



COYBL Website Tutorial  
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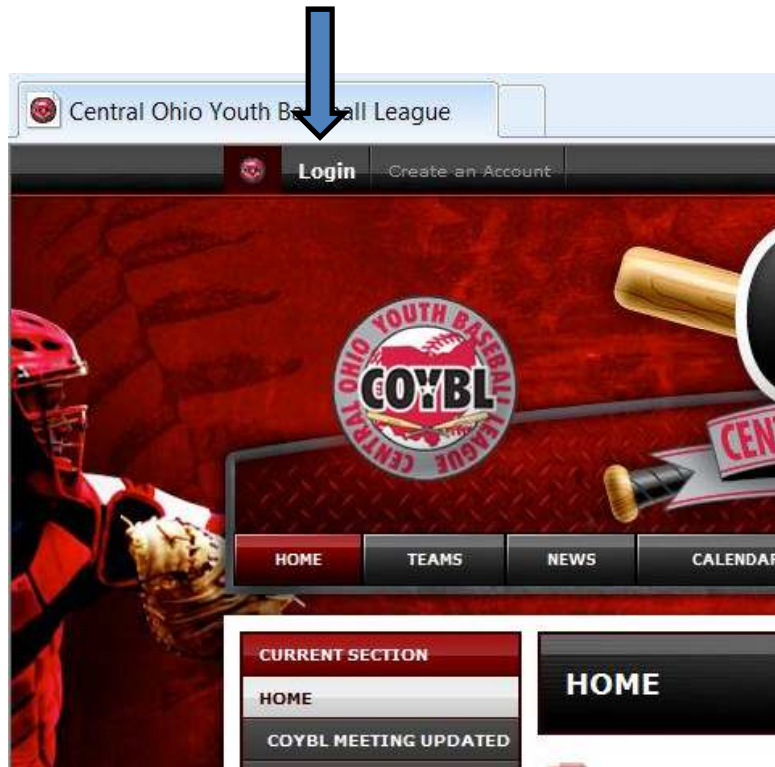
# Items to Cover

1. Logging into team page in edit mode
2. Adding a web page
3. Adding a layout container
4. Adding pictures
5. Adding calendar events
- 6. Adding contact info link**
- 7. Adding your roster information**
- 8. Adding link to field directions**
- 9. Adding a game & stats**
- 10. Adding pitch eligibility charts & stats**

**Bold = Required information on every team page**

# Logging into team page in edit mode

## Log into website

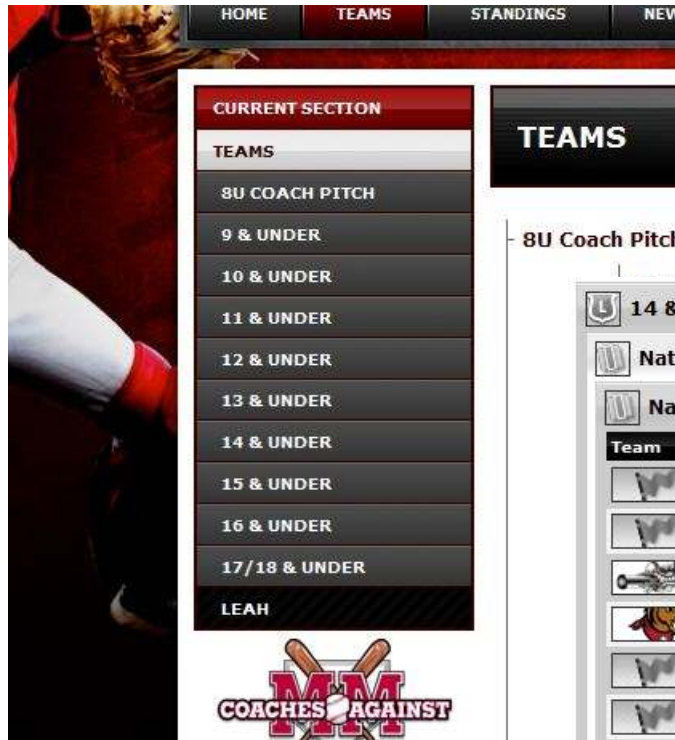


A screenshot of the NGIN Account Login form. The form has a header with the NGIN logo and the text "Account Login". Below the header are two input fields: "Email Address or Username" and "Password". A "Forgot your password?" link is located below the "Email Address or Username" field. A "Login" button is positioned to the right of the "Password" field. At the bottom of the form, there is a "Don't have an NGIN account?" link and a "Create an Account" button with a right-pointing arrow.

Click on “TEAMS” page



# Click on age group and then click on your appropriate team page










8U Coach Pitcl



14 & Under - 2011 Regular Season

National Scarlet Division

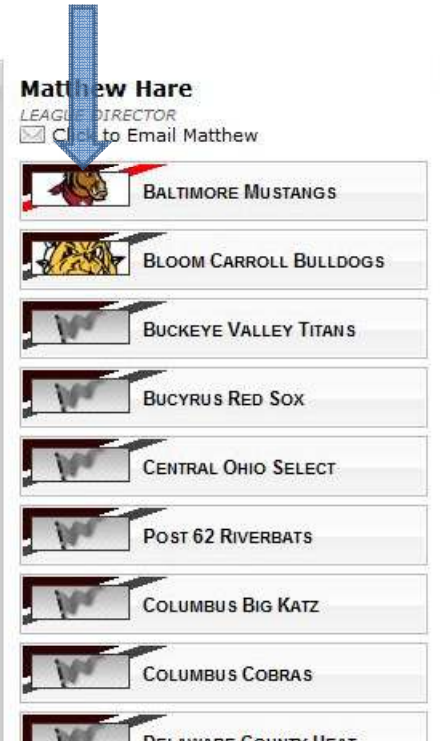
National Silver Division

Team	W	L	T	Pct	GB	GP	RF	RA	Division
 Central Ohio Select	0	0	0	.000	-	0	0	0	0-0-0
 Columbus Cobras	0	0	0	.000	-	0	0	0	0-0-0
 Galloway Comets	0	0	0	.000	-	0	0	0	0-0-0
 Baltimore Mustangs	0	0	0	.000	-	0	0	0	0-0-0
 Columbus Big Katz	0	0	0	.000	-	0	0	0	0-0-0
 Gahanna Lions	0	0	0	.000	-	0	0	0	0-0-0
 Olentangy Warriors	0	0	0	.000	-	0	0	0	0-0-0

American Scarlet Division

Team	W	L	T	Pct	GB	GP	RF	RA	Division
 Dublin Green Sox	0	0	0	.000	-	0	0	0	0-0-0
 Hilliard Panthers	0	0	0	.000	-	0	0	0	0-0-0

Note: Flag Logo



# Turn switch to "EDIT MODE"

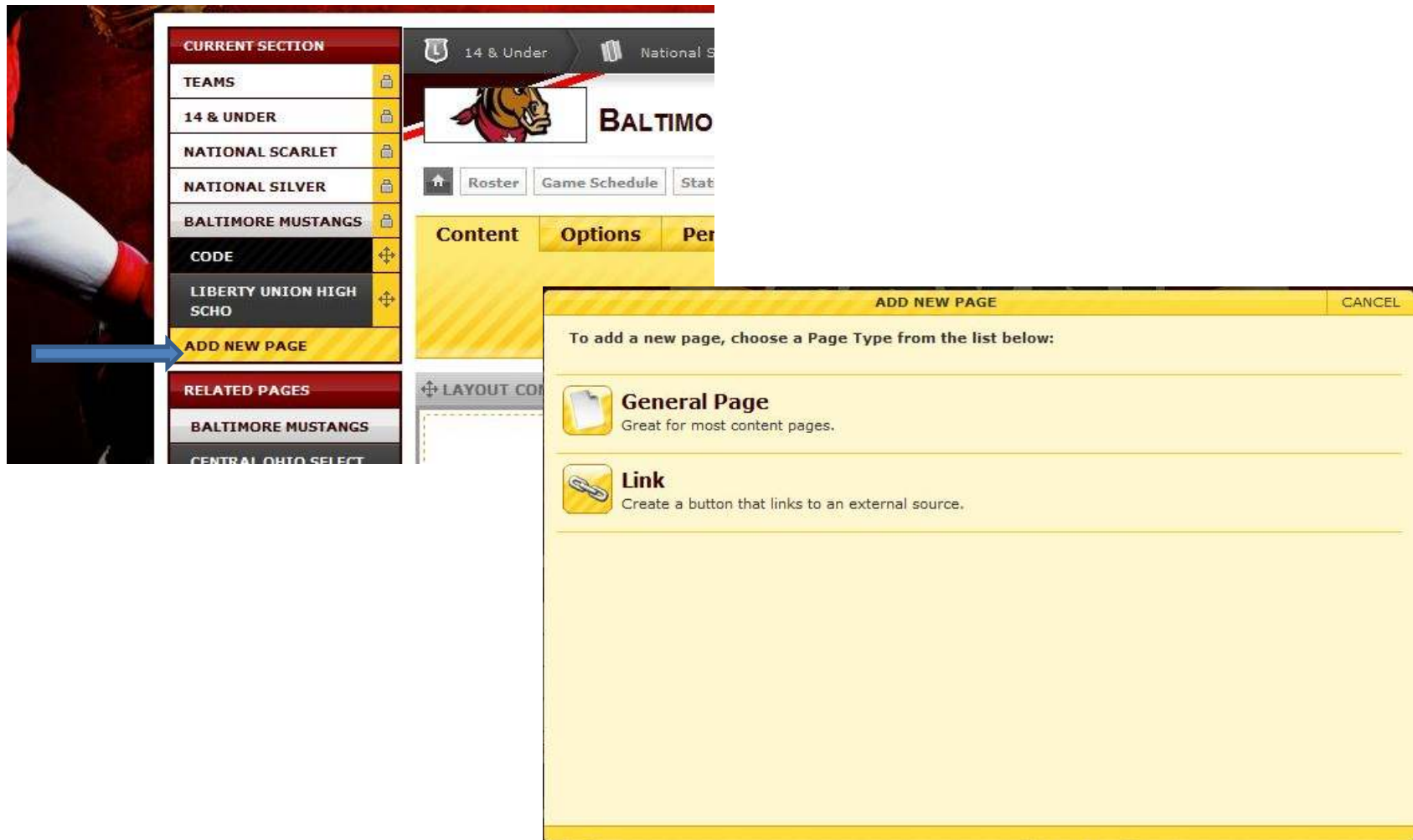
The screenshot shows the website for the Central Ohio Youth Baseball League (COYBL) in its edit mode. The top navigation bar includes a user profile 'qwkford' with a 'Log Out' link, an 'ADMIN CONTROL PANEL' button, and an 'EDIT MODE' switch that is currently set to 'USER MODE'. The main header features the COYBL logo, the text 'CENTRAL OHIO YOUTH BASEBALL LEAGUE', and a 'COACHES AGAINST M M' logo. Below the header is a menu with items: HOME, TEAMS, STANDINGS, NEWS, CALENDAR, TOURNAMENTS, SPONSORS, CONTACT, STORE, and FIELDS. The main content area is for the 'BALTIMORE MUSTANGS' team, showing the '2011 Regular Season' and tabs for 'Roster', 'Game Schedule', 'Statistics', and 'Standings'. A yellow 'EDIT MODE' overlay is active, displaying options for 'Content', 'Options', 'Permissions', and 'Groups'. A 'LAYOUT CONTAINER' is visible at the bottom with 'ADD LAYOUT CONTAINER' and 'Collapse Page Elements' options, and a 'MOVE COPY EDIT X' toolbar.

# NOTE:

- Now you are ready to make changes to your team page
- I find it useful to toggle back in forth between edit mode and user mode to test the changes I have made.
- The biggest thing you need to get use to is adding a “layout container” and formatting it for what you are trying to achieve.
- Make sure you are on the content tab, and click on add layout container.

# Adding a Web Page

- 1) Click on: ADD NEW PAGE
- 2) Choose GENERAL PAGE or LINK




The image shows a screenshot of a web management interface. On the left, a sidebar menu is visible with the following items: CURRENT SECTION, TEAMS, 14 & UNDER, NATIONAL SCARLET, NATIONAL SILVER, BALTIMORE MUSTANGS, CODE, LIBERTY UNION HIGH SCHO, ADD NEW PAGE (highlighted with a blue arrow), RELATED PAGES, BALTIMORE MUSTANGS, and CENTRAL OHIO SELECT. The main content area displays the '14 & Under' section for 'BALTIMORE MUSTANGS', with tabs for 'Roster', 'Game Schedule', and 'Stats'. Below these are tabs for 'Content', 'Options', and 'Permissions'. A dialog box titled 'ADD NEW PAGE' is open, showing a list of page types: 'General Page' (Great for most content pages.) and 'Link' (Create a button that links to an external source.). The dialog box also has a 'CANCEL' button in the top right corner.

# Web Page Type

## General Web Page

Great for most content

ADD NEW PAGE

 **Add New General Page**  
Enter the Button Title and Page Title for your new page

\* Button Title (short):

\* Page Title (long):

Page Display Status:

Enable News:  Add news articles to this page


Enable Events:  Add calendar events to this page

or [Return to Page Type Menu](#)

## Link Web Page

Create a button that links to  
An external source

ADD NEW PAGE

 **Add New Link**  
Enter the Button Title and Link Information.

\* Button Title (short):

\* Link Title (shown when hovering over link):

\* URL:

\* Display in:

Page Display Status:

or [Return to Page Type Menu](#)

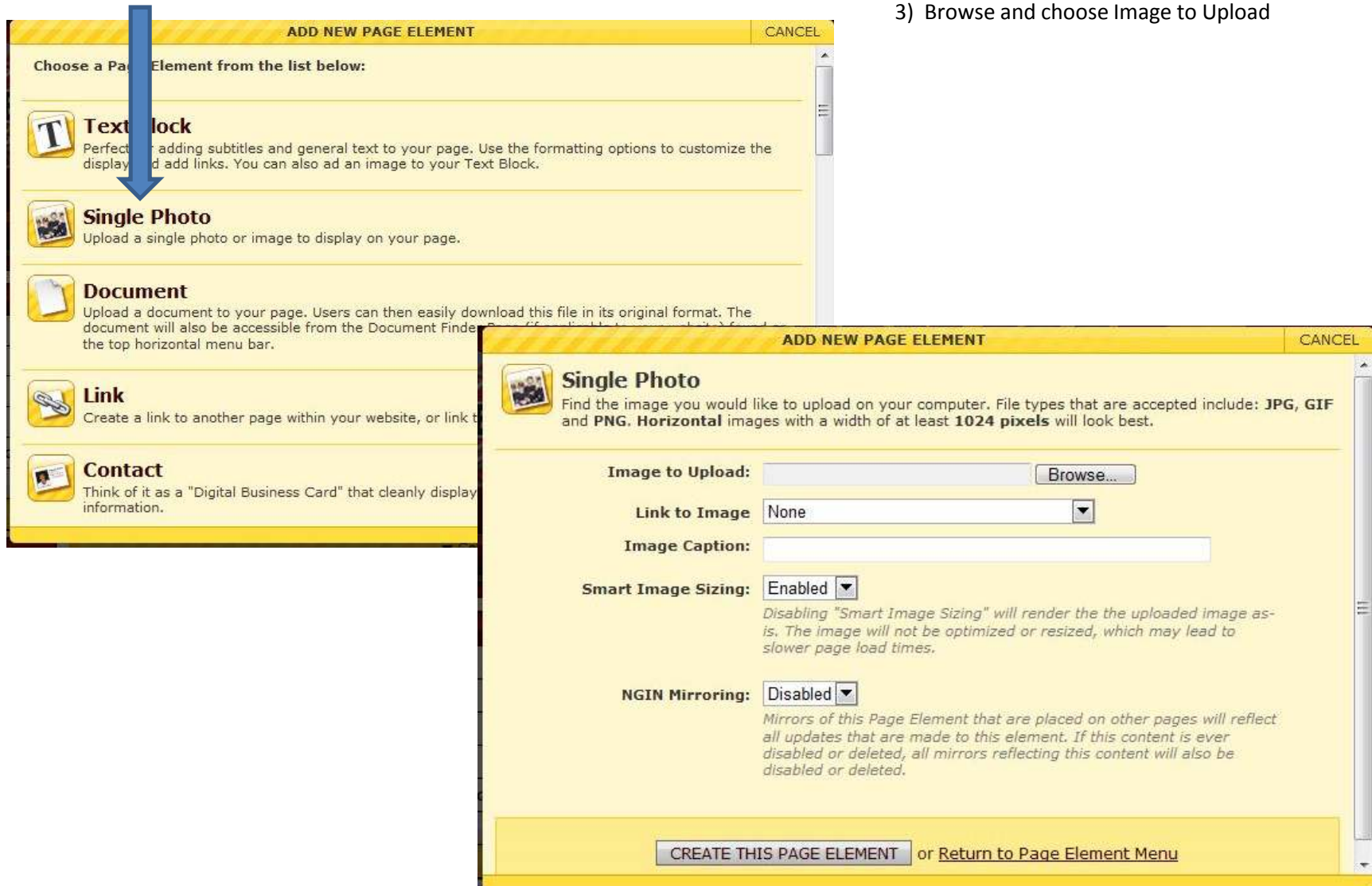
# Adding Layout Container

- 1) Click on: Add Layout Container
- 2) Select Column Layout
- 3) Click on: Create Layout Container



# Adding Pictures

- 1) Click on: ADD PAGE ELEMENT
- 2) Click on: SINGLE PHOTO
- 3) Browse and choose Image to Upload



The image shows two overlapping screenshots of a web application interface. The top screenshot is a dialog box titled "ADD NEW PAGE ELEMENT" with a "CANCEL" button in the top right. It contains a list of page elements: "Text Block", "Single Photo", "Document", "Link", and "Contact". A blue arrow points to the "Single Photo" option. The bottom screenshot is a detailed view of the "Single Photo" configuration dialog. It includes a "Browse..." button for selecting an image, a "Link to Image" dropdown set to "None", an "Image Caption" text field, a "Smart Image Sizing" dropdown set to "Enabled" with a warning note below it, and an "NGIN Mirroring" dropdown set to "Disabled" with a warning note below it. At the bottom, there are two buttons: "CREATE THIS PAGE ELEMENT" and "Return to Page Element Menu".

**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 to your page. Users can then easily download this file in its original format. The document will also be accessible from the Document Finder in the top horizontal menu bar.
- Link**  
Create a link to another page within your website, or link to an external website.
- Contact**  
Think of it as a "Digital Business Card" that cleanly displays contact information.

**ADD NEW PAGE ELEMENT** CANCEL

**Single Photo**  
Find the image you would like to upload on your computer. File types that are accepted include: **JPG, GIF** and **PNG**. **Horizontal** images with a width of at least **1024 pixels** will look best.

**Image to Upload:**

**Link to Image:**

**Image Caption:**

**Smart Image Sizing:**

*Disabling "Smart Image Sizing" will render the the uploaded image as-is. The image will not be optimized or resized, which may lead to slower page load times.*

**NGIN Mirroring:**

*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.*

or [Return to Page Element Menu](#)

# Adding Calendar Events

- 1) Click on: ADD PAGE ELEMENT
- 2) Scroll down and click on: Event Aggregator
- 3) Develop Event Aggregator
- 4) Add Events

ADD NEW PAGE ELEMENT CANCEL

Think of it as a "Digital Business Card" that cleanly displays and formats an individual's contact information.

**Sponsor**  
Great for displaying a sponsor's logo, website, and contact information.

**Photo Gallery**  
Create Photo Gallery and upload a collection of photos that will display in a slide show format. Your Photo Gallery will also be accessible from the Photo Gallery Finder Page (if applicable to your website) found on the top horizontal menu bar.

**News Aggregator**  
Creates a preview list of News Articles associated with selected Tags. Once added to a page, features the ability to create new News Articles.

**Event Aggregator**  
Creates a preview list of Calendar Events associated with the ability to create new Calendar Events.

**Video**  
Add a video to your page.

ADD NEW PAGE ELEMENT CANCEL

**Event Aggregator**  
Select which Calendar Events you would like displayed by choosing the corresponding Tags from the Tag Menu. Title the Aggregator, select the Display Format, and choose how many upcoming Events you would like displayed.

**NOTE: Only events within 12 months from today's date will be shown.**

CURRENTLY SELECTED TAG(S): Match Any

**COYBL** \* clear tags

SHOW TAG MENU

\* Title:

\* Display Format: Five Day View

Location Filter:

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.*

# Adding Contact Info

- 1) Click on: Add Page Element
- 2) Click on: Contact
- 3) Enter Contact Information
- 4) Click on: Create This Page Element

**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 to 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 to your page. Users can then easily download the document. The document will also be accessible from the Document Finder Page at the top horizontal menu bar.
- Link**  
Create a link to another page within your website, or link to another website.
- Contact**  
Think of it as a "Digital Business Card" that cleanly displays and organizes contact information.

**ADD NEW PAGE ELEMENT** CANCEL

**Contact**  
Enter the individual's contact information. Photo upload is optional. To attach a photo, find the image you would like to upload on your computer. Photo file types that are accepted include: **JPG, GIF and PNG.**

\* **First Name:**

\* **Last Name:**

\* **Title:**

**Phone:**

**E-mail Address:**

**Photo to Upload:**

**NGIN Mirroring:**

*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.*

**LAYOUT CONTAINER** MOVE COPY EDIT X

**Add Page Element** **Add Page Element** **Add Page Element**

**Paul Bordner**  
MANAGER  
Phone: 614-206-0436

# Adding Your Roster

- 1) Click on: ROSTER
- 2) Click on: ADD PLAYER
- 3) Choose method of how to add a player
- 4) Add Player(s)
- 5) Click on player name
- 6) Edit player details, add picture

The screenshot displays a web interface for managing a sports team's roster. The main navigation bar includes 'HOME', 'TEAMS', 'STANDINGS', 'NEWS', 'CALENDAR', and 'TOURNAMENTS'. The current section is 'CENTRAL OHIO SELECT' under the '14 & Under' division. A blue arrow points to the 'Roster' tab in the main interface. A modal window titled 'ADD PLAYER TO A ROSTER' is open, showing options to add players from a network directory, registration, or Excel. Another blue arrow points to the 'ADD PLAYER' button in the main interface. A 'PLAYER PROFILE SETTINGS' modal is also visible, showing options to edit details, update photo, connect players, or delete a player.

**ADD PLAYER TO A ROSTER**

Choose how to add a player:

- Add Player from Network Member Directory**  
Add an existing Central Ohio Youth Baseball League Network member.
- Import Player(s) from Registration**  
Import player(s) from a Registration Session based on defined filters.
- Create New Player**  
Create a new player from scratch. (player email address required)
- Import Player(s) from Excel**  
Import Players from an Excel spreadsheet

**PLAYER PROFILE SETTINGS**

- Edit Player Details
- Update Player Photo
- Connect Roster Players
- Delete Player

**Active Roster:** Yes

**Player NGIN Account:** None - Inv  
PLEASE NO

# Adding link to field directions

- 1) Click on: FIELDS
- 2) Click on: EDIT LINK DETAILS
- 3) Edit information
- 4) Input Google URL for your field



A screenshot of the 'EDIT PAGE SETTINGS' form, specifically the 'Edit Link Details' section. The form has a yellow header and a sub-header 'Edit Link Details' with a document icon. Below the sub-header is the instruction 'Update the Button Title and Link Information.' There are four fields: '\* Button Title (short):' (Fields), '\* Link Title (shown when hovering over link):' (Fields), '\* URL:' (http:// maps.google.com/ with a blue arrow pointing to the text input), and '\* Display in:' (New Window). Below these fields is the text 'Page Display Status: Page status can be updated on the [Permissions](#) tab.' and 'Page Type: Link'. At the bottom is a 'Save Changes' button.

# Adding Games

- 1) Click on: GAME SCHEDULE
- 2) Click on: ADD GAME
- 3) Enter Game Information

The image shows a web application interface for adding a game. The top part of the interface displays a navigation menu with 'Game Schedule' highlighted. Below the menu, a calendar shows 'MON 14' with a 'WIN' indicator. A blue arrow points to the 'ADD GAME' button. The bottom part of the image shows a 'CREATE NEW GAME' dialog box with the following fields:



- Team 1:** Baltimore Mustangs (dropdown), Home (dropdown)
- Team 2:**  14 & Under  Outside League  
Team: --SELECT-- (dropdown)
- Game Time:** 01/28/2011 8:11 pm US/Eastern
- Location:** (text input)
- Location URL:** http:// (dropdown)
- Standings Options:** Affects league and division standings (dropdown)
- Description:** (text area)

# Adding Stats

- 1) Click on: FINAL
- 2) Click on EDIT TEAM STATS
- 3) Click on: EDIT PLAYER STATS


QUICK SCORE CREATE WIDGET


Box Scores Game List



Score	Date & Time	Location	Status
6  Central Ohio Select	02/14/2011 06:00 PM	Picktown North	FINAL +
7  Baltimore Mustangs			Quick Score

Game is complete. Final score and statistics are displayed.

QUICK SCORE CREATE WIDGET EDIT GAME DETAILS EDIT TEAM STATS

 SELECT  
**6**

 STANGS  
**7**


Team	T
 <b>Central Ohio Select</b>	6
 <b>Baltimore Mustangs</b>	7

Date: Mon Feb 14, 2011 Time: 06:00 PM Location: Picktown North Status: FINAL

Attach a News Article

Statistics Comments

EDIT BALTIMORE MUSTANGS PLAYER STATS

 **Baltimore Mustangs**

Batter Stats  
No Batter Stats

Fielder Stats  
No Fielder Stats

Pitcher Stats  
No Pitcher Stats

Catcher Stats  
No Catcher Stats

# Pitching Eligibility Chart



## Baltimore Mustangs Team Stats - 2011 Regular Season

W	L	T	R	H	HR	SB	BA	ERA	K	BB
1	0	0	7	8	0	0	0.000	0.00	0	0

## Pitcher Eligibility as of: 01/29/11

Name	Previous Game	Pitches	Next Eligible Game	Current Status
Mitch Lambert	-	-	No Game Scheduled	ELIGIBLE
Sam Bordner	Central Ohio Select at Baltimore Mustangs	19	No Game Scheduled	ELIGIBLE
Jacob Miller	-	-	No Game Scheduled	ELIGIBLE
Cameron Roberts	-	-	No Game Scheduled	ELIGIBLE
Luke Bressler	-	-	No Game Scheduled	ELIGIBLE
Roger Danison	-	-	No Game Scheduled	ELIGIBLE
Tristen Epp	-	-	No Game Scheduled	ELIGIBLE
Corey Stanley	Central Ohio Select at Baltimore Mustangs	90	No Game Scheduled	INELIGIBLE

COYBL - U 13 & U-14