



District 15 Website Page Login and Editing Instructions

How to create a username and password

- On the home page of our website www.district15hockey.com click on the login tab in the upper left hand corner of the page.
- Under Login Help click on the (Don't have an NGIN account? [Create one here](#)) link.
- Complete all the required fields
- Click Sign up fo NGIN account button at the bottom of the page.
- After you have sent the information you will receive an email that will have a link for you to click on to activate your account.
- After you have created and activated your account please send Joe Bergquist an email at jbergquist@breezypointresort.com with your name, username, and association name indicating that you have created and activated your account. Joe will then go into the website and grant you access to your association pages.

Logging into the website

After you have your account setup go to our website and in the upper left hand of the home page is a login tab. Click on it and enter your username and password. After you are logged in you can go to your association page to edit any information on your association page.

Editing Pages

To edit and add information to your web page click on the edit switch located in the upper right hand corner of the page. A group of yellow tabs will appear at the top of the page, make sure that the content tab is selected. On the page any existing page elements will also be highlighted in yellow.

- **Edit Page Elements**

To edit any existing information on the page click on the edit button in the upper right hand corner of the page element that you want to edit and you will be able to change the information.

- **Delete Page Elements**

To delete existing information on a page, click on the X in the upper right hand corner of the page element that you want to delete.

- **Add Page Elements**

To add information to your page click on the Add Page Element bar at the top of the page or any of the bars below each page element. Then select the type of page element that you would like to add to the page. To move page elements up or down on the page click and drag on the page elements yellow header bars.