

FAQ - PAGE ELEMENTS INSTRUCTIONS FOR TEAM HOME PAGE

How do I add an Event to the Calendar?

Be sure you are logged in and in “**Edit Mode**”.

1. Click the main **CALENDAR** tab in the horizontal bar below the website header.
2. Now click “**Add New Event**”.
3. Be sure that you click the drop down tag menu and select your team.
4. Then type in the Date, Location and Title and click “**Save**”.

You’ve now added to your calendar!

How do I use Fluid Layout Container?

With the Fluid Layout, you can continue to add and work with Page Elements just as you always have, only now, you have the option to also change your page layout. To add a Fluid Layout Container follow these steps:

1. Ensure you are on the correct page and in “**Edit Mode**”.
 2. Click “**Add Layout Container**”.
 3. A new window will appear with several containers to select that best fits your content.
 4. Click “**Create Layout Container**”.
 5. Once you’ve created a Layout Container, you can then add Page Elements to each specific column, dragging and dropping between columns and Layout Containers.
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How do I add a Text Block Element?

To add a Text Block Page Element follow these steps:

1. Ensure you are on the correct page and in “**Edit Mode**”.
 2. Click “**Add Page Element**” and select “**Text Block**” from the Page Element Menu.
 3. 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 other formatting to the text.
 4. 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.
 5. Click “**Save**” and the Text Block Page Element will appear on the page.
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What file types are supported with the Document Page Element?

The Document Page Element currently supports the following file types: **DOC**, **PDF** and **XLS**.

How do I add a Contact Page Element?

To add a Contact Page Element follow these steps:

1. Ensure you are on the correct page and in “**Edit Mode**”.
 2. Click “**Add Page Element**” and select “**Contact**” from the Page Element Menu.
 3. A new window will appear with several text fields. Ensure you fill in the required fields.
 4. An image is also optional. If attaching a photo the system will automatically resize the photo for you.
 5. Click “**Save**” and the Contact Page Element will be added to your page.
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How do I add a Document to a page?

1. To add a document, go to any General, Level, or Team page.
2. Make sure you are in “**Edit Mode**”
3. Click “**Add Page Element**” and select “**Document**” from the Page Element Menu.
4. Title your document and choose the file you would like to upload from your computer. (**DOC, PDF** and **XLS** files all work fine)
5. Click “**Save**”
6. The document should upload and display at the bottom of your page.

PLEASE NOTE: you can not add a document to the main Document page directly, as this page is just a collector of all the documents residing on your website.

How do I add a Photo Gallery to my team's home page?

To create a new gallery on your team page do the following:

1. Login
2. If you have been granted access to edit content within your team section, go to your team's home page
3. Click “**Edit Mode**” (located in the upper-right of the page)
4. Click “**Add New Page**”
5. Title your new page (both Button Title and Page Title): “**Team Photos**”
6. Click “**Create This Page**”
7. Change the Page Display Status (within the yellow Page Details section) to “**enabled**”
8. Click “**ADD PAGE ELEMENT**”
9. Choose “**Photo Gallery from the Page Element list**”
10. Name your new gallery and provide a description
11. Click “**Create This Page Element**” (The new Photo Gallery will be inserted into your page)
12. Click “**Add Photos**”
13. Click “**Browse**” to browse your computer and select the photos you would like to upload
14. Click “**Upload**” (images may take a few minutes to upload depending on the number and size of the files)
15. After the upload is complete, click back into “**User Mode**” to view your new gallery slideshow

How do Coaches create Groups for Messages to players on their Team?

To create a Group on your team page, do the following:

1. Login
2. If you have been granted access to edit content within your team section, go to your team's home page
3. Click "**Edit Mode**" (located in the upper-right of the page)
4. Click on the "**Group**" tab (located on the top of the home page)
5. Click on "**Create New Group**"
6. Title your new group
7. Add your players name to the group list from the registry list
8. Click "**Create Group**"
9. Place a checkbox next to the names of those that you would like to message
10. When a group is created, you can then click on "**Message Selected**" link
11. Type in the message subject and message body and click "**Send**"

A message will be delivered to each person by email and by private website message.