

Instruction Manual



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Main Menu

The main menu is the hub of your TeamWebPages.com web site. It is here that you have 9 main categories to choose from and their associated functions...

Team Preferences

- (1) Upload your club/school logo
- (2) Choose your colors for your font, borders and background
- (3) Define your seasons
- (4) Set general team information
- (5) Submit staff information
- (6) Set player criteria
- (7) Assign Web Manager information

Home Page and Settings

- (1) Selecting Your Home Page Layout
- (2) Images on Your Home Page
- (3) Selecting a Font
- (4) Selecting Your Colors
- (5) Using a Background Image

News and Articles

- (1) Add announcements to your home page
- (2) Write and publish articles about team events and occasions
- (3) Create links to any website address

Schedule Events

- (1) Add events to your team's schedule and calendar
- (2) Modify existing event information

Results and Stats

- (1) Record team results from games played
- (2) Log player statistics, including goals, assists, saves, etc...

Roster

- (1) Create and maintain your roster of players
- (2) Build profiles with player information and a photo

Image Library

- (1) Upload team photos and images to use on your home page, and for others to see in your photo gallery

Message Board

- (1) Censor your message board by suppressing inappropriate messages
- (2) Change your message board password for security

Email

- (1) Communicate with your players, coaches and managers
- (2) Email team news
- (3) Send attachments

Setting up Your Team

By clicking Modify from **Team Preferences** on the main menu, you can set the following options...

- (1) **Logo Image** – Upload your team, club or school logo that will appear on your home page (200 kilobyte limit).
- (2) **Web Site Colors** – Select your team, club or school colors that you can use for font, background and border colors.
- (3) **Seasons** – You can define up to 4 seasons within one year by choosing your start and end dates along with a description. Your schedule, results, statistics and message board postings will all be grouped by season. You can change your dates and the number of seasons at any time. You are required to have at least one season defined.
- (4) **Team Information** – Your team name, club/school name and league/conference name are all required and will appear throughout your team pages.
- (5) **Staff Information** – Enter your head and associate coaches along with any team managers.
- (6) **Player Criteria** – You have the option of adding extra information for players that will appear on their profile.
- (7) **Primary and Secondary Web Manager Information** – These are the people who will be managing your team's web pages. The Secondary Web Manager will have all of the privileges that the Primary does, with the exception of changing this (Web Manager) information.

The Logo Image, Web Site Colors and Seasons are all saved individually. Click the "Submit Information" button at the bottom of the page to save your Team Information, Staff Information, Player Criteria and Primary and Secondary Web Manager Info.

Selecting Your Home Page and Settings

By choosing Modify next to **Home Page and Settings**, you can modify your home page several different ways...

- (1) Select from 9 different page layouts
- (2) Insert and remove images on your home page
- (3) Select from 5 different font types
- (4) Choose the colors of your background, borders and font
- (5) Select an optional background image

Selecting Your Home Page Layout

To choose a layout for your home page, click "Change Layout" at the top of the page.

TeamWebPages.com comes with 9 different home page layouts for you to choose from.

Simply review the miniature versions of the layouts and click the radio button associated with the layout of your choosing.

If you have already selected images to appear on your home page, they too will appear on the miniature layouts. If images have not been chosen yet, a gray box appears where images will be expected.

To activate your selection, click the "Submit" button.

Inserting, Removing and Changing Images on Your Home Page

You must have completed these tasks before you can add an image to your home page...

- (1) Selected a home page layout that allows images
- (2) Uploaded images to your Image Library (see page 10)

Once you have completed these tasks, you can insert an image by taking the following steps...

- (1) Click the area where the image will appear. A new window will show the images that you have loaded into your library.
- (2) Select the radio button above the image that you would like to insert.
- (3) Click "Submit" to insert the image.

To remove or change an image on your home page...

- (1) Click the image to delete or change.
- (2) Select the radio button above the image that you would like to insert.*
- (3) Click "Submit" to insert the image.

* Choose "Empty" from the selection of images to remove the image. It is not recommended to have empty image slots on your home page. Use a layout that matches the number of images you actually display.

Selecting a Font

The system's default font is "Verdana". Click the "Change Font" button to select a different font.

There are 5 to choose from...

- (1) Arial
- (2) Comic Sans MS
- (3) Tahoma
- (4) Times New Roman
- (5) Verdana

To chose your font...

- (1) Click the radio button next to the font that you want to appear on all of your web pages.
- (2) Click "Submit" to activate the font.

Selecting Your Colors

By clicking "Change Colors", you can control the color of the following elements on your web pages...

- (1) Background
- (2) Borders
- (3) Text

To chose your colors...

- (1) Click the radio button next to the color that you want to appear for each of the three elements.*
- (2) Click "Submit" to activate the colors.

* In order to use a colored background, you must first make sure that the background image is set to "Empty" (see "Using a Background Image").

You cannot choose the same color for your background and text.

Using a Background Image

You can use a tiled image for the background of your web pages, as long as you have uploaded it into your Image Library. To use a background image, click “Change Background Image” and...

- (1) Select the radio button above the image that you would like to use.*
- (2) Click “Submit” to apply the image.

* Select “Empty” if you plan on using a color for your background.

Adding Events

Adding events to your team’s schedule and calendar is a breeze. Simply choose Add next to **Schedule Events** from the main menu and fill out the following information...

- (1) Date – Required
- (2) Start Time (Optional)
- (3) End Time (Optional)
- (4) Event Type – Required
- (5) Location (Optional)
- (6) Opponent (Optional)
- (7) Title – Required
- (8) Additional Notes (Optional)

There are some simple rules that must be followed when submitting an event...

- (1) The event date cannot be expired and must be valid.
- (2) An end time cannot be chosen without a start time.

There are 7 event types to choose from...

- (1) Training
- (2) League Match
- (3) Tournament Match
- (4) State Cup Match
- (5) Indoor Match
- (6) Administrative
- (7) Other

The system will automatically build a title for your event, if you so choose. To enable this feature, click the checkbox entitled “Automatically Build Title”. The automatic title will match the name of the event. There is a 21 character limit on the number of characters for a title to ensure it will fit on the calendar.

To finalize the addition of your new event, click the “Submit” button.

Modifying and Deleting Existing Events

To modify an existing event, choose Modify next to **Schedule Events** from the main menu and click “Modify” next to the event that you wish to change. You can also click “Calendar View” and then click on the event’s title.

To change an event, simply correct or add to the information on the screen...

- (1) Date – Required
- (2) Start Time (Optional)
- (3) End Time (Optional)
- (4) Event Type – Required
- (5) Location (Optional)
- (6) Opponent (Optional)
- (7) Title – Required
- (8) Additional Notes (Optional)

There are some simple rules that must be followed when modifying an event...

- (1) The event date cannot be expired and must be valid
- (2) An end time cannot be chosen without a start time

There are 7 event types to choose from...

- (1) Training
- (2) League Match
- (3) Tournament Match
- (4) State Cup Match
- (5) Indoor Match
- (6) Administrative
- (7) Other

The system will automatically build a title for your event, if you so choose. To enable this feature, click the checkbox entitled “Automatically Build Title”. The automatic title will include the name of your team and the name of the event. There is a limit on the number of characters for a title to ensure it will fit on the calendar. If the limit is exceeded, only the event type will be displayed.

To finalize the modification of the new event, click the “Submit Changes” button.

To delete an event, click “Delete” next to it on the event listing, or you can click “Delete Event” from the Modify Event screen. You will be asked to confirm your request to delete events because they cannot be recovered once deleted.

Adding Team News and Links to the Home Page And Writing Team Articles

Team announcements can be published on the home page, with the option of attaching an article, by selecting Add next to **News, Articles, Links** from the main menu.

Up to eight news announcements can be posted at one time in your Team News section. News announcements that are posted as a link or that have an attached article will appear as a clickable link.

To add news, type the text into the available area and select the position that you would like for it to appear. If that position is already taken, the system will ask you to choose a different position. If you would like to attach an article to your announcement, check the box labeled “Write Article”. If you would like to create a link to another website address, check the box labeled “Make This a Link”. Click “Submit News” to publish your announcement. If you chose to attach an article, you will be taken to a screen where you can write and publish it. If you chose to create a link, you will be taken to a screen where you can enter the website address. All website addresses should start with ‘http://’ or ‘https://’.

Due to space limitations on the home page, there are a maximum number of characters that an announcement can hold.

The date of the latest addition or modification will appear at the top of the published news area on the home page.

Modifying and Deleting Team News, Links and Articles

When it's time to delete or change a team announcement or attached article, click Modify next to **News, Articles, Links** on the main menu.

You can delete an announcement by clicking "Delete News" to the right of where it appears. Deleting an announcement also deletes an attached article or link, if it exists. Before deleting an announcement, you will be asked to confirm your request.

You can also change the contents and/or the order of the existing announcements...

Type the text into the available area and select the position that you would like for it to appear. If that position is already taken, the system will ask you to choose a different position.

Up to eight announcements can be posted at one time.

Due to space limitations on the home page, there are a maximum number of characters that an announcement can hold.

The date of the latest addition or modification will appear at the top of the published news area on the home page.

To delete an article or link without deleting the news announcement, click "Delete Article" or "Delete "Link" under the news text. You will be asked to confirm your request.

If you would like to modify an attached article or link, click "Modify Article" or "Modify Link", make your modifications and click "Submit" when you are finished.

Recording Team Results

By choosing Add next to **Results and Stats** on the main menu, you can save your team's scrimmage and match results, along with player statistics (optional).

There are 6 parts to a result...

- (1) Event Type – Required
- (2) Event Description – Optional
- (3) Date – Required
- (4) Opponent – Required
- (5) Your Team's Goals For – Required
- (6) Your Opponent's Goals For – Required

Check the box next to "Add Player Statistics" if you would like to record the goals and saves from the scrimmage or match.

Click "Submit Result" to save the result information. If you chose to add player statistics, you will be taken to that page.

Adding Player Statistics to a Result

You have the option to record player statistics for a scrimmage or match by checking the box next to “Add Player Statistics” when adding a result. You can log the following...

- (1) Goal scorers
- (2) Player assists to goals scored
- (3) Time of each goal scored
- (4) Number of saves by goalkeepers (up to 3 goalkeepers per game)
- (5) Number of goals scored against a goalkeeper (up to 3 goalkeepers per game)
- (6) Number of minutes played by a goalkeeper (up to 3 goalkeepers per game)

Once you have entered all of the information, click “Submit Statistics” and it will be saved with the result

Modifying Team Results

If you need to change information associated with a result or its statistics, choose Modify next to **Results and Stats** on the main menu and select “Modify” or “Delete” to the right of the result.

There are 6 elements to a result that you can change...

- (1) Event Type – Required
- (2) Event Description – Optional
- (3) Date – Required
- (4) Opponent – Required
- (5) Your Team’s Goals For – Required
- (6) Your Opponent’s Goals For – Required

Click “Submit Changes” to save your modifications.

You can also change player statistics associated result by clicking “Modify Stats”.

If, while modifying a result, you subtract from the number of goals scored, and there are statistics associated with the result, you will be asked to identify which goals are no longer valid. Simply check the boxes next to the goals that should be deleted from your player statistics and click “submit”. The system will correct the goals and assists.

Modifying Player Statistics

All of the statistical information associated with a result can be changed if needed, by clicking the “Modify Stats” button on the Modify Results page. You can store...

- (1) Goal scorers
- (2) Player assists to goals scored
- (3) Time of each goal scored
- (4) Number of saves by goalkeepers (up to 3 goalkeepers per game)
- (5) Number of goals scored against a goalkeeper (up to 3 goalkeepers per game)
- (6) Number of minutes played by a goalkeeper (up to 3 goalkeepers per game)

When you are finished, click “Submit Statistics” to save your changes.

Building and Maintaining Your Roster

Creating and sustaining your roster of players is easy. Click [Modify](#) next to **Roster** on the main menu to begin.

Adding a Player

To add a new player, click “Add New Player”. There are up to 16 elements to associate with a player...

- (1) First Name – Required
- (2) Last Name – Required
- (3) Position – Required
- (4) Jersey Number – Optional
- (5) Email Address – Optional
- (6) 5 Playing Accolades – Optional
- (7) 5 Custom Fields – Optional
- (8) Photo Image (100 kilobyte limit per image)

The email address is used with the TeamWebPages.com email system to allow for the sending of messages. When you are finished filling out the information, click “Submit Player” to add the player to the roster and save their information.

Modifying or Deleting a Player

You will see two options next to each player on the roster list. Click “Delete” to remove a player from the roster. The removal is permanent, so you will be asked to confirm your decision to delete a player.

To modify a player’s information, click “Modify” next to their name and you will have the opportunity to change all of the information associated with that player...

- (1) First Name – Required
- (2) Last Name – Required
- (3) Position – Required
- (4) Jersey Number – Optional
- (5) Email Address – Optional
- (6) 5 Playing Accolades – Optional
- (7) 5 Custom Fields – Optional
- (8) Photo Image

The email address is used with the TeamWebPages.com email system to allow for the sending of messages, including attachments.

When you are finished filling out the information, click “Submit Changes” to add the player to the roster and save their information.

Censoring Your Message Board

While freedom of speech is encouraged in message board discussions, there may be an instance where you discover someone has crossed the line. In such instances of inappropriate language or opinions, you have the power to suppress those messages by choosing [Censor](#) next to **Message Board** on the main menu. There are two ways to suppress messages...

- (1) Check the box next to the messages you wish to suppress on the message board and click “Submit”.
- (2) Click the title of the message to see its contents and then click “Suppress This Message”.

The method of making a message viewable again involves the same process...

- (1) Uncheck the box next to the messages you wish to make viewable on the message board and click “Submit”.
- (2) Click the title of the message to see its contents and then click “Unsuppressed This Message”.

Changing Your Message Board Password

In order to preserve confidentiality, it is recommended that you change your message board password at least every season. To do this, click [Change Password](#) next to **Message Board** on the main menu and a window will appear for you to enter in a new password of your choosing.

Passwords must comprise of the following characteristics...

- (1) All characters must be a letter or a number
- (2) The length must be between 4 and 10 characters

Managing Your Images

To add, modify or delete images in your library, click [Manage](#) next to **Image Library** on the main menu. Your library will show the current photos that you have loaded, in thumbnail form. Background images are shown on the right and regular images are on the left. You can view the actual image size by clicking directly on the image. TeamWebPages.com allows you to store up to 20 images in your image library. There is a 150 kilobyte limit per image. There are two types of images...

- (1) Background Images – These can be set to tile in the background on all of your web pages.
- (2) Regular Images – You will use these images to place on your home page and in your photo gallery. (i.e. Team photos, action photos)

Adding an Image

If there is room to add another image to your library, you will see an area to enter the file information. There are four pieces of information to complete...

- (1) The location of the file - you should use the "Browse..." button to locate where the file exists.
- (2) The image description – a brief explanation of what the image shows.
- (3) The image caption – what text you would like to appear underneath the image (optional).
- (4) Will the file be used as a background image?
- (5) Do you want the image to appear in your photo gallery?

When you are ready to upload the image to your library, click "Load File".

Modifying an Image

If you would like to change information about an image, click "Modify" underneath the thumbnail of the image. You will have an opportunity to change three aspects of the image...

- (1) The image description – a brief explanation of what the image shows.
- (2) The image caption – what text you would like to appear underneath the image (optional).
- (3) Do you want the image to appear in your photo gallery?

Click "Submit Changes" when you are ready to save the image information.

You will also see other information about the image, including the image width, height and if the image is being used as a background. The image will be shown at actual size if possible. If not, you will be able to click the image to see its actual size.

Deleting an Image

In order to delete an image from your library, click "Delete" underneath the thumbnail of the image. The image will be deleted and all of its information will be erased, so you will be asked to confirm the deletion.

Using the Email System

TeamWebPages.com allows you to email everyone on your team roster, including players, coaches and managers. This can be very convenient for staying in communication with your team. You can also attach up to three files (200 kilobyte limit per file) to your emails, such as tournament schedules and the like. To begin, click Compose next to **Email** on the main menu.

To send an email...

- (1) Select the players and staff from the select boxes. To include everyone, click the "Select All" button below the select box. To select multiple people from a select box, hold down the "ctrl" button and click on the desired recipients.
- (2) Type a subject into the subject area.
- (3) Type your message into the message area.
- (4) Include any file attachments that you want to send with your email...
 - a. Click "Browse..." to locate the file that you want to attach.
 - b. Click "Attach File To Email" to fasten the file to the email.
 - c. To remove an attachment from an email, click "Delete" next to the file that you want remove.
- (5) When you are ready to send your email, click the "Send" button.

Emails will be sent from the Web Manager email address that you have entered into the system and have logged in as. When someone replies to the emails that you send, it will be sent to that account.

Technical Support

TeamWebPages.com is committed to your satisfaction. If you encounter an error message or a feature that does not seem to be functioning properly, we want to know about it. For these types of issues, please contact us at: support@TeamWebPages.com

If you notice something that TeamWebPages.com does not provide, but you would like to see, we would like to know about that too. While we cannot guarantee to accommodate every request, we are interested in knowing what our customers want. For improvement requests, please contact us at: enhancements@TeamWebPages.com

