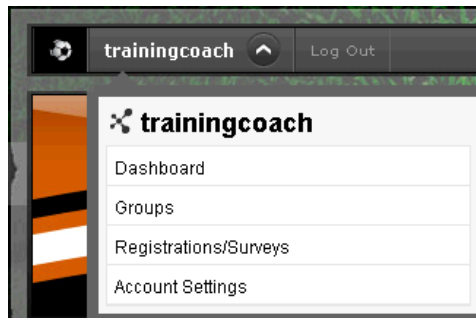


Coaches and Managers Website Training Manual

Your Account

To access your account, click on the login name at the top of the page. From there you can view and change your account settings.



Edit Mode

Changes to the website need to be made in Edit mode. To enter Edit mode, click on the switch in the upper right corner of the website. If you don't see the Edit mode indicator, you do not have permissions to edit your team site.



Admin Control Panel

Click on the Admin Control Panel in the upper right corner to access the following administrative options:

1. Access to NGIN Support on the web
2. Changing the name of your team
3. Viewing your rights on the various parts of the website

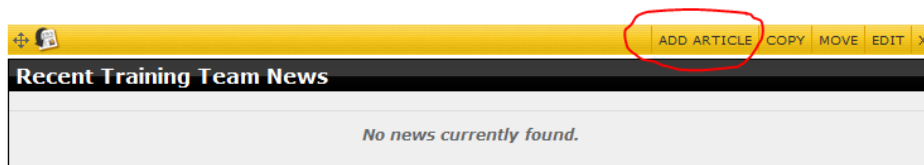
Working with Calendars and News

Tags allow you to filter your calendar and new items to show those that are relevant to you. By default, items added to the calendar will be tagged with your teams tag. You can add other tags to show other items on the calendar. These tag settings are specific to the user and don't carry over to other users.

To add tags, click on Show Tag Menu. Click to check the tags you want to include and save your changes.

Adding News

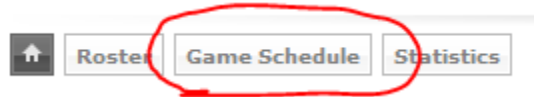
News articles are a great way to enhance your webpage and communicate information. When you add an article for your team, it is displayed in an "aggregator", always displaying the newest story first. Simply click on Add Article to create a news article.



Enter the relevant information in the fields. If the news item is in draft mode, it will not appear to viewers until it is published. You can choose to add a photo to a news article for more visual appeal.

Scheduling games

If you are not currently using the Game Scheduling feature of the website, you should be. This feature allows you to not only display your game schedule on your team page for parents, grandparents, etc., but it also lets you track your team record. The players will like the ability to see how they are doing throughout the season. On your team page click on Game Schedule to enter a game.



Add each game entering all game details including: Opponent, Home/Away, location, location URL, game time, etc. All scores and stats will be updated through the use of this game feature.

IMPORTANT:

In order to facilitate the scheduling of practice fields, we have set up field calendars on the website for all of the fields that we have access to in the White Bear area.

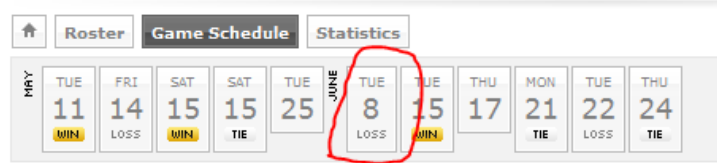
The fields are organized by the age level (field size) in order to make it easier to find and schedule time on them. Please take some time to familiarize yourself with how the fields are arranged on the website.

Because there are so many teams using the fields, we are asking your help in trying to keep these schedules updated as you schedule your games and practices. This can be done easily without much extra work on your part if you follow these instructions.



Follow these steps to also add your games to the field schedules.

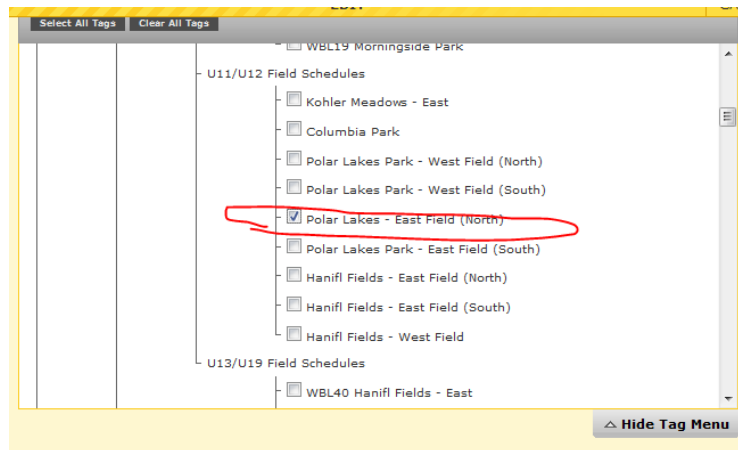
1. Add your games using the Game Scheduler as shown above
2. Once the games are entered, you can click on the individual games in the Game Schedule list



3. Click on Edit Game Details



4. Open the Tag menu and click to select which field the game will be played on and save the changes.



5. That will enter that game information on the individual field schedule and other teams will know it is busy at that time.

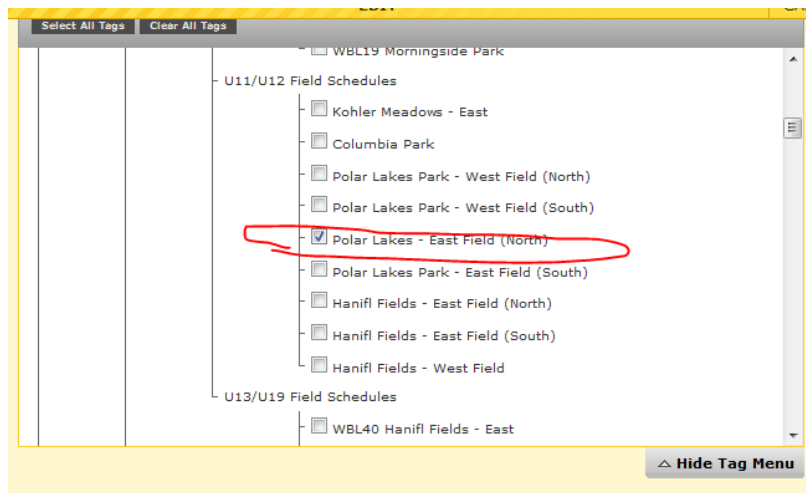
Scheduling Practices and Other Events

Most teams are using their team calendar to schedule practices and other team events. When you schedule an event for your team, it automatically tags the event with your team tag. That is what makes it appear on your team calendar.

Simply click on "Add Event" and insert all important details, including date, time, and location.

Again, we are asking you to take a small extra step to also tag that practice on the field that you are using so that other teams will see that it is not available.

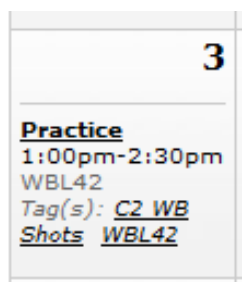
Open the Tag menu and click to select which field the game will be played on and save the changes.



You should see two tags on the event item; One for your team and one for the field.



That will enter that practice information on the individual field schedule and other teams will know it is busy at that time. If anyone looks at the field schedule, they will see that someone has a practice scheduled, what time it is, and who that team is.



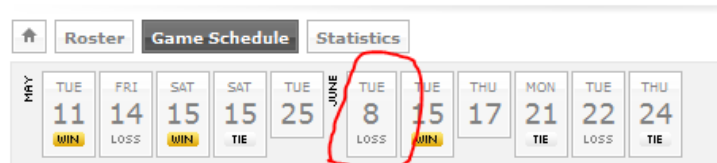
This system is not perfect, but it does take advantage of the strong scheduling features that we have with our website. Our hope is that it will help teams find practice times that won't be in conflict with other teams, thereby reducing frustration and rescheduling.

Tracking Team Statistics

There are a number of features on the website that allow you to track team and individual statistics, but are not going to be covered here. There are help manuals available at <http://support.ngin.com> that explain some of these more advanced concepts. Here I will just cover tracking your team wins and losses as well as other team statistics.

Team statistics are driven off the game schedule. Here is how to track statistics.

1. Click on the individual games in the Game Schedule list.



2. Click on Edit Team Stats.



3. Enter the game score and any other team stats you want to track.

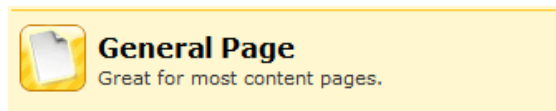


The screenshot shows the 'Games Stats' form. At the top, there is a 'Game Duration' field set to 45 Minutes. Below is a table with the following data:

| Wildcats | Stat Item | Training Team |
|----------|-----------------------------|---------------|
| 1 | Goals | 3 |
| 0 | Shots | 0 |
| 0 | Shots on Goal | 0 |
| 0 | Fouls | 0 |
| 0 | Direct Free Kicks to Goal | 0 |
| 0 | Indirect Free Kicks to Goal | 0 |
| 0 | Penalty Kicks | 0 |
| 0 | Offsides | 0 |
| 0 | Own Goals | 0 |
| 0 | Cautions | 0 |
| 0 | Expulsions | 0 |
| 0 % | Ball Possessions | 0 % |

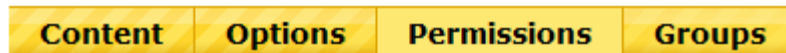
Creating a Private team page

1. Click on Add New Page
2. Click on General Page



3. Enter the name of the page and select PRIVATE for the Page Display Status

4. Click Create this Page
5. Now you want to add the players on your team to the Permissions list
6. Click on the Permissions tab



7. To add permissions to your team (via the roster), click on the Add Group button.

| Profile | Owner | Edit | View |
|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Anyone | - | - | <input type="checkbox"/> |
| Webmasters | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Jeremy Schroeder (jgschroeder) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Training Coach (trainingcoach) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

8. You should only see one group available to you to add. This will be your roster group. Click on the group and it will be added to the list of permissions.

9. Click Add Groups to save.
10. You will now see the group listed in the permissions window. To remove them from the permissions list, simply uncheck the View box.
11. You can add individual permissions to the site in the same way. You may need to do this for other coaches or your manager that needs access to your team pages.

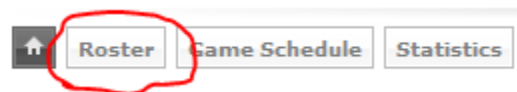
Setting up Your Team Roster

Each team page has a roster feature. You add players to your roster which creates a roster group. The roster group allows you to:

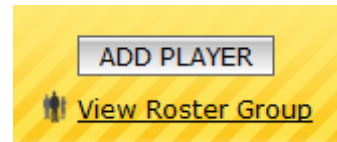
- Send emails to the group
- Give permissions to your private team pages
- Collect player statistics

You can add players to your roster a number of different ways, but the simplest is to just add them from our WBSO member directory. If they have registered on our website, they will be available to be picked for your roster.

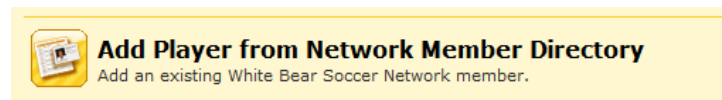
1. To build your roster, click on Roster at the top of your team page.



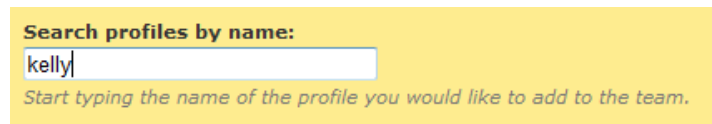
2. Click on Add Player



3. Click on Add Player from Network Member Directory.



4. Start typing the name of the player you want to add. Matching names will pop up and you can select the player you want.



4. Once the player is selected, you must enter a jersey number and position and click Save Player.

Training Player (trainingplayer)

* Player Profile First Name:

* Player Profile Last Name:

* Jersey Number:

* Position(s):

F (Forward)

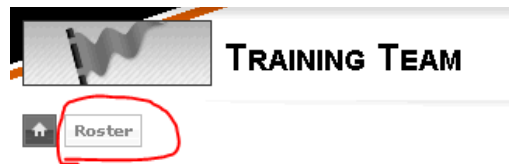
M (Mid Fielder)

D (Defense)

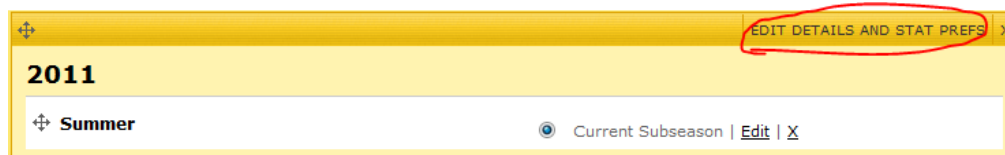
GK (Goal Keeper)

Disabling Your Roster for Security Reasons

For privacy and safety, the WBSC has made the decision not to display personal information, like names for the players on public website pages. For that reason, the roster feature has been disabled on the season details page. If this feature is left enabled, any visitors to our site can see the rosters for every team.



1. To disable the roster feature, click on the Seasons tab



2. Then click on Edit Details and Stat Prefs

Roster/Player Stats

Game Schedule

Team Stats

3. Change the Roster/Player Stats field to disabled
4. Scroll down and click Save Season

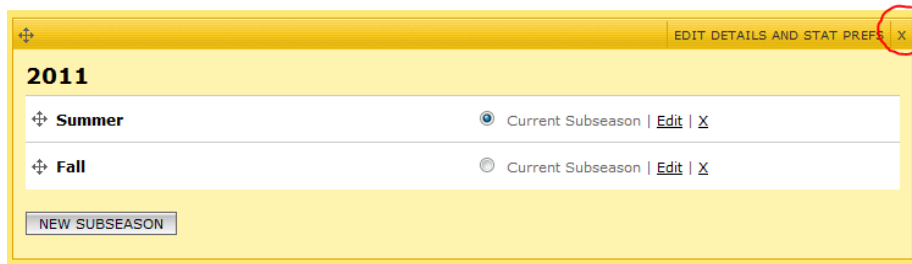
Seasons and Sub-Seasons

Multiple seasons can be tracked for a team. A season should typically be associated with a roster group (or team). If your roster is not changing, you don't need to create a new season. Each season has to have at least one sub-season and creates a new default Team page with a new roster group. This is how it would appear on our website.

Training Team (All Seasons)

- [Training Team \(2011\)](#)
- [Training Team \(2010\)](#)

A sub-season could be within the same season, and keep the same roster group (team) but cover a different league or game schedule. For example, a summer season and a fall season. Game schedules are specific to a sub-season and team statistics are kept there. Only one season/sub-season can be current at a time. You can easily switch between sub-seasons if you are finishing up one and moving into another.



Season pages can be disabled when completed or deleted completely. To delete a season, click the "X" in the upper right corner of the season element. You will be asked to confirm the deletion. Make sure any other web content has been moved to the new season's page before deleting it.

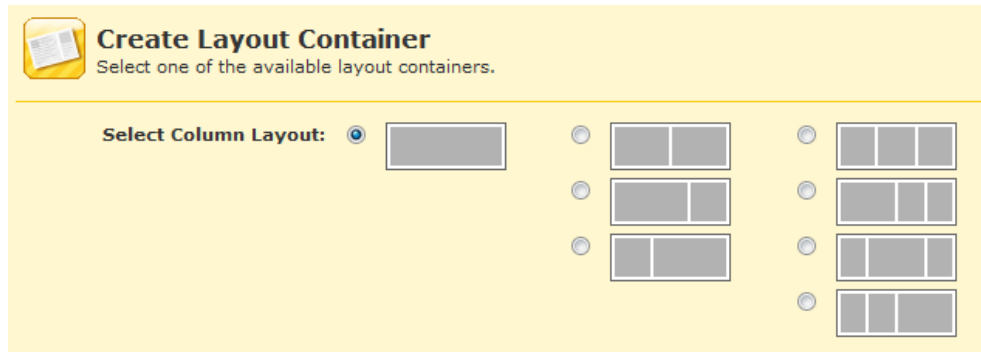
Adding Layout Containers to organize your site content

Layout containers are used to organize content on your site. You can have as many layout containers as you want. By default your team site will have one default container. To add more:

1. On the Content tab, click on Add Layout Container



2. Select the layout format you want to add

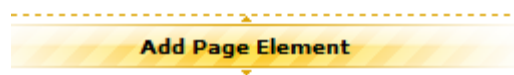


3. Click on Create Layout Container
4. Drag your layout container to the location you want it on the page
5. Start adding Page Elements
6. You can add as many Layout Containers as you want to keep your site interesting

Adding Content to Your Website

You add content to your website by adding Page Elements. There are a large number of page elements to chose from. Take some time to explore what they all are.

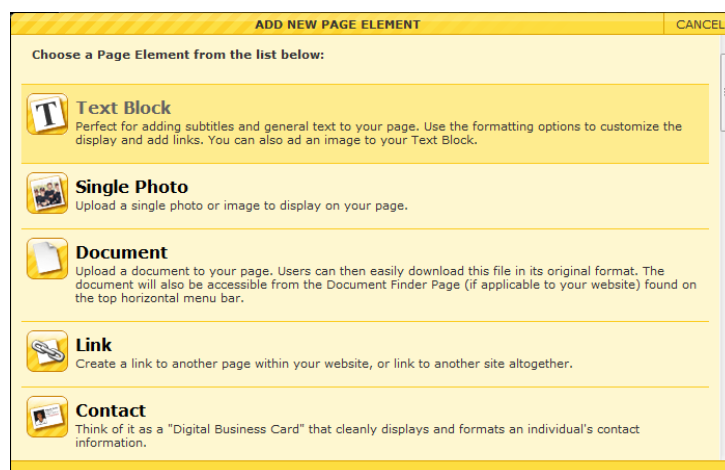
1. Click on the Add Page Element tag located in each of the layout container sections



2. If you hover your cursor over the Page Element placeholder, it will change to an Add Page Element icon.



3. You will then get a list of all the possible page elements that are available to you. Select the type of data you wish to add.



4. Each page element has a unique set of fields that need to be completed. Some are required. Complete the necessary information and save the page element.
5. Once the element is created it can be easily dragged and moved to another area of the website.
6. You can also COPY, MOVE, EDIT and DELETE the page element as needed. Elements can be moved across pages on your team site.

