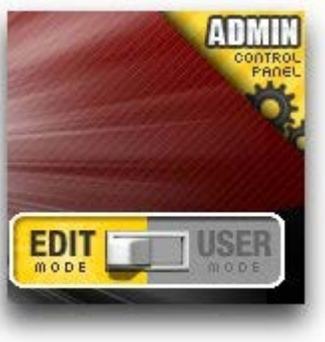


Below is a brief introduction on how to use our new site. For more information, please go to the nginx support page at <http://support.nginx.com/>. The best way to learn how to use the site is through trial and error. It will take you a few times and reading a few of the help articles to understand the process. However, once you get the hang of it, the site is easy to navigate.

### **A. LOG IN TO EDIT PAGE**

1. Go to website and create an account
2. Once you create the account, email Dave Magaldi at [dmagaldi@gmail.com](mailto:dmagaldi@gmail.com) to request access to the website.
3. Once access is provided, log in to the website.
4. Once you are logged in, you will see a switch at the top right of the screen. Click on the edit portion of the switch.



5. Once you are in edit mode, go to your individual team page, using the TEAM icon at the top navigation bar.

### **B. BASIC TEAM PAGE SET UP**

The first page that you come to is your home page. You can change the design of the home page by editing the Layout Container. This gives you options for the appearance of the page.

You can add content to the home page by adding or editing page elements. There are a number of different content items that you can add.

Below I will explain how to do common content items.

### **C. ADDING PLAYERS TO YOUR ROSTER**

1. Go to the Team Page that you would like to create a roster for
2. Click on the Roster button



3. Select **Create New Player**



## Create New Player

Create a new player from scratch. (player email address required)

4. **Enter the Player/Parent Email Address (Optional)**
  - By adding an email address, the player will be attached to the NGIN User Account associated with this email address. If the Player/Parent has not yet created an NGIN account, an email invitation will be sent to claim the player profile.
  - Once the player is successfully attached to an NGIN account, they will then show up in the 'Roster Group' located on the Groups tab of your team page. This will allow the Coach/Manager (user will need Page Owner permissions for their team page) to send a mass email to the entire roster group to notify the team of any important updates.



### Create New Player

Enter player information and email address- then select position(s).

\* Player Email Address:   
*This player will be attached to the NGIN User Account associated with this email address. If this email address does not exist within the NGIN Network, an email invitation to claim this player will be sent.*

\* Player Profile First Name:

\* Player Profile Last Name:

\* Jersey Number:

\* Position(s):  
 F (Forward)  
 D (Defense)  
 G (Goalie)

### OR IF PLAYER IS ALREADY SIGNED UP FOR AN ACCOUNT

3. Select **Add Player from Network Member Directory**



## Add Player from Network Member Directory

Add an existing Minneapolis Park Hockey Network member.

4. Start typing the player's name in the Search profiles by name window, or select from the scroll menu



5. Enter remaining Player info
6. Click **Save Player**

## **D. NEWS ARTICLES**

Most website content falls into one of two categories: "Temporary Importance or Interest," and "Permanent Importance."

An example of "Temporary Importance" content would be an **article** about the upcoming High School Coaches Fall Clinic (which is important this week, but may not be important this winter), or an article highlighting last night's game.

An example of "Permanent Importance" content would be a page devoted to your organization's sponsors, or a board contact information.

It's important to get into the habit of posting information of "Temporary Importance" as News Articles, as this will automatically organize your content based on the date of the article. As other "Temporary Importance" News Articles are added to your site... previously added content will automatically be organized lower on the list. This will help to keep content fresh and relevant (while at the same time making old Articles available for future reference)

News Articles are displayed on a website page by using a [News Aggregator](#) page element or a [News Slideshow](#) page element.

- A **News Aggregator** displays a 'preview' list of recent articles associated with selected tags. Once added to a page, it features the ability to add new articles to it as well.
- A **News Slideshow** displays important headlines (teaser text) combined with an image so a site visitor can quickly see what content is of the utmost importance. These images and headlines will rotate through the slideshow. Once a visitor clicks on the article from either a slideshow or aggregator, it will take them to the full article view.

The top of the homepage is the best location for the News Slideshow, as this is first thing you'll want site visitors to see.

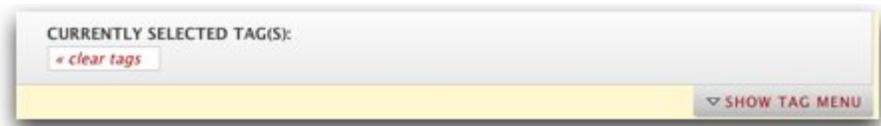
## **D. ADDING A NEWS ARTICLE**

1. **Login** to the website

2. Ensure you're in **Edit Mode** on a page you have permissions for
3. You can add a News Article one of the following ways:
  - In the upper right corner of any News Aggregator or News Slideshow page element, click **Add Article**



- On the main News page across your top navigation, you can add a News Article to the news collector on that page and tag to any page you would like
4. Click **Show Tag Menu** and select each page (tag) that you would like article to appear on. You will only be able to select pages within the website that have 'News Enabled'. (Team, League and Division pages automatically default with News and Events Enabled. [Click here](#) for instructions on how to enable News on a General Page)
  - 5.

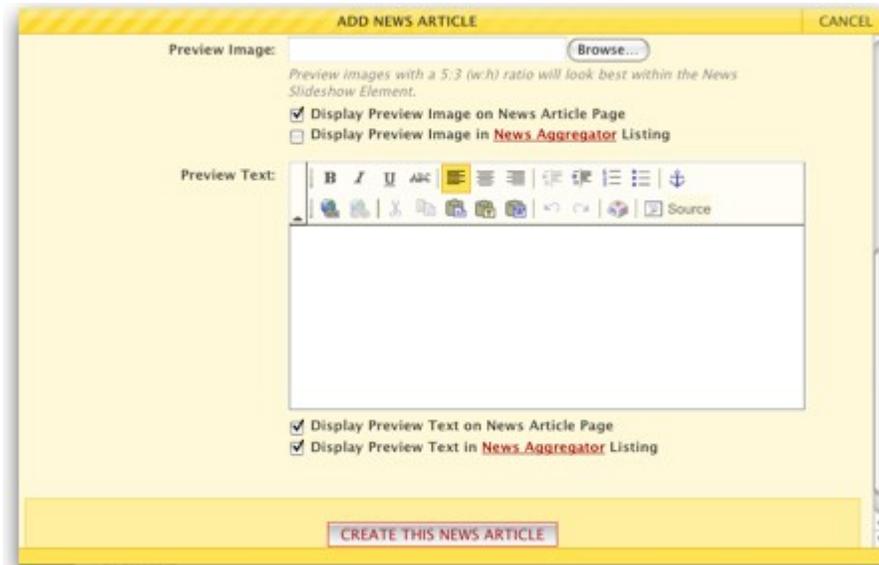


6. Select the **Status of your Article**
  - **Draft** - This status keeps your news article hidden while you add and refine content.
  - **Published** - When your article is ready to go, change the status to "Published" and **choose the Date and Time** you wish to publish your article.
    - The article will remain hidden until this time the selected Publish Date and Time.
7. Fill in the **Title** and **Author** of the article
8. (Optional) Add a **Teaser Text** for your article. Teaser Text is meant to entice users to click on and read the article.
  - Teaser Text will display in a News Slideshow, News Aggregator, and in full article view.



9. (Optional) Add a **Preview Image** by clicking the 'Browse' button to search your local computer for the file you would like to include
  - Select the corresponding boxes to indicate where you would like the Preview Image to show
    - Choose to have the Preview Image included in a News Aggregator Page Element
    - Choose to have the Preview Image included in the Full Article View

- Please Note: Only articles with a Preview Image will display within a News Slideshow Page Element
    - Images with an aspect ratio of 5:3 (w:h) will look best within a News Slideshow element
    - You can also choose to add an image to your article after it's been created by clicking Add Page Element and using the Single Photo Page Element when you are in Full Article view. The image will be independent of the article content. This will give you flexibility to add multiple images (using the Single Photo page element after the article is created) or move your article content and image location on the page.
- 10. (Optional) Add **Preview Text** to give users a glimpse of what your article is about
  - Preview Text will not display within a News Slideshow (use Teaser Text)
  - Additional text may be added to the article content after you create the article by clicking Add Page Element and using the Text Block element



11. Click **Create this News Article**
12. Once the article is created, you will now be able to include additional page elements to your News Article such as additional images or text using the Add Page Element button. See ['Editing and Existing News Article'](#) for more information.

*The tagging system is for your parents/players/friends, etc. They will be able to create their own News Reel and Calendar (top navigation buttons) using the Tag Menu. A parent can create a "custom calendar" by selecting the tags that fit their family (They have a daughter that plays for 17-1 and one that plays for 18-2. They can create a custom calendar or news reel to only display the items that apply to them).*

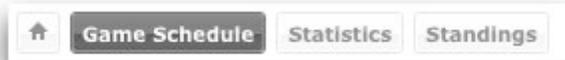
## **E. ADDING WIDGETS (EXAMPLE SCOREBOARD WIDGET)**

A Scoreboard Ribbon Widget allows you to display recent game results anywhere on your website.

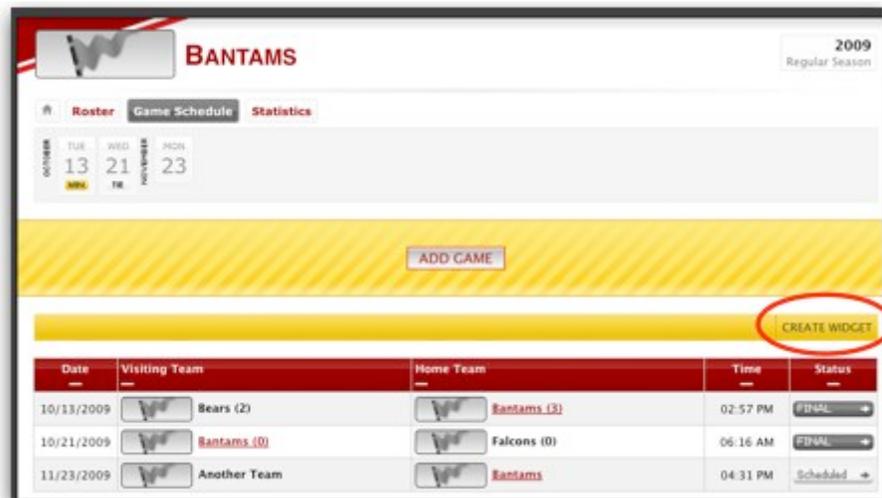
- A scoreboard ribbon widget will display games from yesterday, today, and tomorrow for websites using the League management package. Scoreboard Ribbon **Widgets** will display games that are 15 days prior to or after today's date for Solo Team instances. If you would like to customize the games that are displayed (such as show all games, choose a date range, or choose specific games) then you will need to use the [Game List widget](#).

## Adding a Scoreboard Ribbon:

1. **Login** to the website
2. Go to your **Team page** that you have Editing/Owner permissions for
3. Click on the **Game Schedule** button



4. Click **Create Widget**



5. Select **Scoreboard Ribbon**



6. Select the game results you would like to display
  - Always display "2009 Regular Season"
  - Display "Current Season" (display changes as seasons change)



7. Click **Create Widget**
8. You will now see a message "Widget created successfully. Display this content by selecting the "NGIN Widgets" option within your Page Element Menu."
9. Go to the page you would like to display the Scoreboard Ribbon Widget on
10. Click **Add Page Element**



11. Scroll through the list and choose **NGIN Widget Element**



12. Select your newly created Scoreboard Widget from your widget list



13. The newly created Scoreboard Ribbon Widget will now display on your page



**Note: You can add a number of widgets using this same process. There are roster, schedule and statistics widgets**