



## Website Manual – General Page Owners

Step 1: Log into the website (upper left corner)

### **Admin Control Panel—Upper Right corner of site**

- ◆ The “Admin Home” Tab will have a link directly to the TST FAQ (online manual). Once you click on the link, the FAQ is a page within our support. The main support page provides a “support ticket” for you to send in with any questions. You can also call our support line at 888.255.7840 ext.3
- ◆ The “My Access” Tab will allow you to view your access and link directly to the page(s) you have been granted editing permission over.

*Use the “Edit Mode” to build content and pages, while using the “User Mode” to check your work. (found directly below the “Admin Control Panel” button)*

### **Owner Permissions**

You have the ability to assign other users the ability to grant access within specific sections of your website using the "Owner" permission level.

This means that a coach or team manager who has "Owner" access to their team page may now hand out editing or private view access to players or parents. For example, a coach may create a private page under their team called "Contacts." They can then navigate to that page, choose the permissions tab and locate each parent’s website account and give them access to view that private page. This also allows teams to give editing access to a trusted mom or dad to update a "Team Photos" page for example. This same concept has been applied throughout your entire site, so that the users with "Owner" permission to a given page, now have the ability to hand out access to that page and the pages beneath it.

### **Group Messaging**

You now have the ability to attach groups to your page. Once logged into your website page, click on “Groups” found in the center content panel of your page. Next, select “Create New Group”. You can now name your group and choose the website accounts of those members you would like included. You will now be able to send out emails (no-reply) to these members by selecting “Message Selected”. All messages sent to groups will Bcc the email addresses.

Remember to use [support](#) if you have any questions!

Email: [support@teamsporttech.com](mailto:support@teamsporttech.com)

Phone: 888.255.7840 ext. 3

## Creating a Page

Select the level page you have ownership over and then look at the bottom of the left panel navigation, Select the yellow button “Add New Page”.

**General Page** You will have to name the button (this is what will show up in the left panel navigation) and then you can give a longer title for the page (this will show up at the top of the center content panel). You will then need to choose the display status: Public, Disabled and Private.

*Public Pages* are live for ALL people viewing the site

*Disabled Pages* are hidden or under construction (no one knows it exists and it appears grey in the left panel navigation)

*Private Pages* can only be viewed by those users who have been granted viewing rights. They will need to create an account and you will have to grant them viewing access.

## Adding Content

Make sure you are in “Edit Mode”. When you are ready to start adding content to your site, use the “Add Page Element” found at the top of the center content panel. Remember, when you add elements, they will drop to the bottom of the page, you can click and drag each element (click on the top yellow bar of the element) up to the location you would like.

### **Text Block**

- ◆ When you select a Text Block, a new window will appear with two text fields, one for the title and one for the paragraph text. Use the inline formatting tools to add bold, underline, italics, and hyperlinks to the text.
- ◆ Add an optional image by choosing the file from your computer, selecting an image size (Small, Medium or Large), and image alignment (Left or Right).  
NOTE: For your convenience, the image file, sizing and alignment can always be updated at a later time.
- ◆ Click “Create this page element” and the Text Block Page Element will appear on the page.

### **Single Photo**

- ◆ A new window will appear with a browse button to find the image on your local computer or disk.
- ◆ Find the image on your computer and then click “create this page element).
- ◆ The image will be uploaded and then displayed on the page as a Single Photo.

## **Link**

- ◆ A new window will appear with text fields and a drop down menu to assist in building the link.
- ◆ Ensure the required fields are filled in. When copying and pasting the correct URL into the appropriate field, make sure it starts with www (not http:// since that is already given to you)
- ◆ Click “Create this Page Element and the link will appear at the bottom of the page.

You can also add a **Site Map** when using the Link...just change it from “Simple Link” to Site Map. Next, choose how many levels deep you would like to have it display. (You can have quick links to level/team pages that aren’t displayed in the left panel)

## **Contact**

- ◆ A new window will appear with several text fields. Ensure you fill in the required fields.
- ◆ An image is also optional. If attaching a photo, the system will automatically resize the photo for you.
- ◆ Click “create this page element”

Please Note that this is a great element to use to “hide” your email address. People will not know the email address they are sending an email to!

## **Document**

- ◆ A new window will appear with a space to Title your document and then browse to find the file you would like to upload (DOC, PDF, XLS, etc. files work great).
- ◆ Click “create this page element” and the file will upload and display at the bottom of your page.

## **Sponsor**

- ◆ A new window will appear with the fields for the company name, web address and description. You will also have the ability to choose where the link will open (new window or same window).
- ◆ Fill in as much information as you which, the Name/Company is the only required field
- ◆ If you wish to add an image/logo, the system accepts file types JPG, GIF, PNG with a size limit of 4 megs. The system will automatically resize the image accordingly
- ◆ Click “create this page element” and the sponsor will appear at the bottom of your page.

## **Photo Gallery**

- ◆ A new window will appear, give your gallery a Title. You can also add a description if you wish.
- ◆ Click “create this page element” and the new gallery will appear at the bottom of your page
- ◆ Click “Add Photos” found in the upper right corner of the gallery element.
- ◆ Click “Browse” to browse your computer and select the photos you would like to upload
- ◆ Click “upload” (images may take a few minutes to upload depending on the number and size of files)
- ◆ After the upload is complete, click back into “User Mode” to view your new gallery slideshow.

### **\*\*There is a limit on file sizes and file types for the gallery:**

Accepted file formats include: JPEGs, non-animated GIFs and PNGs. As you publish photos they are compressed and re-sized in the following sizes:

- 75x75 pixels
- 100 pixels (on the longest side)
- 240 pixels (on the longest side)
- 500 pixels (on the longest side)
- Large (which will be 1024 pixels, on the longest side, if it exceeds that length)
- And the original size

**NOTE:** Upload must be less than 4MB in size. Images on the web will only display correctly if they are set to an RGB color-space (not CMYK). Most image editing applications, such as Adobe Photoshop, provide options for changing the color-space or color-mode of an image to RGB.

## **Video**

- ◆ A new window will appear with a field to enter the full URL or code for the video
- ◆ You can YouTube, Google, Yahoo, Vimeo and Veoh videos
- ◆ Click “create this page element” and the video will appear at the bottom of the page
- ◆ Click on “User Mode” to view the video

## **Table Builder**

- ◆ A new window will appear
- ◆ Type a subtitle describing the content of the table.
- ◆ In the “Creation Preference” you can choose to use the table builder and create the table using the element OR you can upload an Excel or .csv file from your computer
- ◆ Your table will appear with a Header Row in your website color, you can disable this Header Row by un-checking the appropriate box.
- ◆ Add Rows and columns using the arrows and delete using the “x”
- ◆ Click “create this page element” and your table will appear at the bottom of the page.

\*\*Notice that once you create the element, you will see an “export” button in the top right corner of the element. You can export this table into Excel if you wish.

## **Page Divider**

- ◆ A new window will appear, your only option will be to “create this page element” or “return to the page element menu”.
- ◆ Click “create this page element” and a horizontal line will appear in your color scheme at the bottom of the page.
- ◆ Move this element to the appropriate place...it’s great for breaking up text blocks and other elements. Try viewing it in “User Mode” to see the difference.

## **News Aggregator—A way to display recent articles on any page.**

- ◆ An additional window will open and allow you to make your selections.
- ◆ Click on the “Show Tag Menu” and select the tags you wish to show news for. (the aggregator will only show articles related to these tags)
- ◆ Add a Title and choose how many news items you wish to show. You can choose to display “expanded articles—full articles” or “condensed articles—just the headline and date”
- ◆ Click “create this page element” and the aggregator will appear on your screen

## **Now...it’s time to create articles.**

- ◆ In the upper right corner of the aggregator element, you will see “Add News Article”-click this
- ◆ Click “show tag menu” and select each page that the article relates to. You will only be able to select teams and level pages within the website. (note this is only for pages you have access to)
- ◆ Next, fill in the Title, Author, Date and Article Content. You can also add a “teaser text” and “photo” if you would like.

***\*\*It does not matter where you create an article, it will show up everywhere that is set to display that tag. (If you create an article for the Club News in one aggregator, it may show up on another aggregator that has been set to display club news).***

### **Event Aggregator—A way to display the upcoming events on any page.**

- ◆ An additional window will open. Click “Show Tag Menu” and select the level and team events that you would like to display on this aggregator
- ◆ Add a Title.
- ◆ Choose a “Display Format” The Five Day View with display a 5 day calendar (today and the next 4 days). The Upcoming Event List will display up to 15 events in a list format.
- ◆ Click “create this page element” and your aggregator will appear at the bottom of the page.
- ◆ The Event Aggregator Page Element will then show events for the next five days based on the tags selected.

### **Now...it’s time to create an Event**

- ◆ In the upper right corner of the aggregator element, you will see “Add Event”- click this
- ◆ Click “show tag menu” and select each page that the event relates too. You will only be able to select teams and level pages within the website. (note this is only for pages you have access to)
- ◆ Give the event a Name (Scrimmage)
- ◆ Add a description if you would like (bring both color jerseys)
- ◆ Add a location if you would like(City Center, Ct. 1)
- ◆ Add a Location URL (ex. put in the URL to the City Center or Google Maps)
- ◆ Choose the Date of the event
- ◆ Check all day event or select the start/end times. If there is no set end time, keep the Start and End times the same.
- ◆ Click “Create this Event” – You will now see the event is on the main calendar and if you go to appropriate team/level pages, you will see the event displayed on their aggregators.

***\*\*It does not matter where you create an event, it will show up everywhere that is set to display that tag. (If you create an event for the Club Events in one aggregator, it may show up on another aggregator that has been set to display club events).***

The tagging system is for your parents/players/friends, etc. They will be able to create their own News Reel and Calendar (top navigation buttons) using the Tag Menu. A parent can create a “custom calendar” by selecting the tags that fit their family (They have a daughter that plays for 17-1 and one that plays for 18-2. They can create a custom calendar or news reel to only display the items that apply to them).

You have the ability to add an article from a News Aggregator OR from the News page. You have the ability to add an event from an Event Aggregator OR from the Main Calendar page.