

# ***Griswold Soccer Club***

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## ***Website Guide For Coaches and Team Managers***



Introduction logging in .....	Page 2
Emailing Team .....	Page 4
Add Team News .....	Page 6
Add Game or Practice .....	Page 8
Add General Event .....	Page 10
Upload Photo's .....	Page 12



# Coaches & Managers: Introduction

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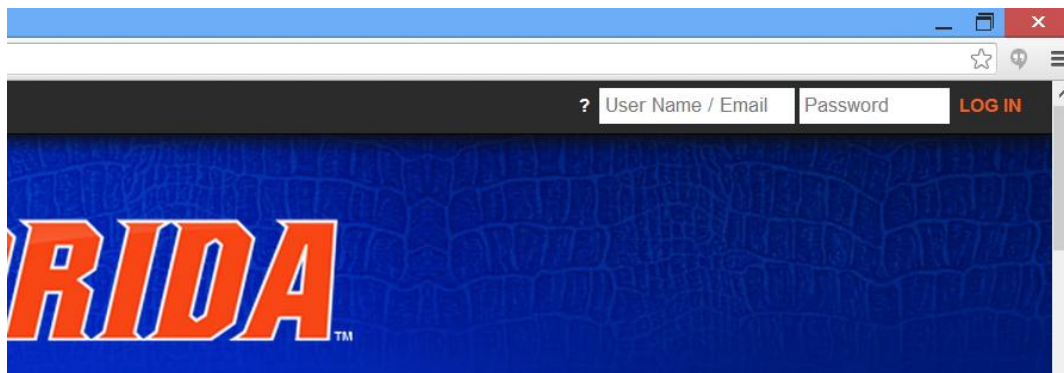
## Logging in

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](#).



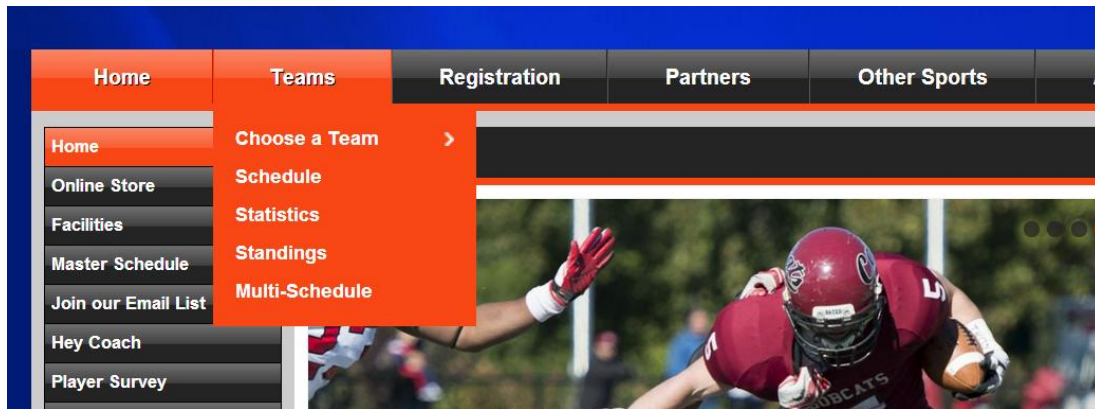
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## Accessing your Team's Pages

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.

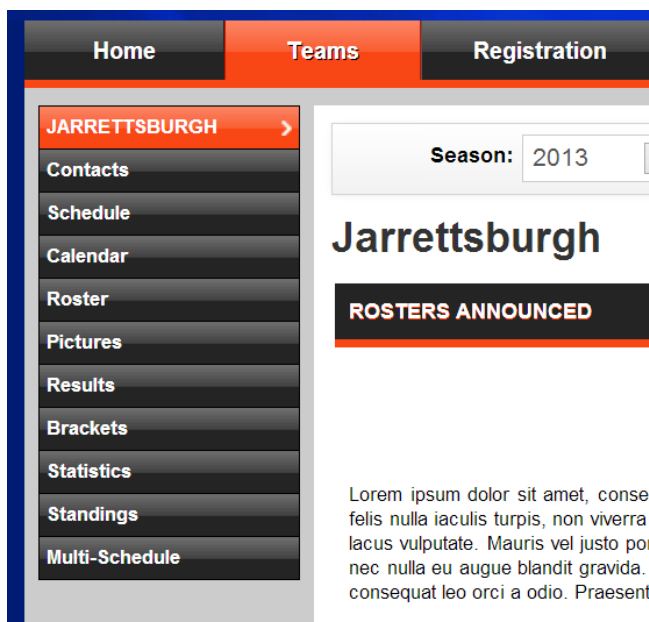
### 1. Once logged in, hover over the Teams tab.

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.

Home Teams Registration Partners Other Sports Another Contact US Lacrosse

JARRETTSBURGH >

Contacts

Schedule

Calendar

Roster

Pictures

Results

Brackets

Statistics

Standings

Multi-Schedule

+ Add Page

Season: 2013 League: Boys 13-14 Team: Jarrettsburgh

### Jarrettsburgh - Team Roster

Options

Contacts	Position	Home	Work	Cell
Father Wise (5001) <a href="#">Send Email</a>	Asst Coach	877-932-6747		
Mark Kamyszek (247022) <a href="#">Send Email</a>	Coach	877-932-6747		

#	Participant /Guardian(s)	Position / DOB (Grade)	Address	Phone
	Junior Cochran (3501013)	Player	113 W University Parkway	410-235-6882 (h) <a href="#">Send Email</a>
	(Mike)	08/06/2005	Baltimore, MD 21210	
	Sam Jackson	Player	Brooklyn, NY 11222	<a href="#">Send Email</a>

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

Contact US Lacrosse

Team: Jarrettsburgh

Options

- Link to this Page
- Assign Jersey Numbers
- + Add a Player
- Email Team**
- Print Bio Sheets
- Print Roster



### 3. Compose your email and click Send.

From	<input type="text" value="Mark K"/>	(name that will appear as the sender)
Reply to	<input type="text" value="markk@leagueathletics.com"/>	
To	<input type="text" value="test@leagueathletics.com, name@email.com, another@leagueathletics.com"/>	
CC	<input type="text"/>	
Subject	<input type="text" value="Practice!?"/>	

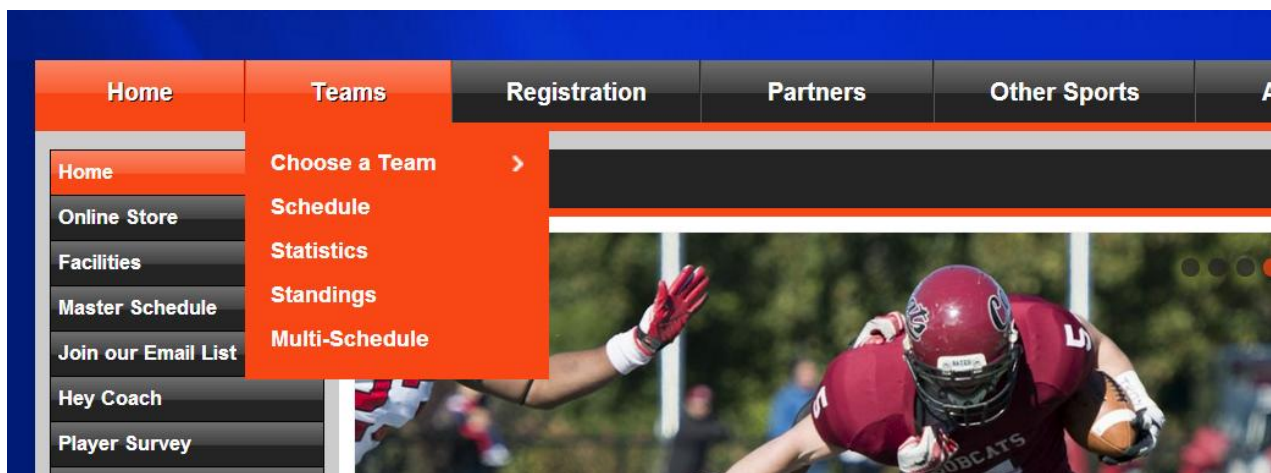


# Coaches & Managers: Add News

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.

### ROSTERS ANNOUNCED



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean sagittis, dolor semper imperdiet lacinia, felis nulla iaculis turpis, non viverra lorem augue nec dui. Ut posuere tellus at nisi commodo, eget pretium lacus vulputate. Mauris vel justo porta erat aliquam euismod. In at lobortis sem, ut vulputate dui. Quisque nec nulla eu augue blandit gravida. Duis tincidunt, nisl eget mattis molestie, erat ante hendrerit diam, eget consequat leo orci a odio. Praesent euismod mollis tincidunt. Maecenas vulputate ac purus ac suscipit.



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

Messaging / New Team Bulletin Help [↗](#)

Author  [?](#)

Email address  [?](#)

Publish date  [?](#)

Expiration date   Archive thereafter [?](#)

Title

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## 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.

The screenshot shows the 'Event Schedule' page for Jarrettsburgh Boys 13-14. The page has a navigation bar with 'Home', 'Teams', 'Registration', 'Partners', 'Other Sports', 'Another', 'Contact', and 'US Lacrosse'. The 'Teams' tab is active. On the left, there is a sidebar with 'JARRETTSBURGH' and various menu items: 'Contacts', 'Schedule', 'Calendar', 'Roster', 'Pictures', 'Results', 'Brackets', 'Statistics', 'Standings', and 'Multi-Schedule'. The main content area shows filters for 'Season: 2013', 'League: Boys 13-14', and 'Team: Jarrettsburgh'. Below the filters, the title 'Event Schedule' is followed by 'Boys 13-14 > Jarrettsburgh' and a 'Options' dropdown. There are checkboxes for 'Games Only' and 'Include past events'. A table lists events with columns for 'Date', 'Time', 'Event', 'Type', 'Field', and 'Actions'. One event is listed for 'Sat, Dec 14' at '11:00a to 12:00p' for '(h) vs TBD' at 'NBES'. Below the table, there is a 'Select all' button and a 'Delete' button. At the bottom, it says 'Last updated: Tue Dec 03 2013 at 12:30:00 PM' and includes a note: '(h) Indicates the home team. Items shown in Red Strikethrough indicate the game has been cancelled.'

## 2. Click options, Add New Event.

This screenshot is similar to the previous one, but the 'Options' dropdown menu is open, showing several actions: '+ Add new event', 'Link to this page', 'Add to Google Calendar', 'Subscribe to calendar feed', 'Export schedule to spreadsheet', 'Connect to league', and 'Print Schedule'. The rest of the page content remains the same as in the previous screenshot.





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

New Game Information Help [↗](#)

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**Details**

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Date   TBD  for  min. to  ?

Location   ?

Category  ?

Status  ID  (optional)

Arbiter ID  (optional)

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## 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.

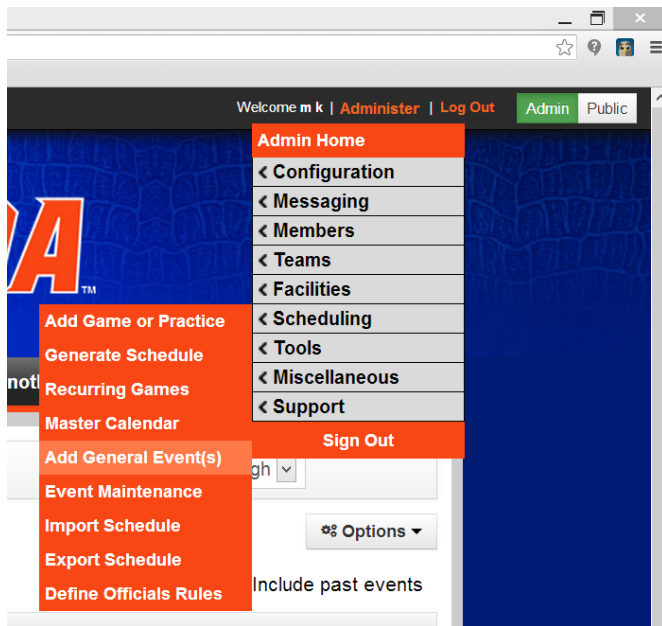


# Coaches & Managers: General Events

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.

Scheduling / General Event Information Help [?](#)

Start date  Time  HH:MM

End date  Time

Title

Description 

Source

Styles  Format  Font  Size



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# Edit or Delete a General Event

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

The screenshot shows a website interface with a top navigation bar containing 'Home', 'Teams', and 'Registration'. Below this is a sidebar menu for 'JARRETTSBURGH' with options: 'Contacts', 'Schedule', 'Calendar' (highlighted), 'Roster', 'Pictures', 'Results', 'Brackets', 'Statistics', 'Standings', 'Multi-Schedule', and '+ Add Page'. The main content area is titled 'Team Calendar' and includes a 'Season: 2013' dropdown, a month selector for 'December', and a calendar grid. The grid shows dates 1, 2, 8, and 9, with the 1st and 2nd highlighted as '\*Monday'.

2. Click directly on the event title.

A close-up of a calendar event. The event is titled 'Team Party' with a 'NEW' badge. It is scheduled for Saturday, December 14, 2013, at 1:00p. The event is shown in a grid view with dates 12, 13, 14, 19, 20, and 21.

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

The 'Event Information' modal displays the event details: 'Team Party' and 'Sat, Dec 14, 2013 at 1:00p to 2:00p'. It includes edit and delete icons in the top right corner.

# 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.

Tools / Upload Pictures + Add new album [Help](#)

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### Picture Location & Options

Season:

Team:

Link To:  (Optional web or email address)

Watermark:  (Optional)

Original:  (make original file available for download)

Pictures:

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

Home **Teams** Registration Partner

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JARRETTSBURGH >

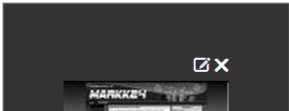
- Contacts
- Schedule
- Calendar
- Roster
- Documents
- Pictures**
- Results
- Brackets
- Statistics

Season:

## Jarrettsburgh Pictures

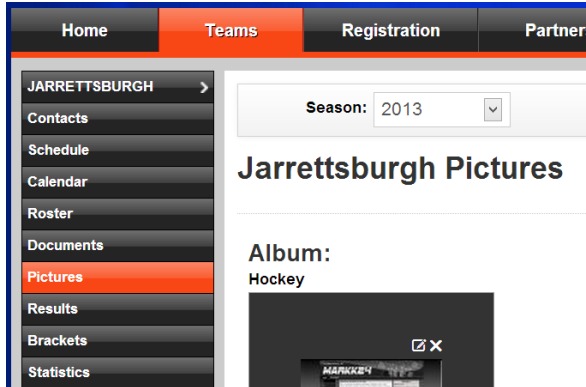
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Album:  
Hockey



# 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.

