

How To Edit Your Team Page

Before you can edit your Team Page you must first create an account and establish a username and password. You can do this by logging into www.tustinpony.com then scrolling to the bottom of the page. Where you will see:

Log In or Register for Tustin Pony

[Log In](#)

[Register](#)

Please click on register and then proceed through the registration process.

When you are finished you will need to send an email to: tustinpony@gmail.com

If you could please make the subject: **website access** that would be helpful. **Include your name, your Division and your team name** in your email request for access.

You will then receive an email confirming your access to Your Teams Page.

Once you have received access you will be able to edit. **You cannot edit anything until you have been granted access.**

You can only Edit the website when you are logged in. So this time scroll to the bottom of the page again and log in.

Once you are logged in please Click on the Teams Button on the top toolbar.



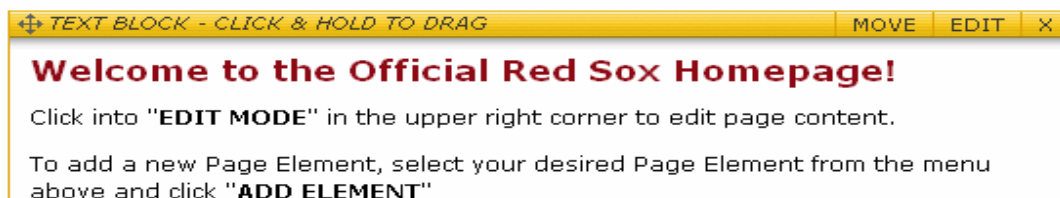
Next click on your team in your division.

Your Team Page is the only page you have access to edit

On the Top Right of **Your Team Page** you will see **Edit Mode**. Click on that.



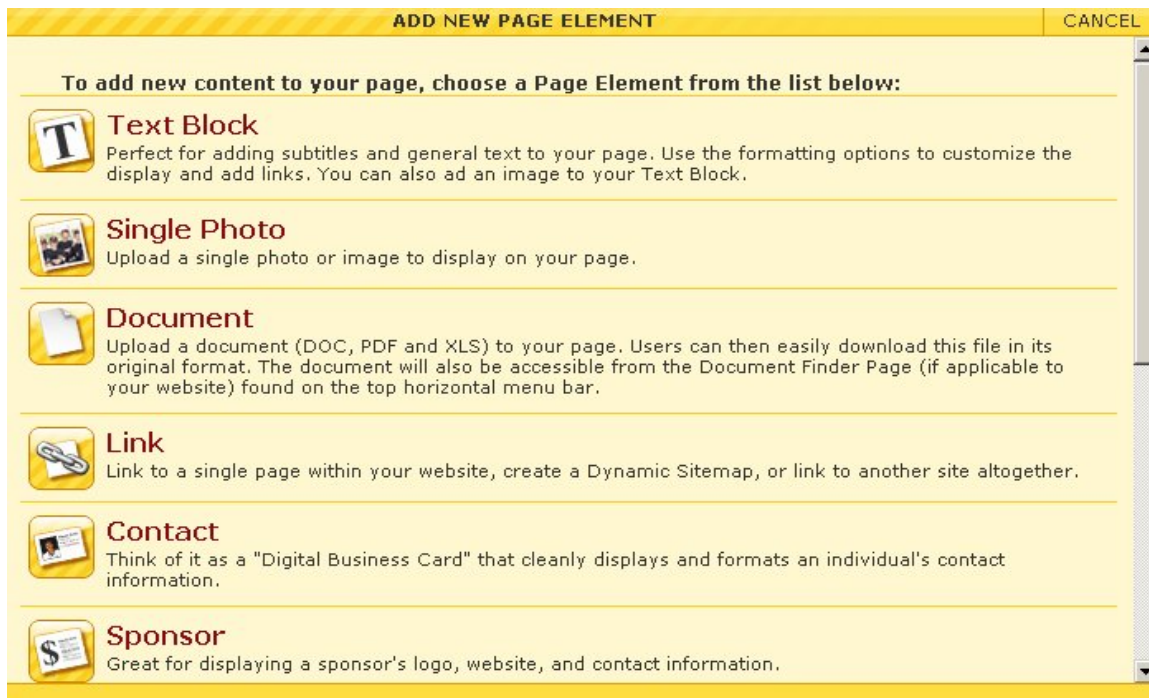
You will know you are in “Edit Mode” because your editable fields will be Yellow. See the Picture Below.



Have fun you cannot do any damage here!!!!

The **Add Page Element** is the Key to editing your page. See above Picture.

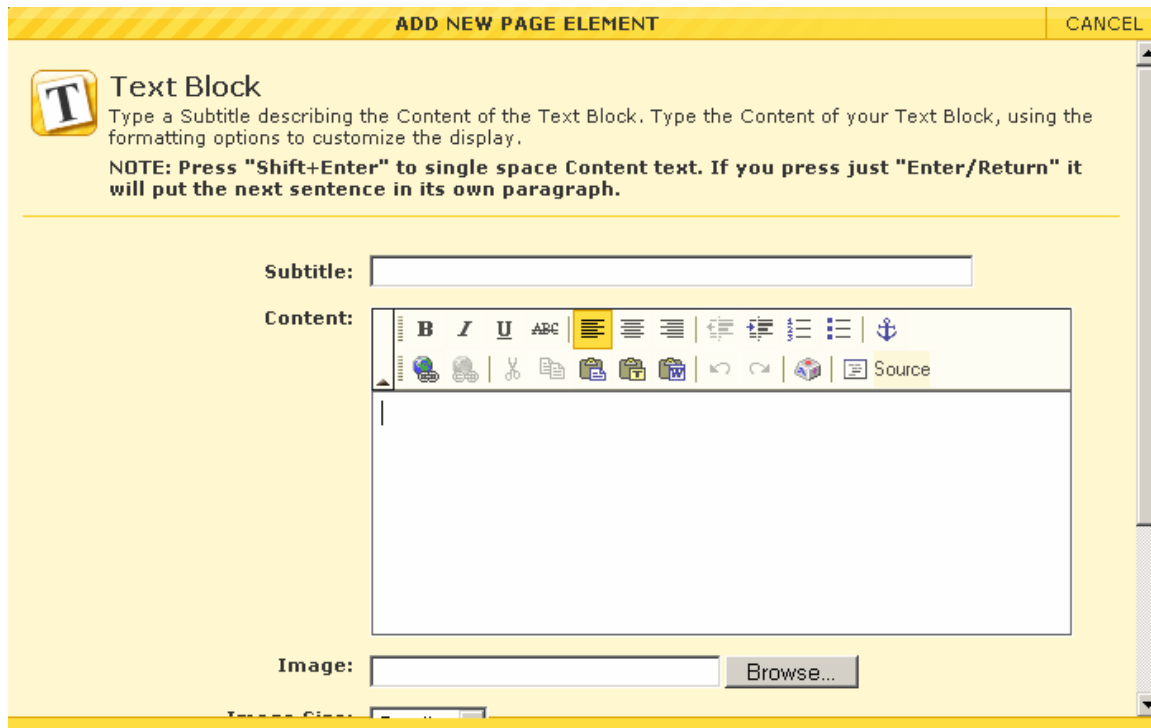
Click on **Add Page Element** and you will see this:



Each Element has its own unique function so play around with them. There are so many possibilities but each is very simple to use.

The **Text Block, Contact, Document, Photo Gallery and Page Divider** are the most commonly used elements. You would have to scroll down in the above box to use the page divider and Photo Gallery.

Whenever you add a new element it always goes to the bottom of your page.



This is a New Text Block. Just fill in the Subtitle and type in a message.

If you would like to add an Image Click the **Browse** button next to **images** and then upload the image you would like to use. It is no different then adding a picture into an email. Then Scroll down and click on **Create this Page Element**. That element is now finished and it is on the bottom of your page.

You will notice at the top of every Box it says **Click & Hold to Drag**. Click on that box and drag it to where you would like it on your team page.

You can also edit any Page Element by simply clicking the **Edit** button at the top of the element.

All Elements are fairly simple to use and are similar in the way they are edited. Follow the prompts and instructions and you should be able to use them quite easily. The elements are all very useful so have some fun with them. Have fun customizing your team's page and if you run into any problems just send an email to tustinpony@gmail.com and I will lend a hand.