



Huskies Hockey Club
Team Pages
Administrator Manual

September 22, 2006

Objective: The Huskies Team pages were designed as a tool for managers to keep all team members informed of game schedules, practice times and any other important news information. There are a number of features available and the page can be maintained by any member of the team by entering the assigned login ID and password. It is up to the team manager to decide who will be the administrator for their team page and to provide that person with the login ID and password.

General Information and Guidelines

Security – Listing the roster with player name and jersey number is a feature of the team pages. The Huskies Hockey Club suggests only using the last name of each player for security reasons. **PERSONAL PLAYER INFORMATION SHOULD NOT BE POSTED ON THE TEAM PAGES.** The team page is not designed or intended to provide player information such as home phone, cell phone or address. Only the phone number and e-mail addresses of the head coach and team manager are available for display if you choose to do so. These are recommended to ensure all players and parents have your contact information at all times. In addition, other clubs may use this information to contact you with respect to previously scheduled games and/or practice games etc.

Updates – It is important to keep the page up to date at all times. Any change in practice or game times and dates should be brought to the players/parents attention via e-mail or phone call prior to posting on the team page to avoid confusion.

Login

1. Each team manager is provided with a login ID and Password, this can be changed by the user after logging in for the first time or at any time throughout the season.
2. To log in to your team page simply enter your login ID and password in the login box at the bottom right hand side of the team page

Administrator Panel

1. This is the area where the team page administrator information is entered.
2. Login ID and Password can be changed here as well.
3. Be sure to write down your login ID and password somewhere.

News

Add

1. From the “Team C-Panel”, choose Add News
2. “Title” box is free form and will appear on the page in bold on the home page
3. “News Message” box is also free-form and will appear in regular text on the home page.
4. To add a picture with the news item click “Browse” next to the “Image” box and choose the picture to include.
5. This picture will appear within the next box of the news item and words will be pushed to the right of the picture
6. It is recommended to use a small thumbnail picture to allow the text to be seen clearly.
7. Click “Add News” Button
8. From here either click “add more news” at the top, “Logout” at the bottom or “Team C-Panel” at the bottom to return to the maintenance menu.

Edit/Delete

1. Go to “Edit/Delete News” from the Team C Panel.
2. Click Edit or Delete next to the new item you wish to edit or delete.
3. If you are going to Edit, be sure to click “Update News” in order to save your changes.

****NOTE**** The most recently edited new items appear on the top in the News window of the team home page.

Coach and Manager

Information was auto-filled here by the web-master. Please make changes as needed.

1. Click either Edit Head Coach or Edit Team Manager (both are the same form)
2. Change or add any information as needed
 - a. Be aware that in version 1.0 all fields are required, or changes will not save
 - b. If the coach/manager do not wish to post their home phone number, simply enter a <space> in that field prior to clicking “Submit”
 - c. This area will appear blank now on the home page

Players

As indicated above, the player information should be limited to last name and jersey number.

Add

1. Click “Add Player”
2. Enter player last name and jersey number in the provided fields
3. Click “Add Player” button
4. If more players are to be entered, click “Add another player” at the top of the screen
5. If not, choose “logout” or “Team C-panel”

Delete

1. Click “Delete a Player”
2. click “Delete this Player” link to the right of the player’s name you wish to remove from the roster
3. When all the necessary deletes have been completed, click either “Team C-panel” or “Logout”

Schedules

This is where the most useful information will be stored. Be sure to double-check your information while entering it and again after it is posted to ensure no errors were made.

Add

1. Click “Add Events”
2. Fill in each field from either the drop-down choice or free form
 - a. **Category** - Choose from the category drop-down. This is what will appear on the “Team Calendar” view to indicate what type of event it is.
 - b. **Date** – Click the calendar icon to choose the date of the event. (Note: This can be typed in as well, but will appear on the web-page exactly how it is typed. i.e 1/2/07. When the calendar icon is used all dates will be formatted as Jan 02, 2006)
 - c. **Start Time** – Enter the time including “a” for am and “p” for pm.
 - d. **End Time** – Enter the end time as above (This is especially helpful for parents if the time-slot is extended or runs differently than the usual one hour practice etc.)
 - e. **Location** – Type in the rink or place location. This will appear on the home page when it is within one of the next five events as well as in the “Team Schedule” view.
 - f. **Location Category** – Choose one from the drop down. **Note:** This is what will determine the color-code used in the calendar view on the home page and the “Team Calendar” view.
 - g. **Opponent** – This is free-form, but should be used to indicate opponent for games. For any other event, use this area to re-iterate WHAT the vent is such as Practice, Power Skate, Payment Processing, Team Pictures. This field will appear on the home page as well as the “Team Schedule” view and will help users to identify each event easily.
 - h. **Score** – For games, these fields can be updated later. (See “Edit/Delete below)
3. Click “Save Event”

Edit/Delete

1. Click “Edit/Delete Events”
2. Find the event you wish to edit or delete
3. click “Delete this entry” to delete
4. Click “Edit” to make changes
5. Once all changes have been completed, click “Update Event”

Other Notes