**EMHA HOCKEY WEBSITE INSTRUCTIONS**

*Coaches and Team Managers*

1. Go to michiganwarriorsyouthhockey.com. If you have not already created an account for the web site, please click on the "Create an Account" link in the upper left corner of the page.

2. Enter a unique Username and Password for yourself (please write this down and keep track of it) and click "Sign Up".

3. Follow the steps to "Activate" your account.

4. Then send an email to the EMHA Webmaster at emhawarriors@gmail.com.

5. Send a brief message letting EMHA know that you have signed up at the site. Include your Name, Team Name, Position with the Team, and Contact Number.

6. You will be granted permission to access your team's home page(s) on the web site. The team's home pages are found under the "House" tab or “Travel” tab located across the top of the home page.

7. After permission has been granted, you will receive a confirmation reply. Then you can login, go to your team's page, and begin editing content.

8. When logged in and going to your team's pages, you will see the "Edit Mode" toggle switch in the upper right corner. You may also click on the "Site Admin" tab on top and then the "My Pages" tab to view a site map. The pages that you have Editing Permissions for will be highlighted.

9. Click on the "Edit Mode" tab and use the "Page Elements" to edit or add Text, Photos, Documents, Events, News Articles, Links, Contact Information, YouTube Videos, etc.

10. Please note that your Team pages come defaulted with Roster and Stats pages. These pages default to "Disabled" and are not active until you "Enable" them to make them public. You are able to use these pages at your discretion.

11. You may also "Add New Pages" under your team's main page section to organize additional content.

12. If you need any help with any of the Page Elements, the first step you can take is to scroll down to the bottom of any page and click on the “Help” link, which is located in the blue footer strip at the bottom of the page.

13. Follow the prompts on the Help page.