

SLPSA Team Page Training



Coach's Meeting
October 24, 2010

- 1 Login to your account on the SLPSA website
Permissions to edit the team will be granted to the Coach & the Team Manager



- 2 Enter Edit Mode



③ Navigate to your Team Page and Begin Editing

There are two primary uses for the team page:

- Managing the Team Calendar of Events (#1 importance)
- Updating Messages to the Team

Many secondary uses for the team page:

- Adding photos, video
- Adding links to other website – Tournament website, MYSA, etc.

④ Managing the Team Calendar

Select "ADD EVENT"

Current Section

- Traveling
- Girls
- U13 Girls**
- Add New Page

Related Pages

- U9 Girls Gold-Roloff
- U9 Girls Gold-Collins
- U10 Girls
- U10 Girls Gold-Hanson
- U10 Girls Maroon-Stone
- U11 Girls C3
- U12 Girls
- U12 Girls C2
- U12 Girls C3**
- U13 Girls C2-Alvarado
- U10 Girls - Kent
- U13 Girls C3
- U15 Girls C2
- U15 Girls C3
- U16 Girls C2
- U12 Girls C3 - Isenberg
- U14 Girls C2 -
- U14 Girls C3 - Ocampo

U13 GIRLS C2 -ALVARADO

Summer 2011

Roster Game Schedule Statistics

Content Options Permissions Groups Seasons

Collapse Page Elements

Add Page Element

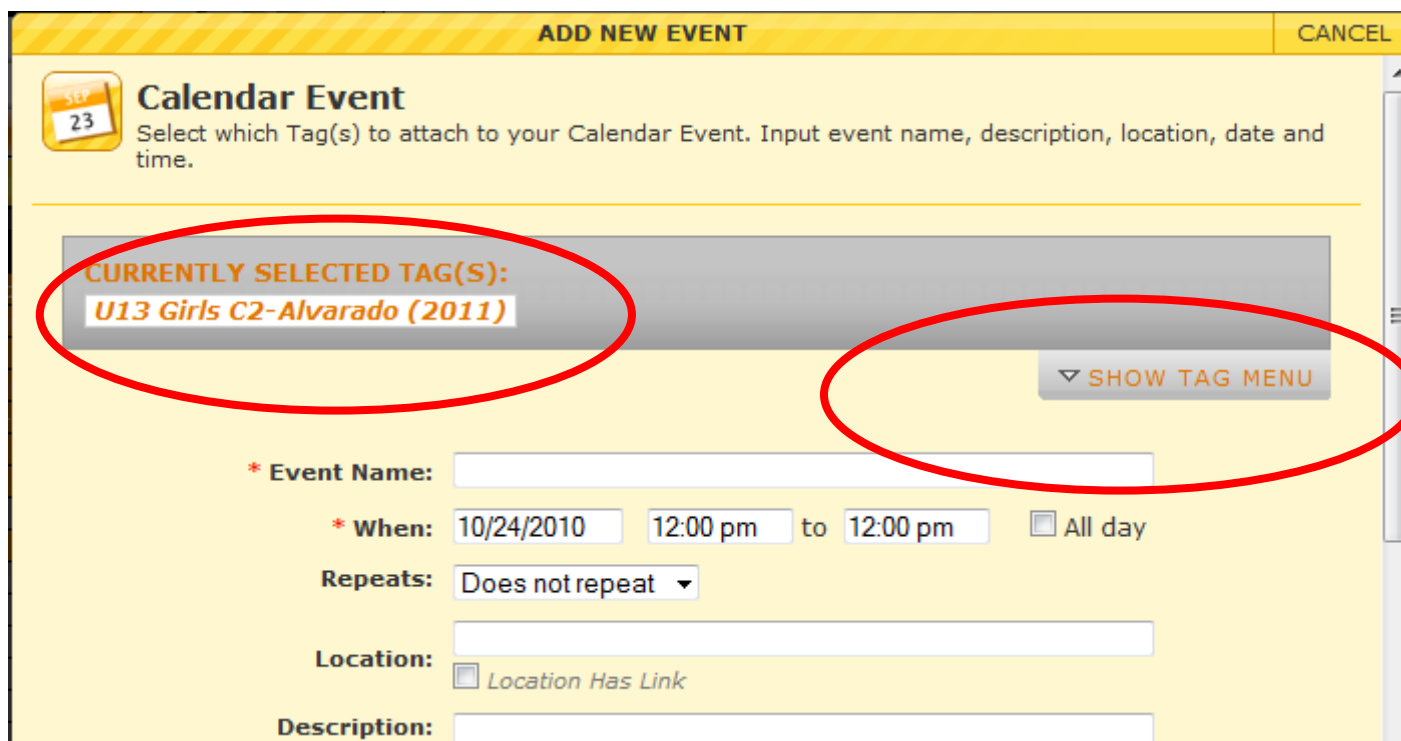
ADD EVENT COPY MOVE EDIT X

U13 Girls C2 -Alvarado Calendar

Sun 10/24	Mon 10/25	Tue 10/26	Wed 10/27	Thu 10/28
no events	no events	no events	no events	no events

View All | RSS | iCal

④ Managing the Team Calendar



ADD NEW EVENT CANCEL

Calendar Event
Select which Tag(s) to attach to your Calendar Event. Input event name, description, location, date and time.

CURRENTLY SELECTED TAG(S):
U13 Girls C2-Alvarado (2011)

SHOW TAG MENU

* **Event Name:**

* **When:** 10/24/2010 12:00 pm to 12:00 pm All day

Repeats: Does not repeat ▼

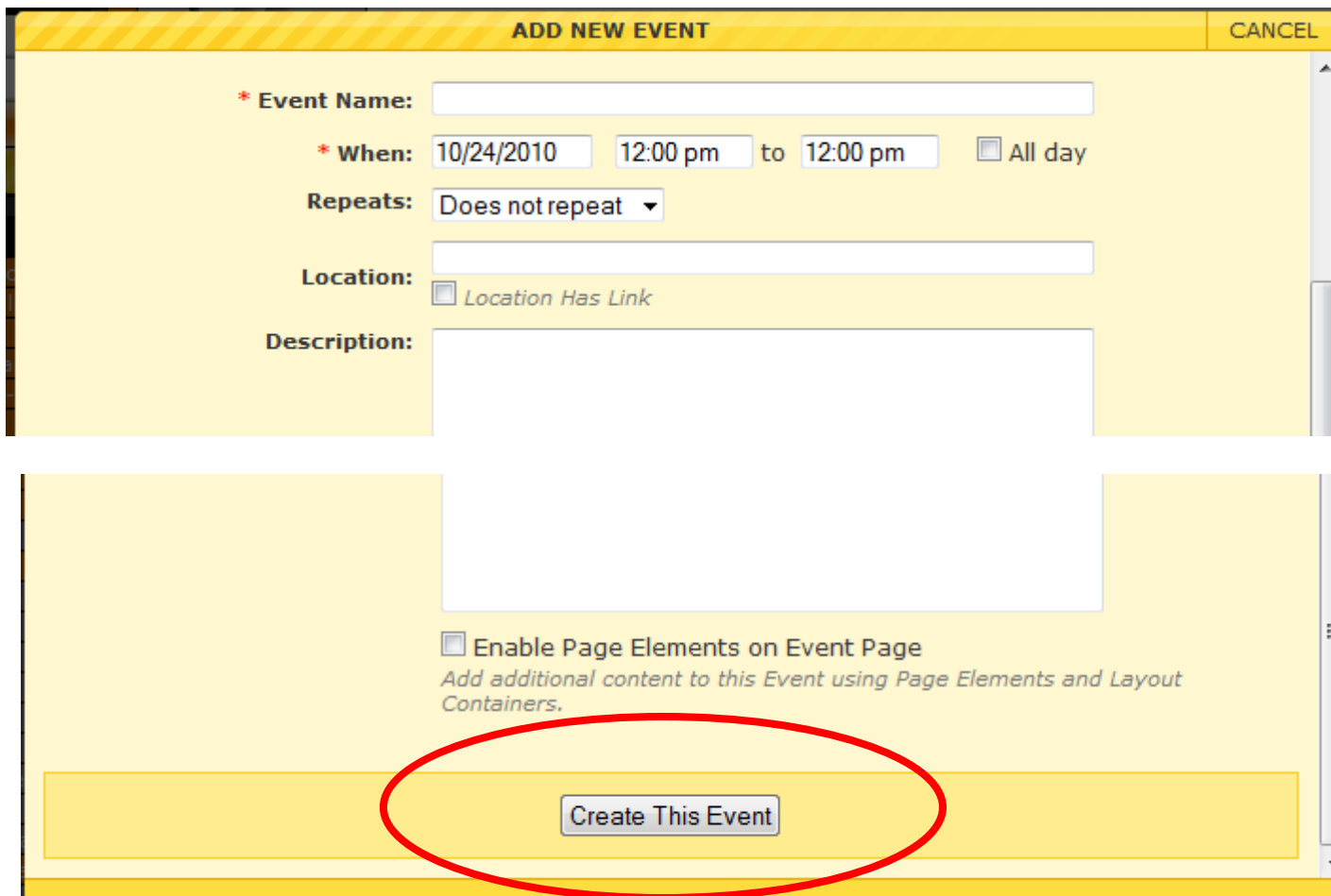
Location: Location Has Link

Description:

Ensure the “CURRENTLY SELECTED TAG(S): ONLY includes your team’s Tag. **Otherwise your events will show up on other team’s calendars ☹**

If not, open the “SHOW TAG MENU” and de-select any tag that is not your team tag.

④ Managing the Team Calendar



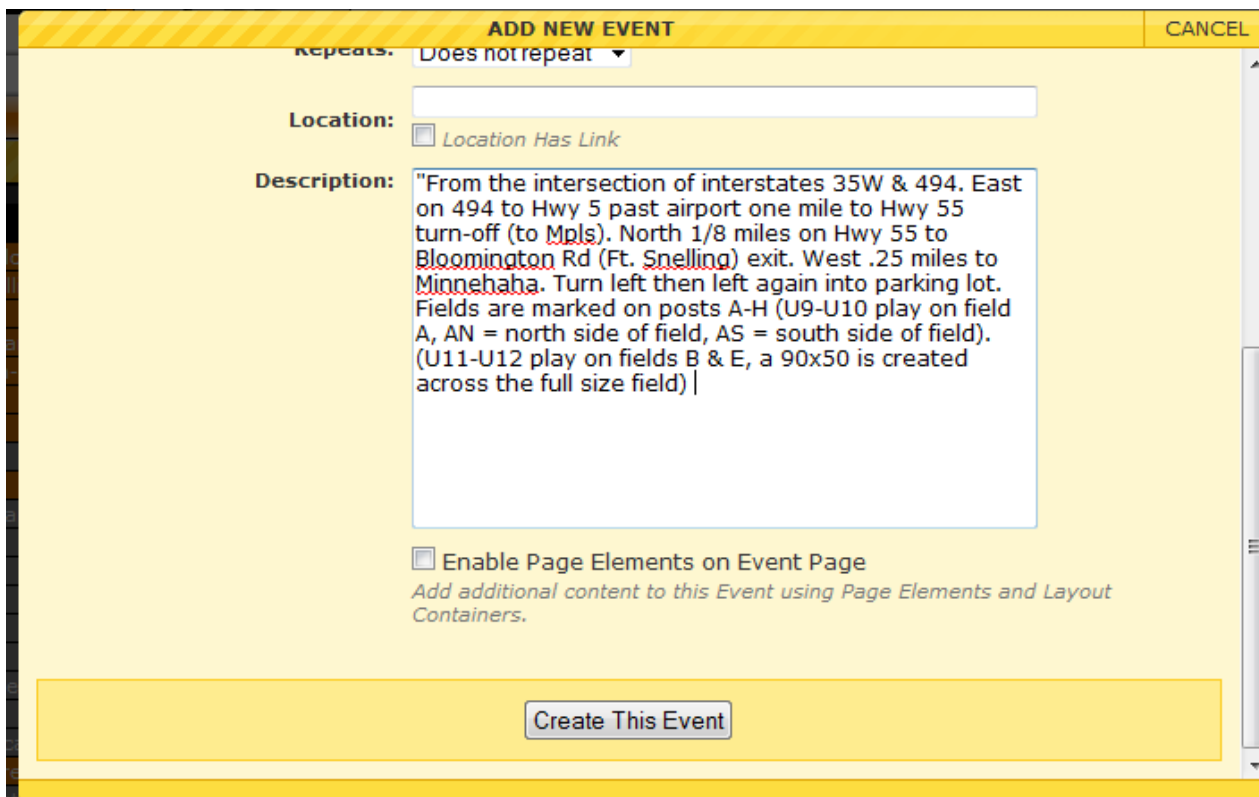
The screenshot shows a web form titled "ADD NEW EVENT" with a "CANCEL" button in the top right corner. The form contains the following fields and options:

- * Event Name:** A text input field.
- * When:** A date field set to "10/24/2010", a time field set to "12:00 pm", and another time field set to "12:00 pm". There is an "All day" checkbox which is currently unchecked.
- Repeats:** A dropdown menu set to "Does not repeat".
- Location:** A text input field with an unchecked "Location Has Link" checkbox below it.
- Description:** A large text area.
- Enable Page Elements on Event Page**
Add additional content to this Event using Page Elements and Layout Containers.
- Create This Event** button (circled in red)

Enter the Event Details, scroll down and select **“Create This Event”**

④ Managing the Team Calendar - Cool Stuff!

Add Directions to AWAY GAMES



The screenshot shows a web form titled "ADD NEW EVENT" with a "CANCEL" button in the top right corner. The form has a yellow background. The "repeats" dropdown is set to "Does not repeat". The "Location" field is empty, with a checkbox labeled "Location Has Link" below it. The "Description" field contains the following text: "From the intersection of interstates 35W & 494. East on 494 to Hwy 5 past airport one mile to Hwy 55 turn-off (to Mpls). North 1/8 miles on Hwy 55 to Bloomington Rd (Ft. Snelling) exit. West .25 miles to Minnehaha. Turn left then left again into parking lot. Fields are marked on posts A-H (U9-U10 play on field A, AN = north side of field, AS = south side of field). (U11-U12 play on fields B & E, a 90x50 is created across the full size field)". Below the description field is a checkbox labeled "Enable Page Elements on Event Page" with the subtext "Add additional content to this Event using Page Elements and Layout Containers." At the bottom of the form is a "Create This Event" button.

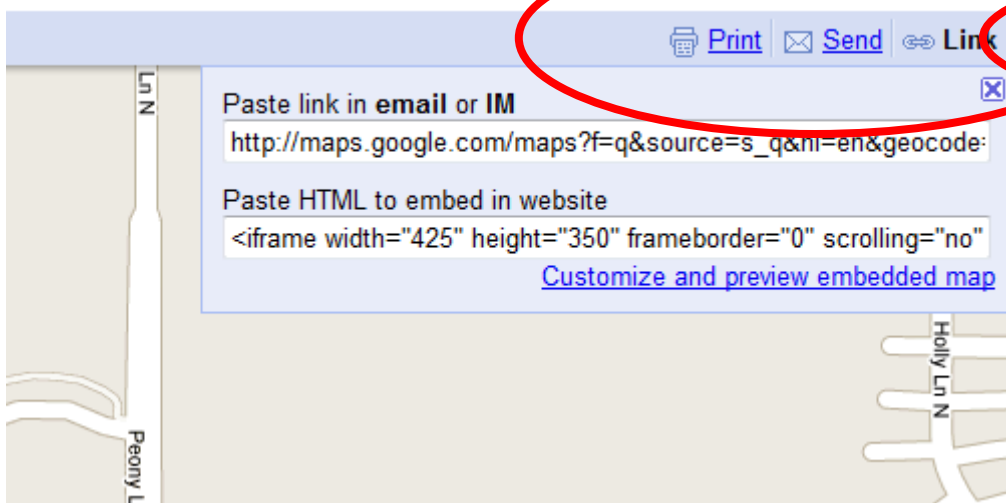
Directions can be found at:

- MYSAs website: <http://www.mnyouthsoccer.org/fields/MYSAsfields.cfm>
- SLPSAs website (Fields & Gyms) <http://www.slpsa.com/page/show/78821-soccer-fields-and-gyms>

④ Managing the Team Calendar - Cool Stuff!

Use Google Maps to create a map

- Type address into Google Maps
- Copy link into Calendar Event

A screenshot of a web form titled 'ADD NEW EVENT'. The form has a yellow header and a 'SHOW' button in the top right corner. The form fields include: 'Event Name:' with a text input; '* When:' with date and time pickers (10/24/2010, 12:00 pm) and an 'All day' checkbox; 'Repeat:' with a dropdown menu set to 'Does not repeat'; 'Location:' with a text input containing an iframe code: '<iframe width="425" height="350" frameborder="0" scrolling="no"'. Below this is a checked checkbox 'Location Has Link'. There are two radio buttons for 'Location Link Type': 'Absolute Location Link' (selected) and 'Relative Location Link'. Below these are 'Location Link URL:' and 'Location Link in:' dropdown menus. The 'Description:' field is a large text area at the bottom.

Directions can be found at:

- MYSA website: <http://www.mnyouthsoccer.org/fields/MYSAfields.cfm>
- SLPSA website (Fields & Gyms) <http://www.slpsa.com/page/show/78821-soccer-fields-and-gyms>

5 Adding Important Team Information

U13 GIRLS C2 -ALVARADO

Summer 2011

Roster Game Schedule Statistics

Content Options Permissions Groups Seasons

Collapse Page Elements

Add Page Element

Select "Add Page Element"

Select Text Block

ADD NEW PAGE ELEMENT CANCEL

Choose a Page Element from the list below:

- Text Block**
Perfect for adding subtitles and general text to your page. Use the formatting options to customize the display and add links. You can also add an image to your Text Block.
- Single Photo**
Upload a single photo or image to display on your page.
- Document**
Upload a document (DOC, PDF and XLS) to your page. Users can then easily download this file in its original format. The document will also be accessible from the Document Finder Page (if applicable to your website) found on the top horizontal menu bar.
- Link**
Create a link to another page within your website, or link to another site altogether.
- Contact**
Think of it as a "Digital Business Card" that cleanly displays and formats an individual's contact information.

5 Adding Important Team Information

Enter a Subtitle:

Use the editing tool just like Microsoft Word or your favorite Word processing Software package

Select **Create this Page Element** when done

ADD NEW PAGE ELEMENT CANCEL

T **Text Block**
Type a Subtitle describing the Content of the Text Block. Type the Content of your Text Block, using the formatting options to customize the display.
NOTE: Press "Shift+Enter" to single space Content text. If you press just "Enter/Return" it will put the next sentence in its own paragraph.

Subtitle:

Subtitle Alignment: Left ▾

Content:

Has Image?: Yes

NGIN Mirroring: Disabled ▾
Mirrors of this Page Element that are placed on other pages will reflect all updates that are made to this element. If this content is ever disabled or deleted, all mirrors reflecting this content will also be disabled or deleted.

CREATE THIS PAGE ELEMENT or Return to Page Element Menu

6 Making Changes



For all Page Elements: (Calendar Events, Text Block, etc, you can Edit or Delete after you create.

To Edit – Select Edit

To Delete – Select the “X”

7 Page Elements

Useful and not so useful page elements:

Useful:

- Text Block
- Single Photo
- Document
- Link
- Contact
- Table Builder
- Page Divider
- Power Poll
- Video

Not So Useful:

- Sponsor
- Photo Gallery
- News Aggregator
- Event Aggregator
- Audio
- Code
- Site Map
- News Slideshow
- Comment Stream
- Feed Reader
- Flash file
- Survey/Registration Link
- Survey Report
- Mail Chimp
- Apparel Store Showcase

Questions?

- Contact Lynda Enright @ f@slpsa.com
 - Club & Team Management questions
- Contact Rich Vignes @ webmaster@slpsa.com
 - General website questions