Griswold Soccer Club

Website Guide

For Coaches and Team Managers

Coaches & Managers: Introduction

Logging in

In order to perform administrative tasks as a coach, you'll first need to login to your site. As a coach, you simply need to login with your email address and personal password that is on your account. You do not need a special or separate password for coach access.

Important! If you do not login in the top right corner of the website, you will not have access to the admin capabilities as a coach or manager.

1. Login at the top right corner of your website.
To login, enter your email address and personal password on your account. If you do not know your password, follow the password reset instructions.
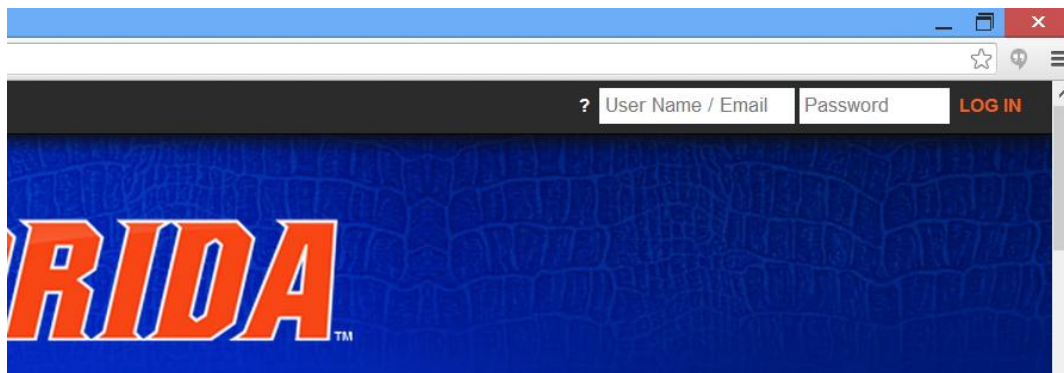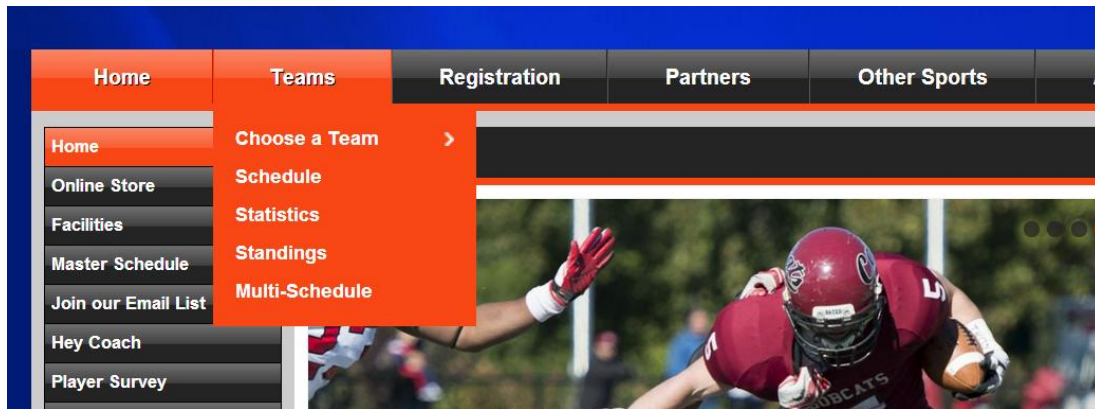

Accessing your Team's Pages

Once logged in, you can access your team's pages by going directly to the Team page on your organization's website. This can be found in the second position on the horizontal navigation bar.
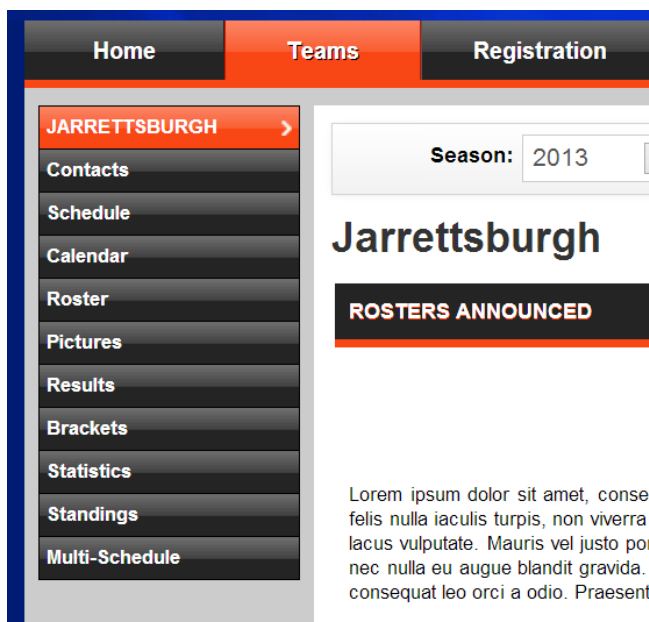
1. Once logged in, hover over the Teams tab.
All teams in the site are housed under the Teams tab. You can find your division > team here.

2. Access team-specific pages.

After selecting your team, the left navigation and Team drop-down now become specific to the team page you are on. Click on any of these pages to access this page specifically for your team.

Coaches & Managers: Email Team

As a coach, manager, or contact, you have the rights to email your team from the Roster page on your site.

1. Once logged in, go to your team's Roster page.

2. In the top right corner, select Email Team.

3. Compose your email and click Send.

|	
From	Mark K (name that will appear as the sender)
Reply to	markk@leagueathletics.com
To	test@leagueathletics.com, name@email.com, another@leagueathletics.com,
CC	
Subject	Practice!?

Coaches & Managers: Add News

News Bulletins are a great way to communicate with your team's players and parents. These are displayed on your team's home page with the newer items displayed at the top. You can optionally email bulletins to players and parents using the "Broadcast" feature during the edit or creation process.

1. Login to your site

2. Select your Team from the Team tab.
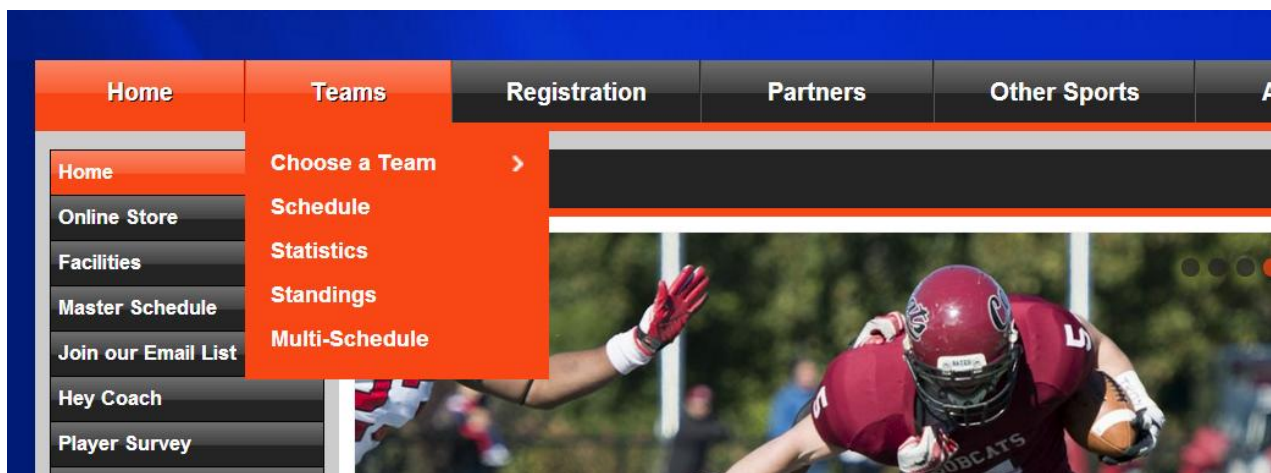
3. Click to add a new News Item.

4. Complete the information on the resulting page. Click Submit to save and post.

Messaging / New Team Bulletin	Help ⧉

Author	Your real name	❷
Email address	Email address	❷
Publish date	12/11/2013	❷
Expiration date	12/25/2013	☐ Archive thereafter ❷
Title		

Submit **Reset**

Editing Team News

1. From your team's home page, click the yellow pencil button.

Deleting Team News

1. From your team's home page, click the red trashcan button.

Coaches & Managers: Add Game or Practice

Games and Practices are obviously those events which take place at a facility and involve a team or multiple teams. When scheduled, these events show up on the team's Schedule and can be used to capture RSVPs.

Games and Practices also have the ability to send out notifications automatically about changes and can also remind people about an upcoming event.

Once logged in, to schedule a practice or game:

1. Navigate to your team's Schedule page.

2. Click options, Add New Event.

3. Complete the event details, and submit to save.

New Game Information	Help ⬈

Details

Date: 12/15/2013 ☐ TBD 2:00p for 60 min. to 3:00p ❓

Location: Jarrettsville, NBES ▾ ＋ New Location ❓

Category: Game ▾ ❓

Status: N/A ▾ ID: ____ (optional)

Arbiter ID: ____ (optional)

Deleting an Event

1. Navigate to the team's schedule page and click the yellow pencil button.

Editing an Event

1. Navigate to the team's schedule page and click the red trashcan button.

Coaches & Managers: General Events

General Events are events that your team is involved in off the field. These are not events such as practices or games. A good example of a General Event would be an "End of the Year Meeting."

These events, when added, are shown on the Team's Calendar page. They do not send reminders and they cannot be used to collect RSVPs.

1. Once logged in, go to `Admin > Scheduling > Add General Event` .
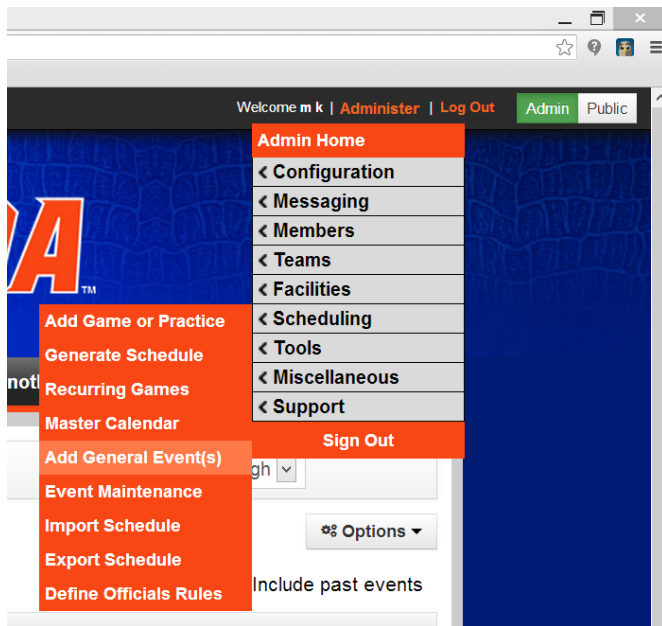
2. Complete the event details. Click Submit to save.

Edit or Delete a General Event

1. Once logged in, go to your team's Calendar page.

Home	Teams	Registration
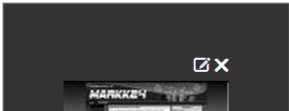
JARRETTSBURGH >
Contacts
Schedule
Calendar
Roster
Pictures
Results
Brackets
Statistics
Standings
Multi-Schedule
+ Add Page

Season: 2013

Team Calendar

◄ ► December ▼

Sunday	*Monday
1	2
8	9

2. Click directly on the event title.

12	13	14
		1:00p Team Party NEW
19	20	21

3. Click the or button to edit or delete the event.

*Monday   Tuesday   Wednesday   Thursday

Event Information   ✕

Team Party
Sat, Dec 14, 2013 at 1:00p to 2:00p

Coaches & Managers: Upload Photos

Team photos can only be upload by coaches, managers, team contacts, or admins that have these rights. They cannot be uploaded by players or parents of players on the team.

1. Once logged in, go to `Admin > Tools > Add Pictures`.

2. Enter in the picture information and upload the file.
Here you can upload up to 10 files at a time, not exceeding 50MB total per upload process.

3. Once uploaded, you can find the pictures on your team's Pictures page.

Moving or Deleting Pictures

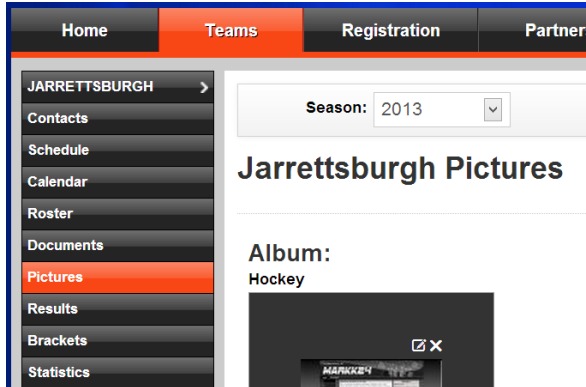**1. Once logged in, go to your team's Pictures page.**

2. Select (an) image(s) by checking the check box in the top left corner of a picture.

3. Use the action items in the top right corner of the page to make changes.