists of Modules, Pages, Lists, and Forms. The various Modules contain groups of Pages that share a common task. As a Team Administrator, you will have access to the Manage Your Team module; but there are several other Modules, such as Registration or Scheduling, available within the Control Panel. Each person who has access to the Control Panel will only have access to the

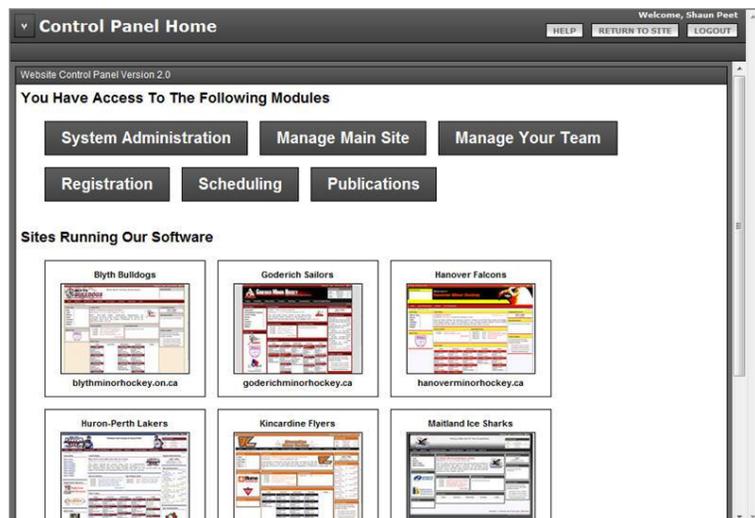
Modules which they have been setup to manage. Each Page within a Module will contain one or several Lists of information, such as a list of news articles or a list of games. Each list of information will then have corresponding Forms for that particular piece of information which are used to add or edit an item of information within that list. For example, there is a News Article Form which is used to add or change a news article.

## Interacting With Control Panel Pages

There are essentially three things that you can do within the Control Panel: Add, Update, and Delete. The process for each of these has been streamlined as much as possible and has been designed to be as consistent as possible. This has been done in an attempt to create intuitiveness within the Control Panel. For example, whenever an item within a List highlights with a yellow colour as the mouse hovers over it, Double-Clicking on that item will open a Form and allow that item to be Updated. Also, for Lists that allow for new items to be added, there will be  buttons in the title area of that List. Single-clicking on that button will open that particular Form and allow for a new item to be Added.

## Control Panel Home

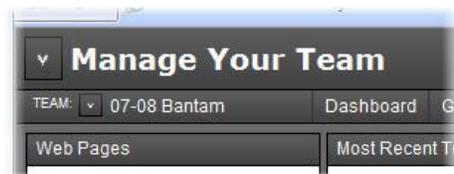
If you have only have access to one Module in the Control Panel, then you will be automatically taken to that module when you enter the Control Panel. However, if you have access to more than one Module, you will be taken to the Control Panel Home Module, which essentially just lists all of the Modules that are available for you. To navigate to any of the Modules that are available to you, you can either 1) click on the desired



Module in the “You Have Access To The Following Modules” section, or 2) Click the icon in the top-left of the screen to open the drop-down menu of available Modules. If you have been properly setup as a Team Administrator, you should be able to use the Manage Your Team Module.

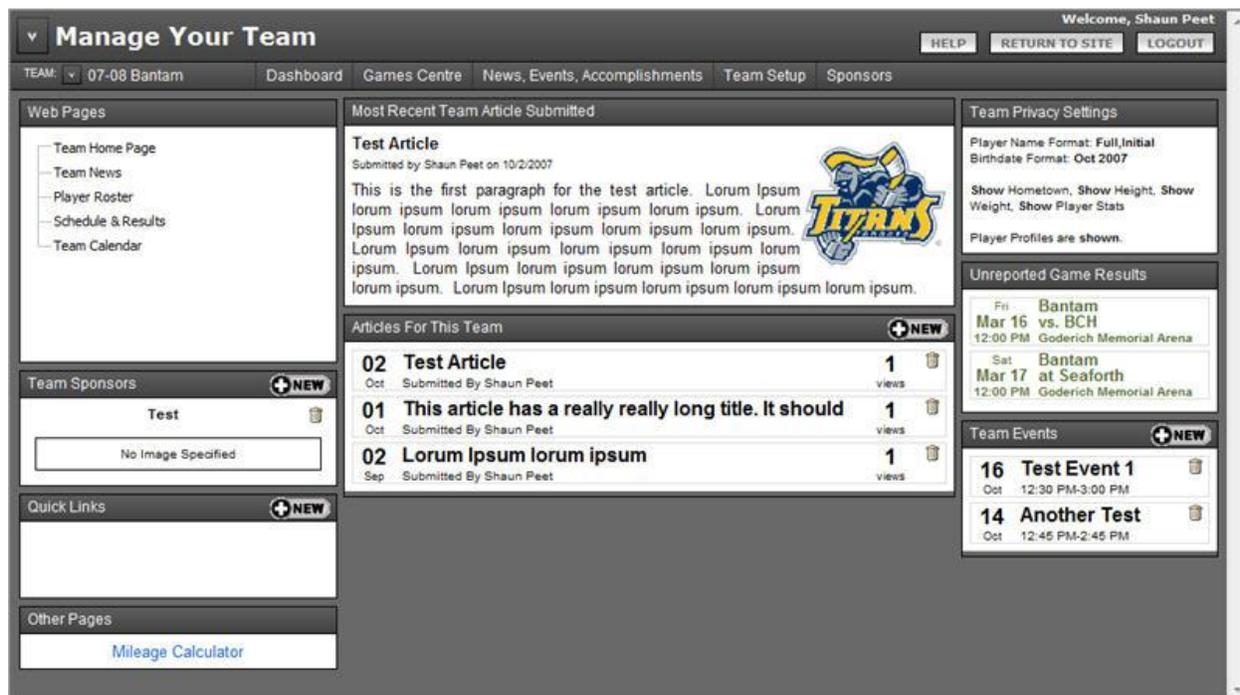
## The Manage Your Team Module

Within the Manage Your Team Module, there are currently five Pages to choose from: Dashboard; Games Centre; News, Events, Accomplishments; Team Setup; and Sponsors. Team Administrators may have more than one team for which they have been setup as an Administrator; however, you can only work with one team at a time. The list of teams that are available to you are shown in a drop-down list on the left-hand side of the list of Pages. To change the current team, simply select the desired team from the list and then click on the desired Page in the list of Pages.



## Dashboard

The Dashboard Page contains several of the most commonly used Lists for a Team Administrator, organized into three columns. The left column contains the **Web Pages**, **Team Sponsors**, **Quick Links**, and **Other Pages** Lists. The middle column deals exclusively with news articles, showing the **Most Recent Team Article Submitted**, and the **Articles For This Team** List. The right column shows the **Team Privacy Options**, **Unreported Game Results**, and the **Team Events** Lists.



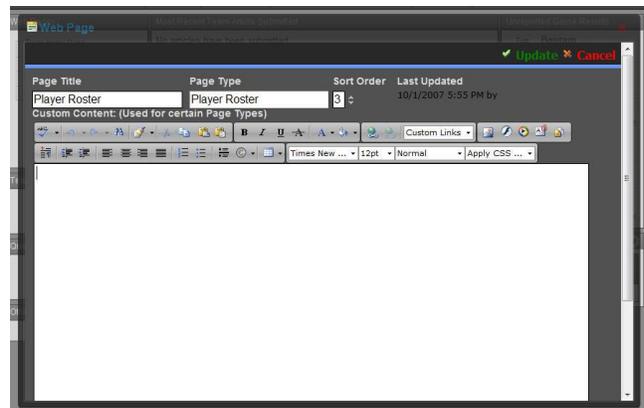
Instructions for each of these lists are described in detail below.

## Dashboard List: Web Pages

Each Team has its own set of web pages visible on the public website. As a Team Administrator, you can control which pages appear, the order in which they appear, as well as the content on those pages. By default, each team has the following web pages: Team Home Page, Team News, Player Roster, Schedule & Results, Team Calendar. The current set of pages for your team will be listed in a tree inside the “Web Pages” List.

You can interact with the tree by right-clicking on one of the items in the tree to show a Context Menu for that particular item in the tree. A set of web pages for a team can contain top-level pages as well as children pages under each top-level page. A child page, however, cannot have its own child pages. Therefore, the Context Menu is slightly different when you right-click on a top-level page than if you right-click on a child page. Additionally, you cannot delete a top-level page if there are child pages present (you will need to delete each child page first).

Every web page for your team has the following settings that you will need to set: Page Title, Page Type, Sort Order, and Custom Content. The Page Type is the “template” that the website will use to display information on that particular page. Some of the page types, such as the Player Roster or the Schedule & Results, will use information from other sources that have been already stored in the database. Other Page Types will only display the information that is stored in the Custom Content area. Some Page Types will use a combination of the two. A description of what each Page Type is used for is available when using the web page Form.



### *How-To: Create a New Web Page*

- 1) Right-Click the desired web page in the tree.
- 2) Select “📄 New Sibling Page” if you want to create another top-level page, or select “📄 New Child Page” if you want to create a sub-page under the selected page.
- 3) When you create a New Sibling Page or a New Child Page, a new web page is created called “Untitled Page” at the top of the group in which the page was created (the Sort Order is set to 0 when a new web page is created).
- 4) Once the page has been created, you can follow the steps outlined in the “How-To: Edit A Web Page” area below.

### *How-To: Edit an Existing Web Page*

- 1) Right-Click the desired web page in the tree.
- 2) Select “ Edit Page”. This will open the Web Page Form. Please wait for the Form to fully load before interacting with it.
- 3) The Page Title is used as a very short description of what that web page is used for. You can type virtually anything you wish as the Page Title.
- 4) You can only select the Page Type from a pre-defined list. Clicking on the Page Type box will open that list, which will show a screenshot of each Page Type and also provide a description of what each Page Type is meant to be used for. In general, you will be using the “Generic Blank Page” type, which will only display the Custom Content.
- 5) The Sort Order controls the order in which the pages appear in the menu. If two web pages share the same Sort Order, then they will be listed alphabetically.
- 6) There is a rich-text editor that you can use to enter the Custom Content for Page Types that will display Custom Content. The editor behaves similarly to most word processing software applications like Microsoft Word, but there are a few differences when working with web-based pages versus Windows-based documents. The easiest way to ensure that your Custom Content will look the way you want it to is to type your unformatted text into the editor, and then use its toolbars to apply the various formatting, such as bold, italics, etc.
- 7) After you have entered all of your information, click the “ Update” link located at the top-right of the Form.

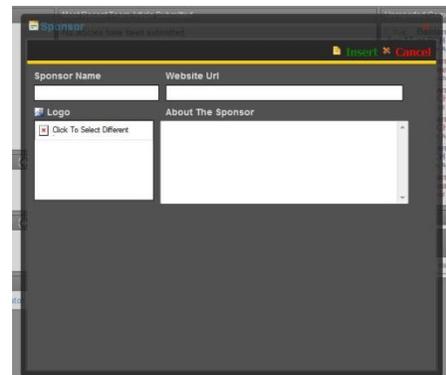
### *How-To: Delete a Web Page*

- 1) Right-Click the desired web page in the tree.
- 2) Select “ Delete Page”. You will be prompted to confirm or cancel your request to delete the page. Click the OK button to confirm.

## **Dashboard List: Team Sponsors**

Each team can have one or several sponsors entered into the Team Sponsors list so that that sponsor’s name or logo is shown on the team home page, and is linked to the sponsor’s website if they have one. If a sponsor’s website address is provided, the website will track the number of times a sponsor’s link has been clicked.

Every Team Sponsor has the following settings that you will need to set: Sponsor Name, Website Url (optional), Logo (optional),



About The Sponsor (optional). The Logo, if used, must be an image located within your organization’s website. You can use the Sponsor Form to upload a logo to the website.

### *How-To: Create a New Team Sponsor*

- 1) Click the  icon located to the right of the **Team Sponsors** List to open the Sponsor Form.
- 2) Enter the information as desired into the form. The Sponsor Name is mandatory.
- 3) To select or upload a logo for the sponsor, click the  icon to the left of where it says “Logo”. You are permitted to upload images into the Sponsors folder for your team. More Instructions on how to use the Image Manager are found later in this Manual, in the “How Do I Use The Editor?” section.
- 4) Click “  Insert” to save the new Team Sponsor.

### *How-To: Edit an Existing Team Sponsor*

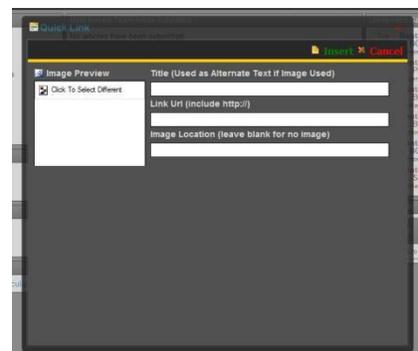
- 1) Double-click on the logo (or name) of the sponsor in the **Team Sponsors** List.
- 2) Edit the information as desired in the form.
- 3) To select or upload a logo for the sponsor, click the  icon to the left of where it says “Logo”. You are permitted to upload images into the Sponsors folder for your team. More Instructions on how to use the Image Manager are found later in this Manual, in the “How Do I Use The Editor?” section.
- 4) Click “  Update” to save the Team Sponsor.

### *How-To: Delete a Team Sponsor*

- 1) Click the  icon next to the sponsor’s logo (or name) in the **Team Sponsor** List.
- 2) You will be prompted to confirm or cancel your request to delete the sponsor. Click OK to confirm.

## **Dashboard List: Quick Links**

Each team can have its own set of Quick Links available on your team’s home page. The team’s Quick Links will appear after any organization Quick Links in the list. The process for creating, editing, and deleting a Team Quick Link is very similar to the process for creating, editing, and deleting a Team Sponsor. The exception is that for a Quick Link you must include the Url (web address) for the link in addition to the Title. The Image Location is optional, and unlike the Logo for a Team Sponsor, can reference an image located outside of your organization’s website.



### *How-To: Create a New Quick Link*

- 1) Click the  icon located to the right of the **Quick Links** List to open the Quick Link Form.
- 2) Enter the information as desired into the form. The Title and Link Url are mandatory.
- 3) To select or upload a logo for the quick link, click the  icon to the left of where it says “Image Preview”. You are permitted to upload images into the Sponsors folder for your team. More Instructions on how to use the Image Manager are found later in this Manual, in the “How Do I Use The Editor?” section.
- 4) Click “  Insert” to save the new Quick Link.

### *How-To: Edit an Existing Quick Link*

- 1) Double-click on the logo (or name) of the quick link in the **Quick Links** List.
- 2) Edit the information as desired in the form.
- 3) To select or upload a logo for the quick link, click the  icon to the left of where it says “Image Preview”. You are permitted to upload images into the Sponsors folder for your team. More Instructions on how to use the Image Manager are found later in this Manual, in the “How Do I Use The Editor?” section.
- 4) Click “  Update” to save the Quick Link.

### *How-To: Delete a Quick Link*

- 1) Click the  icon next to the quick link logo (or name) in the **Quick Links** List.
- 2) You will be prompted to confirm or cancel your request to delete the quick link. Click OK to confirm.

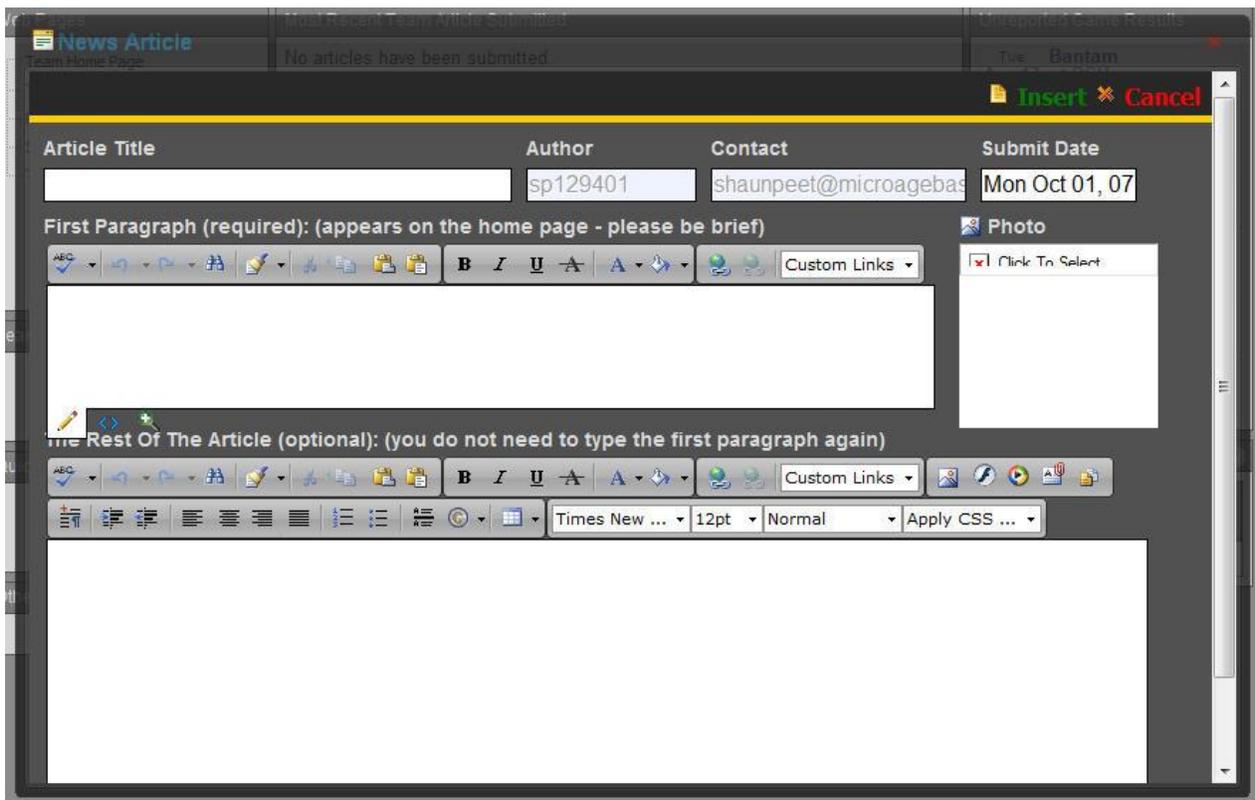
## **Dashboard List: News Articles**

One of the main features of the website is the ability for you to compose and submit news articles throughout the year regarding your team. When you submit a news article to the site, the first paragraph of the article will appear on the team’s home page. A short list of the most recent articles will also appear on the team’s home page, and the full list of all the articles submitted will appear in the News Archive page for the team. Each time an article is read by a website visitor, the website automatically tallies how many times it has been viewed.

Your team news articles may also appear on the organization’s home page. A member of the executive will be monitoring all of the team articles and has the ability to mark a particular article as “major news”. Once this happens, the article will appear on both the team’s home page as well as the organization’s home page. Also, when an article is submitted, a notification email can automatically be sent to a person or group of people letting them know that a new article is available for viewing on the website.

Whenever a news article has been marked as “major news”, it will appear as red text in a News Articles List in the Control Panel.

Each News Article consists of a Title, Author, Contact, Submit Date, First Paragraph, Photo, and The Rest of The Article. Everything but The Rest of The Article is required; however, the Author, Contact, and Submit Date are automatically filled in based on the current date and your contact information for your Control Panel account. You can also change the Submit Date to some point in the future, and the article will not appear on the website until that date.

The image shows a screenshot of a web-based form titled "News Article". At the top, there's a header with "News Article" and "Team Home Page". Below that, a status bar says "No articles have been submitted". The form is divided into several sections. The top section contains four input fields: "Article Title", "Author" (with the value "sp129401"), "Contact" (with the value "shaunpeet@microagebas"), and "Submit Date" (with the value "Mon Oct 01, 07"). Below these fields is a section for the "First Paragraph (required): (appears on the home page - please be brief)". This section includes a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, and a "Custom Links" dropdown. To the right of this section is a "Photo" selection area with a "Click To Select" button. Below the first paragraph is a section for "The Rest Of The Article (optional): (you do not need to type the first paragraph again)". This section also includes a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, and a "Custom Links" dropdown. At the bottom of the form, there are additional formatting options, including a font face dropdown (set to "Times New ..."), a font size dropdown (set to "12pt"), a style dropdown (set to "Normal"), and an "Apply CSS ..." button. The form is set against a dark background with a yellow header bar.

### *How-To: Create a News Article*

- 1) Click the  icon located to the right in the **Articles For This Team** List to open the News Article Form.
- 2) Please wait for the Form to fully load. Enter the Title, First Paragraph, and (optionally) the Rest of The Article.
- 3) To select or upload a photo for the article, click the  icon to the left of where it says “Photo”. You are permitted to upload images into the Articles folder for your team. More Instructions on how to use the Image Manager are found later in this Manual, in the “How Do I Use The Editor?” section.

- 4) For more advanced information, please refer to the “What Other Cool Things Can I Do With Articles?” section of this manual.
- 5) Click “📄 Insert” to save the New Article.

***How-To: Edit an Existing News Article***

- 1) Double-Click on the article shown in the **Most Recent Team Article Submitted** area or on any of those listed in the **Articles For This Team** List to open the News Article Form.
- 2) Please wait for the Form to fully load. Make your desired changes.
- 3) For more advanced information, please refer to the “What Other Cool Things Can I Do With Articles?” section of this manual.
- 4) Click “✅ Update” to save the Article.

***How-To: Delete a News Article***

- 1) Click the 🗑️ icon in the **Articles For This Team** List next to the desired article.
- 2) You will be prompted to confirm or cancel your request to delete the article. Click OK to confirm.

**Dashboard List: Privacy Settings**

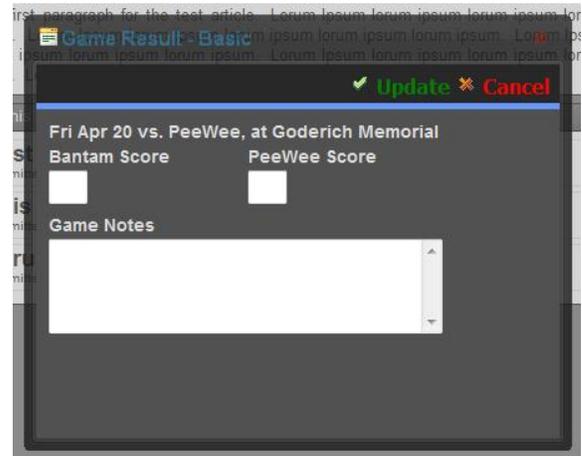
Each Team on the site has control over how or if their player names appear, the format of birthdates, and whether or not a player’s height or weight appear, in addition to some other settings. The current status of each of these settings is shown in the Privacy Settings box, and can be changed by double-clicking on the those settings.



**Important! Please ensure that consent has been obtained before displaying any information that someone may consider to be personal. Failure to do so may put you in violation of your organization’s Privacy Policy or the Privacy Act.**

### Dashboard List: Unreported Game Results

As a Team Administrator, you have the ability to post the scores for games that your team has played. If the game was an intra-organization (local league) game, only the designated home team can post the score. The Scheduler will setup your game schedule for you, and the website will list all the games which have a Game Date & Time earlier than the current Date & Time in the Unreported Game Results List. Your organization may have turned on the “detailed game results” feature of the website. If so, a separate training booklet will be made available to you. By default, only basic game results are needed, which includes the score for each team, and Game Notes (optional).



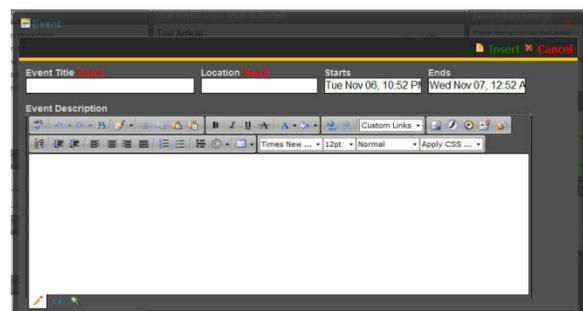
#### How-To: Enter a Score for a Game

- 1) Double-Click the desired game from the **Unreported Game Results** List to open the Game Results Form.
- 2) Enter the score for each team in the boxes provided, and the Game Notes (optional). The original purpose for the Game Notes was to enter a quick list of goal scorers, coaches’ thoughts on the game, etc. Your organization may ask that you use the Game Notes for something specific.
- 3) Click “ Update” to save the score. The Form will close and the game will no longer be included in the **Unreported Game Results** List.

### Dashboard List: Team Events

Each team has the ability to submit their team events to the website, which will then show on the team’s home page as well as on the organization’s home page in the “Upcoming Events” area. Additionally, the event will appear on the team’s and organization’s calendar.

For each event, you can specify a Title, Start Date & Time, End Date & Time, Location, and Description. The Description is optional, but it can contain virtually any content you wish to enter.



**How-To: Add a New Event**

- 1) Click the  icon located to the right in the **Team Events** List to open the Event Form.
- 2) Please wait for the Form to fully load. Type the Title and Location for the new event, and specify the Start Date & Time, and End Date & Time. You can optionally enter a description for the event using the Rich Text Editor. More information on how to use the advanced features of the editor can be found later in this manual, in the “How Do I Use The Editor?” section.
- 3) Click “  Insert” to save the New Event.

**How-To: Edit an Event**

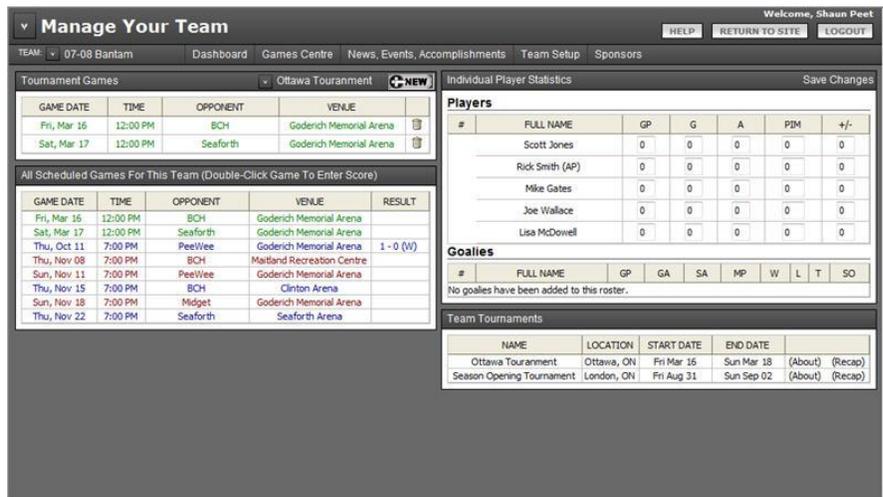
- 1) Double-Click on an event shown in the **Team Events** List to open the Event Form.
- 2) Please wait for the Form to fully load. Make your desired changes. More information on how to use the advanced features of the editor can be found later in this manual, in the “How Do I Use The Editor?” section.
- 3) Click “  Update” to save the Event.

**How-To: Delete an Event**

- 1) Click the  icon in the **Team Events** List next to the desired event.
- 2) You will be prompted to confirm or cancel your request to delete the event. Click OK to confirm.

## Games Centre

The Games Centre Page within the Manage Your Team Module allows you to schedule games for each of the tournaments that the organization’s scheduler has setup for your team, enter game results for any of your scheduled games, enter individual statistics (if enabled for your team), and enter additional details for each of your tournaments.



The screenshot displays the 'Manage Your Team' interface. At the top, it shows the user's name 'Welcome, Shaun Peet' and navigation links for 'HELP', 'RETURN TO SITE', and 'LOGOUT'. The main area is divided into several sections:

- Tournament Games:** A table showing upcoming games for the 'Ottawa Tournament'.
 

GAME DATE	TIME	OPPONENT	VENUE
Fri, Mar 16	12:00 PM	BCH	Godereich Memorial Arena
Sat, Mar 17	12:00 PM	Seaforth	Godereich Memorial Arena
- All Scheduled Games For This Team:** A table showing a list of games with their results.
 

GAME DATE	TIME	OPPONENT	VENUE	RESULT
Fri, Mar 16	12:00 PM	BCH	Godereich Memorial Arena	
Sat, Mar 17	12:00 PM	Seaforth	Godereich Memorial Arena	
Thu, Oct 11	7:00 PM	PeelWee	Godereich Memorial Arena	1 - 0 (W)
Thu, Nov 08	7:00 PM	BCH	Maitland Recreation Centre	
Sun, Nov 11	7:00 PM	PeelWee	Godereich Memorial Arena	
Thu, Nov 15	7:00 PM	BCH	Clinton Arena	
Sun, Nov 18	7:00 PM	Midget	Godereich Memorial Arena	
Thu, Nov 22	7:00 PM	Seaforth	Seaforth Arena	
- Individual Player Statistics:** A table showing player stats for the 'Ottawa Tournament'.
 

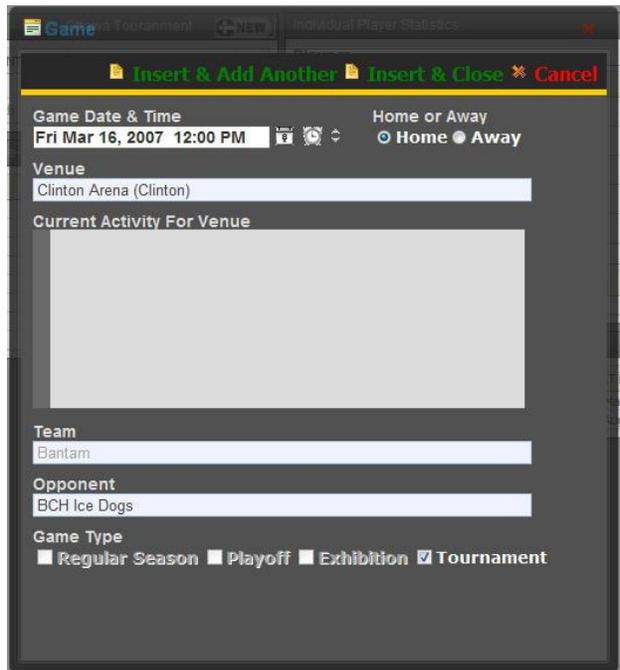
#	FULL NAME	GP	G	A	PIM	+/-
	Scott Jones	0	0	0	0	0
	Rick Smith (AP)	0	0	0	0	0
	Mike Gates	0	0	0	0	0
	Joe Wallace	0	0	0	0	0
	Lisa McDowell	0	0	0	0	0
- Goalies:** A table showing goalie stats. A message states: 'No goalies have been added to this roster.'
- Team Tournaments:** A table showing details for various tournaments.
 

NAME	LOCATION	START DATE	END DATE	(About)	(Recap)
Ottawa Tournament	Ottawa, ON	Fri Mar 16	Sun Mar 18	(About)	(Recap)
Season Opening Tournament	London, ON	Fri Aug 31	Sun Sep 02	(About)	(Recap)

## Games Centre List: Tournament Games

The organization’s scheduler will need to enter your tournament schedule into the Scheduling Module before you will be able to schedule a game for a particular tournament. If this has been done already, a list of all of your team’s tournaments will be shown on the right-hand side of the **Tournament Games** List. The table will list all of the games for the currently selected tournament. Selecting a different tournament from the list will automatically update the list of games for that tournament.

Once the desired tournament has been selected from the list, you have the ability to control the individual games scheduled within the tournament. The Game Form will only allow you to schedule a game that has been marked as a Tournament Game Type, and will only allow you to schedule that game within the dates specified for that tournament.



### *How-To: Add a New Game for a Tournament*

- 1) Select the desired tournament from the drop down list.
- 2) Click the  icon to open the Game Form.
- 3) Select the Game Date by clicking on the , and select the Game Time by clicking on the  icon. You can adjust the time further by clicking on the  icons.
- 4) Select whether you are the Home or the Away team for the game.
- 5) Select the Venue and the Opponent for the game. If the Venue or Opponent is not available, only the organization scheduler can add a new venue or opponent, so please contact him / her to get the new venue or opponent added to the list. It is possible to change the venue or opponent later so if you wish you can choose a temporary venue or opponent.
- 6) The Team will be selected with your team and cannot be changed. The Game Type will also be selected and cannot be changed.
- 7) If you are going to be entering another game, click “ Insert & Add Another”; or, if you are done adding games click “ Insert & Close”.

### *How-To: Edit a Game for a Tournament*

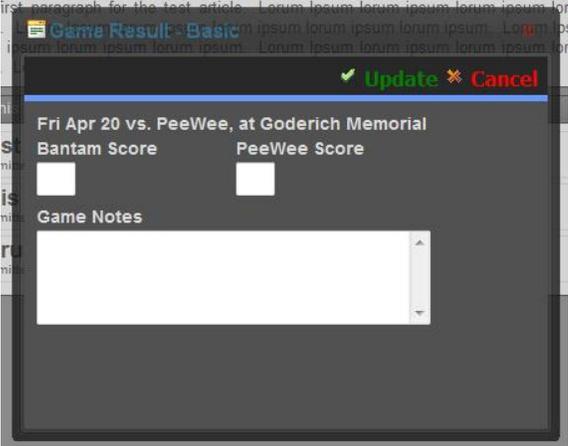
- 1) Select the desired tournament from the drop down list.
- 2) Double-Click the desired game from the list to open the Game Form.
- 3) Make the desired changes. Select a different Game Date by clicking on the  icon, or select a different Game Time by clicking on the  icon. You can adjust the time further by clicking on the  icons.
- 4) Click “ Update” to save your changes.

### *How-To: Delete a Game for a Tournament*

- 1) Select the desired tournament from the drop down list.
- 2) Click the  icon next to the game you wish to delete.
- 3) You will be prompted to confirm or cancel your request to delete the game. Click OK to confirm.

## **Games Centre List: All Scheduled Games**

The **All Scheduled Games For This Team** List will allow you to enter or change the score for a game in the list if that particular game has a Game Date & Time before the current date & time. If the game occurs in the future, you will not be permitted to enter the score for that game (the game will highlight in red instead of yellow in the list). Additionally, if you are the visiting team for a “Local Game” in the list, you will not be able to enter the score for that game as only the home team is permitted to enter scores for a “Local Game”.



### *How-To: Enter or Change the Score for a Game*

- 1) Double-Click the desired game from the **All Scheduled Games For This Team** List to open the Game Results Form.
- 2) Enter the score for each team in the boxes provided, and the Game Notes (optional). The original purpose for the Game Notes was to enter a quick list of goal scorers, coaches’ thoughts on the game, etc. Your organization may ask that you use the Game Notes for something specific.
- 3) Click “ Update” to save the score.

### Games Centre List: Individual Player Statistics

If individual player statistics have been enabled for your team (Use the Team Privacy Settings area of the Dashboard Page to enable) then this the Individual Player Statistics List will be visible. Each player that has been added to your roster will be listed in the Player Stats table, and you can type their current stats into the boxes provided. In addition, each player that has been setup as a goalie will be listed in the Goalie Stats table which has additional statistics available. Click “Save Changes” at any time to update the individual player statistics.

Individual Player Statistics						Save Changes			
<b>Players</b>									
#	FULL NAME	GP	G	A	PIM	+/-			
	Scott Jones	<input type="text" value="0"/>							
	Rick Smith (AP)	<input type="text" value="0"/>							
	Mike Gates	<input type="text" value="0"/>							
	Joe Wallace	<input type="text" value="0"/>							
	Lisa McDowell	<input type="text" value="0"/>							
<b>Goalies</b>									
#	FULL NAME	GP	GA	SA	MP	W	L	T	SO
No goalies have been added to this roster.									

### Games Centre List: Team Tournaments

Each tournament that has been entered for your team has two additional pieces of information that can be added; “About” and “Recap”. The “About” information is meant to describe the tournament for your team’s site visitors before it happens. The “Recap” information is meant to summarize your team’s performance at that tournament. Double-Click on either the “About” or “Recap” area in the table next to the desired tournament to open the corresponding Form.

#### *How-To: Enter Details about a Tournament*

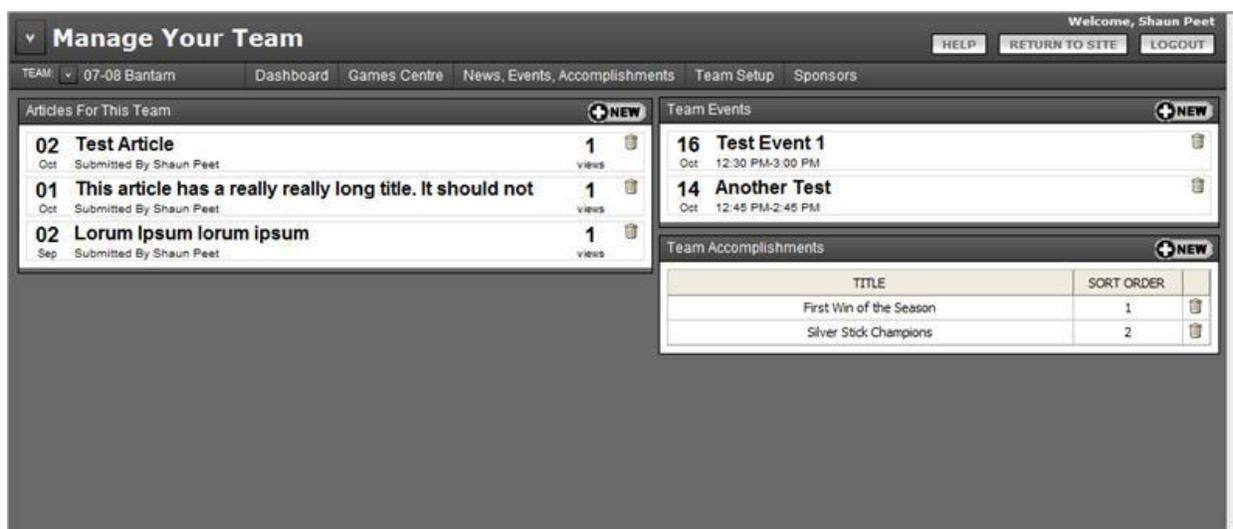
- 1) Double-Click the (About) link for the desired tournament in the **Team Tournaments** List to open the Tournament About Form.
- 2) Type the details about the tournament in the editor.
- 3) Click “  Update” to save.

*How-To: Submit a Tournament Recap*

- 1) Double-Click the (Recap) link for the desired tournament in the **Team Tournaments** List to open the Tournament Recap Form.
- 2) Type the details for the tournament recap in the editor.
- 3) Click “ Update” to save.

## News, Events, Accomplishments

The News, Events, and Accomplishments Page within the Manage Your Team Module contains three Lists; the **Articles For This Team** List, **Team Events** List, and **Team Accomplishments** List.



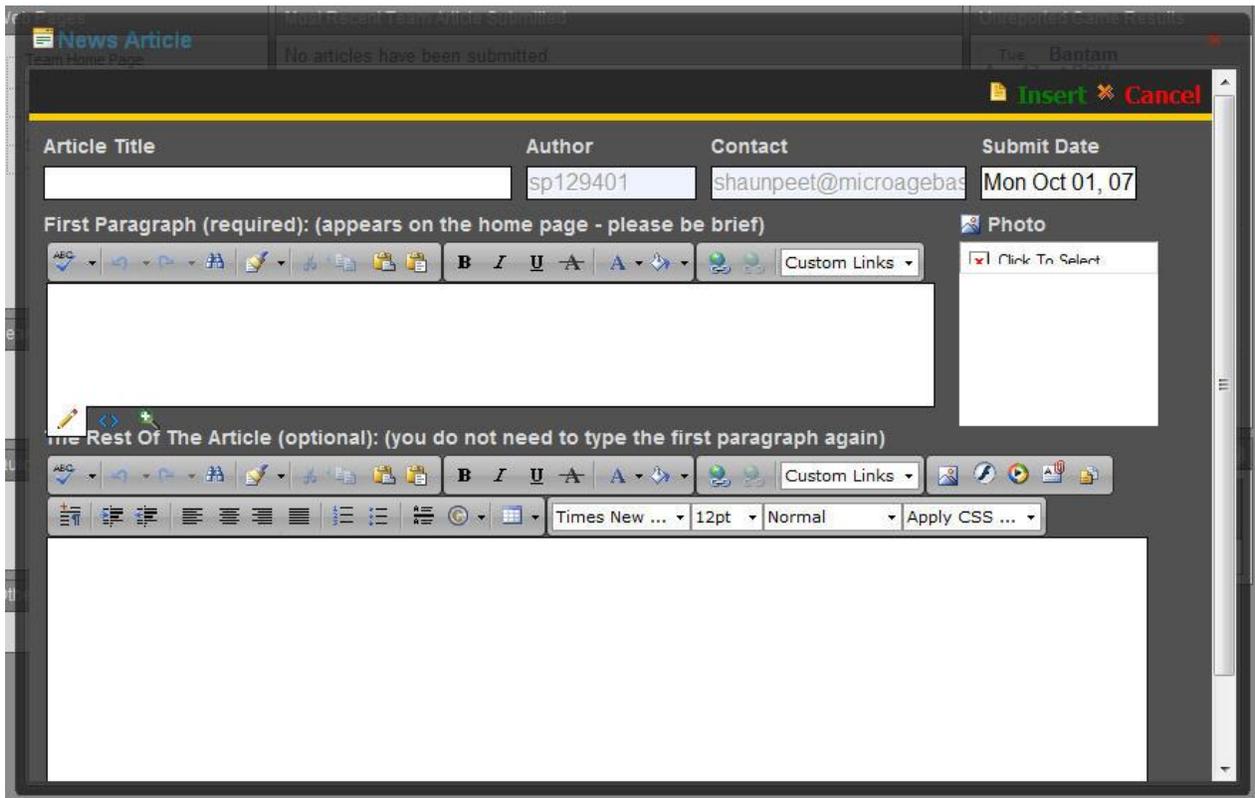
### News, Events, Accomplishments List: Articles For This Team

One of the main features of the website is the ability for you to compose and submit news articles throughout the year regarding your team. When you submit a news article to the site, the first paragraph of the article will appear on the team’s home page. A short list of the most recent articles will also appear on the team’s home page, and the full list of all the articles submitted will appear in the News Archive page for the team. Each time an article is read by a website visitor, the website automatically tallies how many times it has been viewed.

Your team news articles may also appear on the organization’s home page. A member of the executive will be monitoring all of the team articles and has the ability to mark a particular article as “major news”. Once this happens, the article will appear on both the team’s home page as well as the organization’s home page. Also, when an article is submitted, a notification email can automatically be sent to a person or group of people letting them know that a new article is available for viewing on the website.

Whenever a news article has been marked as “major news”, it will appear as red text in a News Articles List in the Control Panel.

Each News Article consists of a Title, Author, Contact, Submit Date, First Paragraph, Photo, and The Rest of The Article. Everything but The Rest of The Article is required; however, the Author, Contact, and Submit Date are automatically filled in based on the current date and your contact information for your Control Panel account. You can also change the Submit Date to some point in the future, and the article will not appear on the website until that date.



### *How-To: Create a News Article*

- 1) Click the  icon located to the right in the **Articles For This Team** List to open the News Article Form.
- 2) Please wait for the Form to fully load. Enter the Title, First Paragraph, and (optionally) the Rest of The Article.
- 3) To select or upload a photo for the article, click the  icon to the left of where it says “Photo”. You are permitted to upload images into the Articles folder for your team. More Instructions on how to use the Image Manager are found later in this Manual, in the “How Do I Use The Editor?” section.

- 4) For more advanced information, please refer to the “What Other Cool Things Can I Do With Articles?” section of this manual.
- 5) Click “📄 Insert” to save the New Article.

#### *How-To: Edit an Existing News Article*

- 1) Double-Click on any of the articles listed in the **Articles For This Team** List to open the News Article Form.
- 2) Please wait for the Form to fully load. Make your desired changes.
- 3) For more advanced information, please refer to the “What Other Cool Things Can I Do With Articles?” section of this manual.
- 4) Click “👍 Update” to save the Article.

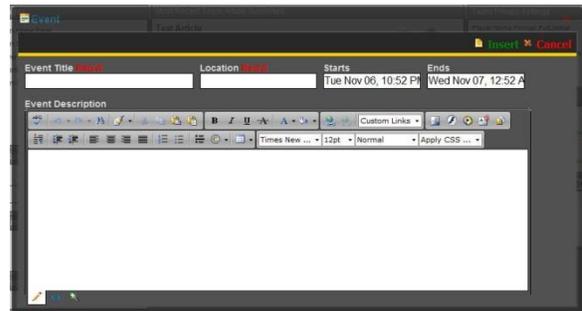
#### *How-To: Delete a News Article*

- 1) Click the 🗑️ icon in the **Articles For This Team** List next to the desired article.
- 2) You will be prompted to confirm or cancel your request to delete the article. Click OK to confirm.

### **News, Events, Accomplishments List: Team Events**

Each team has the ability to submit their team events to the website, which will then show on the team’s home page as well as on the organization’s home page in the “Upcoming Events” area. Additionally, the event will appear on the team’s and organization’s calendar.

For each event, you can specify a Title, Start Date & Time, End Date & Time, Location, and Description. The Description is optional, but it can contain virtually any content you wish to enter.



#### *How-To: Add a New Event*

- 1) Click the **NEW** icon located to the right in the **Team Events** List to open the Event Form.
- 2) Please wait for the Form to fully load. Type the Title and Location for the new event, and specify the Start Date & Time, and End Date & Time. You can optionally enter a description for the event using the Rich Text Editor. More information on how to use the advanced features of the editor can be found later in this manual, in the “How Do I Use The Editor?” section.
- 3) Click “📄 Insert” to save the New Event.

### *How-To: Edit an Event*

- 1) Double-Click on an event shown in the **Team Events** List to open the Event Form.
- 2) Please wait for the Form to fully load. Make your desired changes. More information on how to use the advanced features of the editor can be found later in this manual, in the “How Do I Use The Editor?” section.
- 3) Click “ Update” to save the Event.

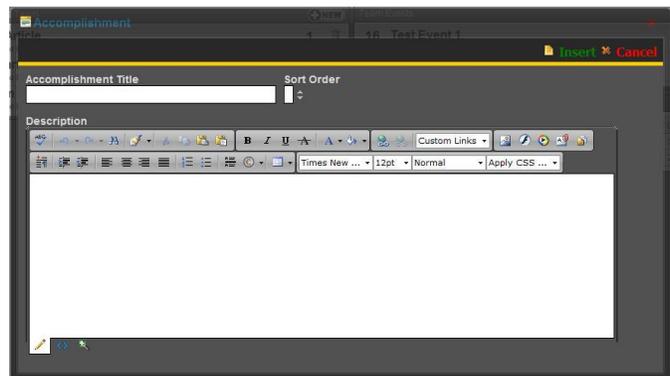
### *How-To: Delete an Event*

- 1) Click the  icon in the **Team Events** List next to the desired event.
- 2) You will be prompted to confirm or cancel your request to delete the event. Click OK to confirm.

## **News, Events, Accomplishments List: Team Accomplishments**

Each team can submit a list of Accomplishments that their team has achieved throughout the season. In order for this list to be visible on the team’s site, a page that has the page type of “Accomplishments List” will need to be added to the Team’s Web Pages (See the Dashboard List – Team Web Pages section of this manual for instructions).

Accomplishments are comprised of a Title, Sort Order, and a Description. Accomplishments are similar to Articles in that they can be marked as “Major” accomplishments, and would appear on the organization’s Accomplishments page if one has been created.



### *How-To: Create a New Team Accomplishment*

- 1) Click the  **NEW** icon located to the right in the **Team Accomplishments** List to open the Accomplishment Form.
- 2) Please wait for the Form to fully load. Type the Title and Sort Order for the new Accomplishment. You can optionally enter a description for the accomplishment using the Rich Text Editor. More information on how to use the advanced features of the editor can be found later in this manual, in the “How Do I Use The Editor?” section.
- 3) Click “ Insert” to save the New Accomplishment.

**How-To: Edit an Existing Team Accomplishment**

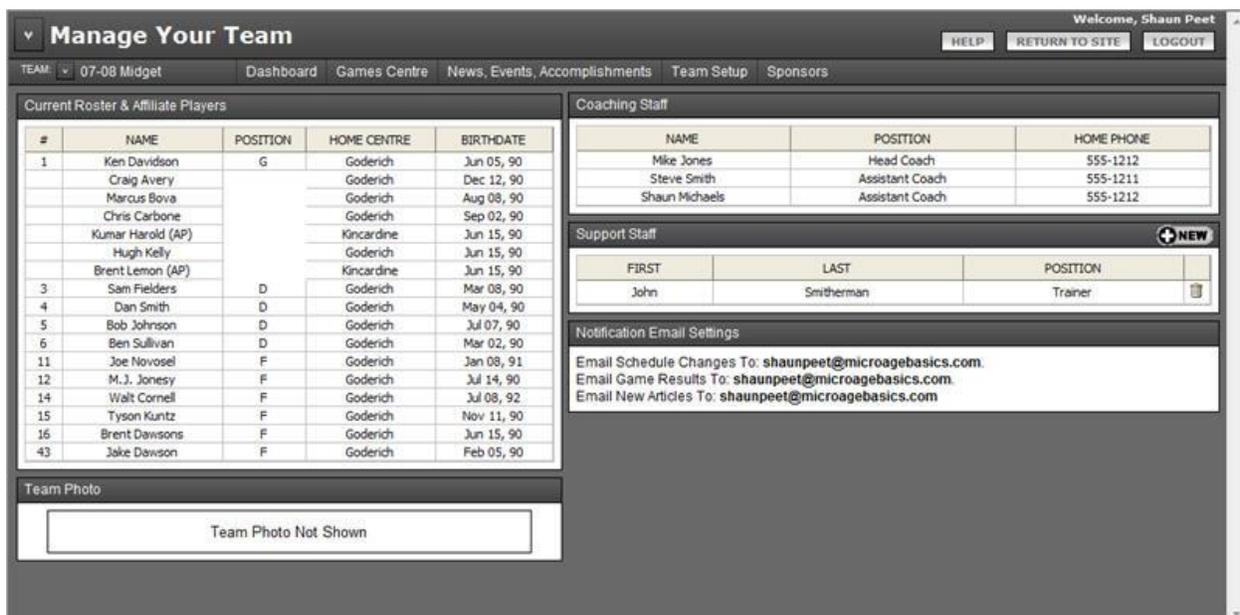
- 1) Double-Click on an event shown in the **Team Accomplishments** List to open the Accomplishment Form.
- 2) Please wait for the Form to fully load. Make your desired changes. More information on how to use the advanced features of the editor can be found later in this manual, in the “How Do I Use The Editor?” section.
- 3) Click “ Update” to save the Accomplishment.

**How-To: Delete a Team Accomplishment**

- 1) Click the  icon in the **Team Accomplishments** List next to the desired accomplishment.
- 2) You will be prompted to confirm or cancel your request to delete the accomplishment. Click OK to confirm.

## Team Setup

The Team Setup Page within the Manage Your Team Module allows you to enter more detailed information about each player currently included on the roster for the team, enter more detailed information about the coaching staff, add or change team staff, set the notification email settings, and select the team photo. The list of players and the list of coaches is setup by the organization registrar – you cannot add or remove players / coaches from either list. You can, however, add or remove team staff from the list.



The screenshot shows the 'Manage Your Team' interface for the 07-08 Midget team. It features a navigation bar with 'HELP', 'RETURN TO SITE', and 'LOGOUT' buttons. The main content is divided into several sections:

- Current Roster & Affiliate Players:** A table listing players with columns for #, NAME, POSITION, HOME CENTRE, and BIRTHDATE.
- Coaching Staff:** A table listing coaches with columns for NAME, POSITION, and HOME PHONE.
- Support Staff:** A table listing support staff with columns for FIRST, LAST, and POSITION, including a '+ NEW' button and a trash icon.
- Notification Email Settings:** A section for configuring email notifications, such as 'Email Schedule Changes To: shaunpeet@microagebasics.com'.
- Team Photo:** A placeholder box labeled 'Team Photo Not Shown'.

#	NAME	POSITION	HOME CENTRE	BIRTHDATE
1	Ken Davidson	G	Goderich	Jun 05, 90
	Craig Avery		Goderich	Dec 12, 90
	Marcus Bova		Goderich	Aug 08, 90
	Chris Carbone		Goderich	Sep 02, 90
	Kumar Harold (AP)		Kincardine	Jun 15, 90
	Hugh Kelly		Goderich	Jun 15, 90
	Brent Lemon (AP)		Kincardine	Jun 15, 90
3	Sam Fielders	D	Goderich	Mar 08, 90
4	Dan Smith	D	Goderich	May 04, 90
5	Bob Johnson	D	Goderich	Jul 07, 90
6	Ben Sullivan	D	Goderich	Mar 02, 90
11	Joe Novosel	F	Goderich	Jan 08, 91
12	M.J. Jonesy	F	Goderich	Jul 14, 90
14	Walt Cornell	F	Goderich	Jul 08, 92
15	Tyson Kuntz	F	Goderich	Nov 11, 90
16	Brent Dawsons	F	Goderich	Jun 15, 90
43	Jake Dawson	F	Goderich	Feb 05, 90

NAME	POSITION	HOME PHONE
Mike Jones	Head Coach	555-1212
Steve Smith	Assistant Coach	555-1211
Shaun Michaels	Assistant Coach	555-1212

FIRST	LAST	POSITION
John	Smitherman	Trainer

Notification Email Settings

Email Schedule Changes To: shaunpeet@microagebasics.com.  
 Email Game Results To: shaunpeet@microagebasics.com.  
 Email New Articles To: shaunpeet@microagebasics.com

### Team Setup List: Current Roster & Affiliate Players

When a player is “registered” with the site their first name, last name, birth date, and hometown are submitted by the registrar. After that, each player is assigned to a team by the registrar – no additional information is submitted at that time. Each Team Administrator is then responsible for submitting details about each player that is specific to that team, such as their jersey number, position, height, weight, photo, and bio. This information will appear on the player roster and / or the player profile (if enabled) pages.

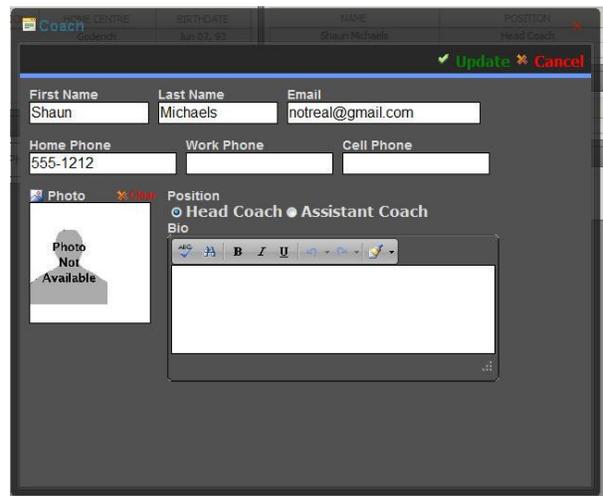
The screenshot shows a web form titled "Player information" with tabs for "ENTREE", "BIRTHDATE", "NAME", and "POSITION". At the top right are "Update" and "Cancel" buttons. A yellow warning box states: "It is very important that you have obtained consent from each member of this team for each piece of information you choose to show. Failure to do so may put you in violation of the organization's Privacy Policy or the Privacy Act." Below this, a note explains that name, birthdate, and hometown are entered by the registrar and can only be changed by that person. The form displays the following information for a player named Sam Fielders: Birthdate: Mar 1990, Hometown: Goderich. Below this, a note states that the following additional information can be submitted. The form includes fields for Jersey (3), Position (Forward, Defense, Goalie), Height (62 in inches), and Weight (110 in pounds). A note indicates that the information below will only appear on the player profile page. There are sections for Photo (with a "Clean" button and a "Photo Not Available" placeholder) and Bio (with a rich text editor toolbar).

#### How-To: Enter or Change Detailed Player Information

- 1) Double-Click the desired player in the **Current Roster & Affiliate Players** List. This will open the Player Information Form for that player.
- 2) The fields that are available will depend on the current Privacy Settings for the team. At a minimum, though, you will be able to enter the player’s jersey number and position(s).
- 3) To select or upload a photo for the coach, click the  icon to the left of where it says “Photo”. You are permitted to upload images into the Players folder for your team. More Instructions on how to use the Image Manager are found later in this Manual, in the “How Do I Use The Editor?” section
- 4) Click “  Update” to save.

### Team Setup List: Coaching Staff

The process for “registering” a coach with the website is very similar to the process for “registering” the players. The organization registrar is responsible for creating a coach and subsequently assigning that coach to a particular team. One of the differences between coaches and players, however, is that the registrar is able to input additional details about a coach when they have been assigned to a team. As a Team Administrator, you also have the ability to add or change the additional information setup for any coach that has been assigned to your team. This additional information includes the coach’s home phone, cell phone, work phone, email address, photo, and bio.

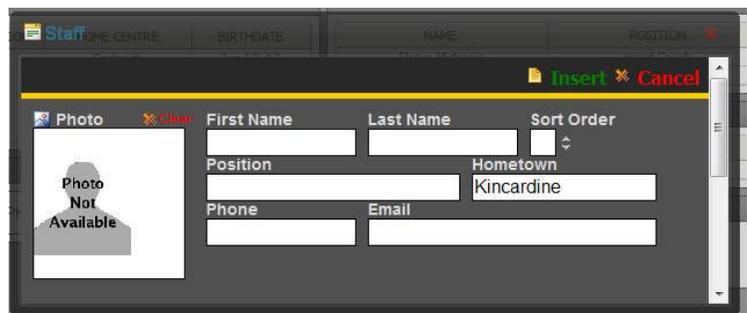


#### How-To: Enter or Change Detailed Coach Information

- 1) Double-Click the desired coach in the **Coaching Staff** List. This will open the Coach Form for that coach.
- 2) Enter additional information about the coach in the boxes provided.
- 3) To select or upload a photo for the coach, click the  icon to the left of where it says “Photo”. You are permitted to upload images into the Staff folder for your team. More Instructions on how to use the Image Manager are found later in this Manual, in the “How Do I Use The Editor?” section.
- 4) Click “  Update” to save.

### Team Setup List: Support Staff

In addition to the players and coaches, all team staff can be submitted to the website so they can receive recognition for their efforts. The organization registrar also has the opportunity to setup the staff for each team so this may have already been done for you. The website allows you to control the order in which staff members are listed by setting the Sort Order for each staff member.



### *How-To: Add a New Support Staff Person*

- 1) Click the  icon located to the right in the **Support Staff** List to open the Staff Form.
- 2) Enter information about the staff member in the boxes provided. The First Name, Last Name, and Position (ie. “Manager” or “Trainer”) are required.
- 3) To select or upload a photo for the staff member, click the  icon to the left of where it says “Photo”. You are permitted to upload images into the Staff folder for your team. More Instructions on how to use the Image Manager are found later in this Manual, in the “How Do I Use The Editor?” section.
- 4) Click “ Insert” to save the new staff member.

### *How-To: Edit an Existing Support Staff Person*

- 1) Double-Click the desired staff member in the **Support Staff** List. This will open the Staff Form for that staff member.
- 2) Make any desired changes.
- 3) To select or upload a photo for the staff member, click the  icon to the left of where it says “Photo”. You are permitted to upload images into the Staff folder for your team. More Instructions on how to use the Image Manager are found later in this Manual, in the “How Do I Use The Editor?” section.
- 4) Click “ Update” to save.

### *How-To: Delete a Support Staff Person*

- 1) Click the  icon in the **Support Staff** List next to the desired staff member.
- 2) You will be prompted to confirm or cancel your request to delete the staff member. Click OK to confirm.

## **Team Setup: Notification Email Settings**

The website automatically sends notification via email whenever certain events occur within the site. Each team has the ability to set the addresses that these notifications go to in the Notification Email Settings area on the Team Setup Page.

The Email Schedule Changes address is sent notification whenever something changes that affects the schedule in the next 14 days. This address is typically an alias (an email address which forwards to one or several other addresses) that has been setup by the organization and shouldn't be changed unless there is a specific reason for doing so. The Email Game Results address is sent notification whenever a score has been submitted or changed for one of the games on that team's schedule. The Email New Articles address is sent notification when a news article has been submitted for that team.

### *How-To: Modify Team Preferences*

- 1) Double-Click on the Notification Email Settings box, where the current email addresses are listed. The area should highlight to indicate where to double-click.
- 2) Enter the desired email addresses in the appropriate boxes. Only one email address is allowed per box.
- 3) Click “ Update” to save

### **Team Setup: Team Photo**

The player roster page for your team has an area above the roster that has been designated to display a Team Photo, if desired. All you need to do to enable this feature is submit the photo to the website using the Team Photo area on the Team Setup Page. You can also enter a description for the team photo (typically used to put the names to the faces) which is displayed beneath the photo.

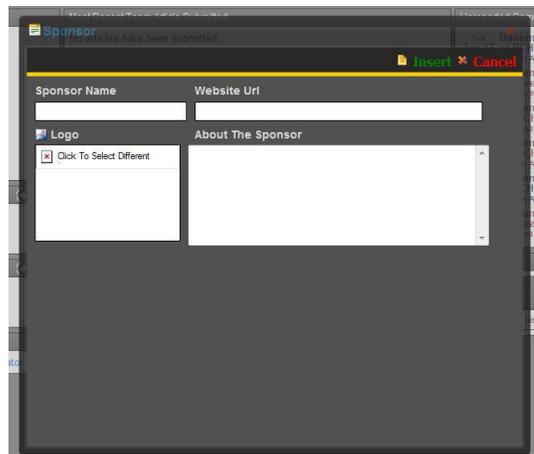
### *How-To: Upload or Change the Team Photo*

- 1) Double-Click on the Team Photo box, where the current photo (or a message indicating the Team Photo is not shown) is displayed. The area should highlight to indicate where to double-click.
- 2) To select or upload the team photo, click the  icon to the left of where it says “Photo”. You are permitted to upload images into the Player folder for your team. More Instructions on how to use the Image Manager are found later in this Manual, in the “How Do I Use The Editor?” section.
- 3) Click “ Update” to save

## **Sponsors**

### **Sponsors List: Team Sponsors**

The Team Sponsors List that appears on the Sponsors Page is the exact same one that is used on the Dashboard Page. Each team can have one or several sponsors entered into the Team Sponsors list so that that sponsor’s name or logo is shown on the team home page, and is linked to the sponsor’s website if they have one. If a sponsor’s website address is provided, the website will track the number of times a sponsor’s link has been clicked.



Every Team Sponsor has the following settings that you will need to set: Sponsor Name, Website Url (optional), Logo (optional), About The Sponsor (optional). The Logo, if used, must be an image located within your organization's website. You can use the Sponsor Form to upload a logo to the website.

#### *How-To: Create a New Team Sponsor*

- 1) Click the  icon located to the right of the **Team Sponsors** List to open the Sponsor Form.
- 2) Enter the information as desired into the form. The Sponsor Name is mandatory.
- 3) To select or upload a logo for the sponsor, click the  icon to the left of where it says "Logo". You are permitted to upload images into the Sponsors folder for your team. More Instructions on how to use the Image Manager are found later in this Manual, in the "How Do I Use The Editor?" section.
- 4) Click " Insert" to save the new Team Sponsor.

#### *How-To: Edit an Existing Team Sponsor*

- 1) Double-click on the logo (or name) of the sponsor in the **Team Sponsors** List.
- 2) Edit the information as desired in the form.
- 3) To select or upload a logo for the sponsor, click the  icon to the left of where it says "Logo". You are permitted to upload images into the Sponsors folder for your team. More Instructions on how to use the Image Manager are found later in this Manual, in the "How Do I Use The Editor?" section.
- 4) Click " Update" to save the Team Sponsor.

#### *How-To: Delete a Team Sponsor*

- 1) Click the  icon next to the sponsor's logo (or name) in the **Team Sponsor** List.
- 2) You will be prompted to confirm or cancel your request to delete the sponsor. Click OK to confirm.

### **Sponsors List: Player Sponsors**

Each player currently registered with the team will be listed on the right-hand side of the page, with each player's sponsors shown in the corresponding boxes. Each player will also have a  icon which will allow for a new player sponsor to be added for that particular player. The process for submitting a player sponsor is identical to that for submitting a team sponsor. Please refer to the instructions above for details about how to enter a new sponsor, change an existing one, or delete a sponsor.

## How Do I Use The Editor?

The website comes equipped with a very powerful “rich text editor” which allows you to type text into certain areas of the site, and then apply special formatting to that text (such as **Bold**, *Italics*, etc.). The editor consists of two parts, the content area and the toolbar area. The content area always has the same purpose – it is where you will type the information – and will always look the same, although it may be bigger or smaller depending on the current task. The toolbar area, however, will be highly customized depending on the current task. The tools on the toolbar have been designed to mimic the appearance and function of most standard word processing applications, such as Microsoft Word.

## The Quickest HTML Primer, Ever

A standard web browser interprets a text-based file that has been written in a programming language called HTML, and then displays that interpretation on the screen. The HTML language consists of **start tags** and **end tags** which modify any text between them. Just like English has definitions for what each word in the language means, HTML has a definition for what each tag means. For example the `<b></b>` tags define the text in between to be **boldface**. Tags can be nested within other tags, but should never overlap. For example, this would be incorrect: `<b><i>some text</b>some text</i>`. While most browsers would correctly apply the formatting in this case, it would be more correct if the first two tags were in the `<i><b>` order rather than `<b><i>`.

The editor that is built into the website is writing these tags for you behind the scenes so that you don't need to know anything about HTML in order to apply formatting to text on a web page. However, it will be beneficial to know a little bit about the HTML language if you want to accomplish some of the more advanced features. If you're interested in seeing how the entire website is laid out, most browsers will allow you to see the raw HTML page if you'd like – in Internet Explorer all you need to do is Right-Click on the page (anywhere other than an image) and select “View Source”.

## Applying Basic Formatting To Text

For nearly every editor that is used in the site there will be a basic formatting set of tools available. Most of these tools also have a keyboard shortcut available that mirrors the keyboard shortcuts found in Microsoft Word. For example, to bold text you can click on the Bold icon in the toolbar, or you can use CTRL + B on the keyboard.

As much as the editor tries to mimic the behavior of a word processing application, there are some fairly major differences in how a web browser is able to interpret and display formatting of text. Under most circumstances, you can compose your text in a word processing application, copy / paste it into the

editor, and most of the formatting will be retained. However, it would be safer to ensure the desired formatting will display properly on a web page if you either 1) compose the text in the editor to begin with, or 2) paste the text from the word processing application as plain text; and then use the tools of the editor to apply the formatting.

## Using Other Specific Tools / Dialogs

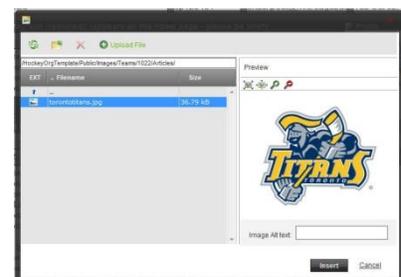
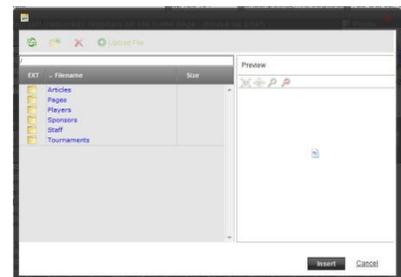
### Image Manager

One of the most frequently used tools on the website will be the Image Manager Dialog. Anytime an image needs to be uploaded and used within the site, it will be accomplished using the Image Manager. This tool is essentially a web-based version of the Microsoft Windows © File Explorer, which allows you to navigate through all of the Image folders of the site in an attempt to find the specific file (image) you are looking for. It also allows you to upload a new image into a specified “Upload Folder”, which changes depending on which page triggered the Image Manager.

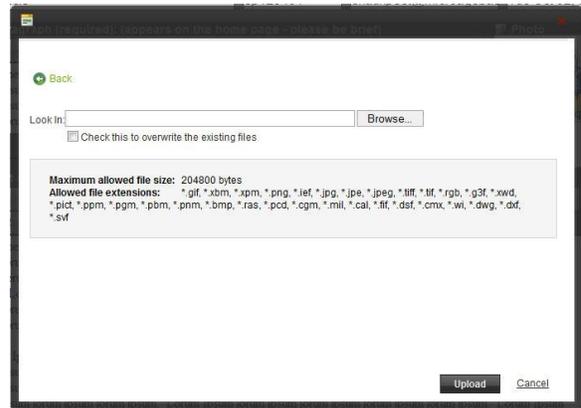
What makes the Image Manager particularly useful is the behind-the-scenes work that it is doing for you. An image on a website is displayed using the following HTML: ``, where “Image Location” is the path to where the image is located. The Image Manager helps to find the location of the image and automatically creates the necessary HTML code for displaying it on the website.

In addition, a website can only display an image that is currently located either within its own file structure, or located on another website. Therefore, if you have an image located on your personal computer that you would like to use on the website, it will first need to be copied, or uploaded, to the file structure of the website. The Image Manager makes this process much simpler.

When the Image Manager first opens, it will display a list of folders which have been configured to contain images for your team or the general site. To view the contents of a folder, double-click on the folder name. If the folder contains any images, they will be listed. Clicking on an image then opens the image in the Preview area. If the image is the one desired to be used, then click the “Insert” button. Clicking the “Cancel” button closes the Image Manager without applying any changes.



If you are currently navigating an image folder that has been set as the “Upload Folder”, the command bar area at the top of the Image Manager will make the “Upload” tab available. This will allow you to Browse for a file on your local machine, select it, and then attempt to upload it to the website. Only certain file types are permitted (image file types) and there is a maximum size that is allowed. If the file is the right file type and it is within the maximum size allowed, it will be uploaded to the site and automatically selected for previewing on the “Browse” tab.



**Document Manager**  / **Flash Manager**  / **Media Manager**  / **Template Manager** 

These other Dialogs work in the exact same manner as the Image Manager, but have been customized to meet the needs for a specific type of information. The Document Manager allows you to easily upload and link documents such as Word, Excel, PDF files into articles, events, or page content. The Flash Manager allows you to upload and embed Flash files within the web page content, and creates all the necessary HTML and Javascript code to make it work. The Media Manager allows you to embed other types of media files, such as audio or video files, and also creates all of the necessary HTML and Javascript automatically. The Template Manager allows you to re-use pieces of HTML code, or Templates, throughout your content.

**Hyperlink Manager** 

There are three types of hyperlinks that are used on a web page; web links, page anchors, and email links. The Hyperlink Manager has a tab available for each of the three types of links. Page anchors are not likely to be used anywhere on your site – they are essentially a hyperlink that navigates to a portion of the same page as the link (such as a “back to top” style link). Web links serve to navigate the visitor to another page, or to another file. Email links allow the visitor to click on an email address and have their default email program open, using the address as the TO: address for a new email message.

Hyperlinks consist of two basic properties, but there is a third which can be equally important. The two main properties are the Link URL (or address) and the Link Text. The link URL can be absolute, such as “http://www.somesite.com/Page1.html”, or they can be relative, such as “Page1.html”. The Link Text can be virtually anything – including other HTML. This means that you could use an image as the link text if desired. The third property that should be considered is the Link Target, which specifies whether the link should open in a new browser window or in the same browser window.

In general, whenever linking to another website, it is good practice to set the Link Target to open in a new window (in HTML, this is `<a href="Link Url" target="_blank">Link text</a>`). In addition, whenever linking to a document (such as a Word, Excel, or PDF) file, since most browsers will attempt to open the file within the browser window, those links should be set to open in a new window.

The ToolTip field within the Hyperlink manager can also be used to show additional information when the mouse hovers over the link. Lastly, when specifying an email link, there is the option to set the default subject line for the email message created when the visitor clicks on the link.

**Important!** Whenever the site uses an email address from the database it automatically encodes it to protect it from spam harvestors. Using the hyperlink manager to create an email link will leave the address un-encoded could expose it to a spam harvester.

### Custom Links

The Custom Links tool allows you to easily insert a set of pre-defined links that may be useful to your team, such as the player roster, individual player profiles, or coach profiles. For details on how to include a link to a player profile, see the section entitled “Link To Player Profiles (Custom Links Tool)” within the “What Other Cool Things Can I Do With Article?” section of this manual.

## What Other Cool Things Can I Do With Articles?

The task of writing a news article and submitting it to the site has been simplified in order to make it easy for anyone to do. This tends to increase the frequency in which new information about the team is submitted. However, if you are looking to create more professional, polished news articles, the site allows you to do this too!

### Link To Player Profiles (Custom Links Tool)

If you are writing an article and mention one of the players during the article, it is sometimes a nice feature to be able to jump to that player’s profile. The editor provided for the First Paragraph and the one provided for The Rest of the Article both have a “Custom Links Tool” feature built-in. The Custom Links drop down has been populated with all of the links useful to your team – such as player profiles, the player roster, coach profiles, etc.



There are two ways to use the Custom Links tool. The first way is to compose your article, and as you are writing, when you are about to mention a player's name, select that player from the Custom Links tool. This will insert the player's full name as the link text in a hyperlink to his / her profile. The other way to use the tool would be to completely compose the article, then afterwards you can drag to highlight the player's name, and then select the player from the Custom Links tool. This will keep whatever text you highlighted as the link text.

In either case, after the link is there you can use the Hyperlink Manager to change the link text, the tool tip, the target, etc.

## **Add More Pictures / Audio / Video Content**

The editor for The Rest of the Article has several tools included that will allow you to accomplish several advanced tasks. These tools include the Image Manager and the Media Manager. You can read about how to use these tools in the section called "How Do I Use The Editor?" in this manual. The point is that you are not limited to having just text in your articles. If someone has video recorded the game you can easily place clips of the game within the article.

Please note: it is recommended that you compose the article and save it before adding other additional content to ensure that your work gets saved before trying the advanced features. In addition, you should be aware that different browsers handle media files differently; and some browsers may not be able to view the file at all.

## **Link a Scanned Copy of a Game Sheet**

Just like you can add extra images or media files within the article, you can also add links to documents. An example would be if you have a scanned version of the game sheet saved as a PDF document, you can use the Document Manager to upload and link the game sheet directly in the article. The same would be true for any kind of document – a Microsoft Word file (.doc), a Microsoft Excel file (.xls), etc.



