

AHA Basic Homepage Editing and Maintenance

- Create a login ID (upper left corner) and email webmaster with your login name so that I can activate your name to your site.
- Once activated, login in, then go to your team's home page. "Teams" will be highlighted in yellow across the top. Look in the upper right hand side of the page, and click the edit/user button to "edit". Now you can make changes to your page.
- You may "add page elements", like a welcome message, and add coach/manager contact info. Just follow the directions. Roll your cursor over the horizontal yellow line to highlight the "add page elements" farther down the page if needed.
- TAGS: Note that many events have 2 or more "tags", so they show up on multiple calendars, i.e. shared practices have 2 tags. PAY ATTENTION TO "TAGS" when adding or deleting calendar events and news. If you plan to add info to the event description on a shared practice or AHA vs. AHA game, you should create a new event and tag that one only for your team as any info you add to the jointly tagged event will show up on both teams' websites. **Please be very careful not to delete or modify an event that is "tagged" for another team in addition to your own.** If you don't want to see an event on your page, then just uncheck your tag. Do not delete an event someone else created.
- Rosters/Statistics: Rosters and team stats are enabled for Comets and North Stars. High school aged teams can have individual stats enabled upon request.

Contact me with questions.

AHA Webmaster

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