



NPAHA Web Site Training

## Introduction

This guild has been written to help NPAHA's web site team managers learn how to manage their team's pages. It is meant to supplement a live training session.



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## 1. Level and Team Pages

### Create your Organization's Level and Team Hierarchy

Each Team Sport Technologies website is completely customizable to your unique organization level and team hierarchy.

No two sports organizations are alike, and neither are their websites. The Team Sport Technologies framework was built around the idea that organizations need to arrange their level pages and team pages to match the actual structure of their organization- and then be able to adjust that structure as their organization changes.

**NOTE: Only members with "Webmaster" access have the ability to create Level and Team pages.**

Follow the instructions below to build your organization team structure:

### Organization Levels (taggable)

**Level pages feature the ability to associate news articles and calendar events to the new level page.**

1. Go to "Teams" tab
2. Click "Add New Page"
3. Enter level name in "Button Title" and "Page Title" blanks (example: Senior League, Junior League, etc)
4. Select page type of "Level" (this will make your page taggable)

### Teams (taggable, with rosters and stats)

**Team pages feature the ability to associate news articles and calendar events to the new team page, as well as rostering, game, team and player statistics.**



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1. Select organization level of team to be added
2. Click "Add New Page"
3. Enter team name in "Button Title" and "Page Title" blanks
4. Select page type of "Team" (this will make your page taggable, as well as including optional roster and statistic functionality)

**Your Team pages are now ready to be handed off to coaches and team managers!**

Visit the "Site Admin" tab to grant users access to level and team pages.

**NOTE: When granting team managers access to specific team pages, be sure to check the access boxes next to their team page, as well as the "Calendar" and "News" pages to give them access to add news and calendar items.**

## 2. Page Elements

### a. Text Block

#### How do I add a Text Block Element?

To add a Text Block Page Element follow these steps:

1. Ensure you are on the correct page and in **Edit Mode**.
2. Use the **Add a Page Element** drop down list, select **Text Block** and click **Add Element**.
3. A new window will appear with two text fields, one for the title and one for the paragraph text. Use the inline formatting tools to add bold, underline, italics, etc. to the text.
4. Add an optional image by choosing the file from your computer, selecting an image size (Small, Medium or Large), and image alignment (Left or Right). **NOTE:** For your convenience, the image file, sizing and alignment can always be updated at a later time.
5. Click **Save** and the Text Block Page Element will appear on the page.

### b. Single Photo



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### How do I add a Single Photo Page Element?

A Single Photo Page Element can be added to any page. The system will automatically resize and proportion the image to fit on your page.

**To add a Single Photo Page Element follow these steps:**

1. Ensure you are on the correct page and in **Edit Mode**.
2. Use the **Add a Page Element** drop down list, select **Single Photo** and click **Add Element**.
3. A new window will appear with a browse button to find the image on your local computer.
4. Find the image on your computer and then click **Save**.
5. The image will be uploaded and then displayed on the page as a Single Photo Page Element.

### c. Document

#### What is a Document Page Element?

A Document Page Element allows you to easily add a file anywhere on your website. Users of the website can then easily download this file in its exact original format. If the Document Page Element resides on a page that is enabled, the document will also be accessible from the **Document** page (if applicable to your website) found on the top horizontal menu bar.

#### What file types are supported with the Document Page Element?

The Document Page Element currently supports the following file types: **DOC**, **PDF** and **XLS**.

#### How do I add a Document to a page?

1. To add a document, go to any General, Level, or Team page.
2. Make sure you are in "Edit Mode"
3. From the "Add a Page Element" drop-down menu, select "Document" (third one down)
4. Title your document and choose the file you would like to upload from your computer. (**DOC**, **PDF** and **XLS** files all work fine)
5. Click "Save"
6. The document should upload and display at the bottom of your page.



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**PLEASE NOTE:** you can not add a document to the main Document page directly, as this page is just a collector of all the documents residing on your website.

### d. Link

#### How do I add a Link Page Element?

To add a Link Page Element follow these steps:

1. Ensure you are on the correct page and in **Edit Mode**.
2. Click the **Add a Page Element** button and select **Link** from the menu.
3. A new window will appear with text fields and a drop down menu to assist in building the link.
4. Ensure the required fields are filled in and that the you select the correct URL and the full URL address does not include http://, https://, or mailto: as this will be automatically inserted based on the drop down selection.
5. Click **Create This Page Element** and the Link Page Element will appear on the page.

#### How do I add a Site Map Page Element?

The element is extremely easy to use. Simply select the **Link** Page Element from the Page Element Menu and choose the link type of **Site Map**. Choose how deep you'd like the site map to go, and the system will take care the rest.

### e. Contact

#### How do I add a Contact Page Element?

To add a Contact Page Element follow these steps:



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1. Ensure you are on the correct page and in **Edit Mode**.
2. Use the **Add a Page Element** drop down list, select **Contact** and click **Add Element**.
3. A new window will appear with several text fields. Ensure you fill in the required fields.
4. An image is also optional. If attaching a photo the system will automatically resize the photo for you.
5. Click **Save** and the Contact Page Element will be added to your page.

### f. Sponsor

#### What is a Sponsor Page Element and how can I best use one on a page?

A Sponsor Page Element allows you to neatly package a sponsor's information into one page element with a title, link, text description and optional logo.

A Sponsor Page Element can be added to any page by following these steps:

1. Ensure you are on the correct page you wish to add the Sponsor Page Element to and that you are in **Edit Mode**.
2. From the **Add a Page Element** drop down list select **Sponsor** and click **Add Element**.
3. A new window will appear with the available fields that are part of a Sponsor Page Element.
4. Fill in as much information as you wish, only the Name/Company field is required.
5. If you wish to add an image/sponsor logo the system accepts file types of **JPG**, **GIF** and **PNG** with a size limit of 4 megs. The system will automatically resize the image accordingly.
6. Click **Save** and the Sponsor Page Element will then appear on the page.

### g. Photo Gallery

#### Are there limits on file sizes or file types for Photo Gallery uploads?

Accepted file formats include: JPEGs, non-animated GIFs and PNGs. As you publish photos they are compressed and re-sized in the following sizes:



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- 75x75 pixels
- 100 pixels (on the longest side)
- 240 pixels (on the longest side)
- 500 pixels (on the longest side)
- Large (which will be 1024 pixels, on the longest side, if it exceeds that length)
- And the original size

**NOTE:** Upload must be less than 4MB in size. Images on the web will only display correctly if they are set to an RGB color-space (not CMYK). Most image editing applications, such as Adobe Photoshop, provide options for changing the color-space or color-mode of an image to RGB.

### **My gallery photos look pixelated, how can I make them look clear?**

The most common reason for pixelated photos within the Photo Gallery is uploading low resolution files. To display crystal-clear photos in your gallery- make sure the images you upload are at least 1024 pixels on the longest side.

### **How do I add a Photo Gallery to my team's home page?**

To create a new gallery on your team page do the following:

1. Login
2. If you have been granted access to edit content within your team section, go to your team's home page
3. Click "Edit Mode" (located in the upper-right of the page)
4. Click "Add New Page"
5. Title your new page (both Button Title and Page Title): "Team Photos"
6. Click "Create This Page"
7. Change the Page Display Status (within the yellow Page Details section) to "enabled"
8. Click "ADD PAGE ELEMENT"
9. Choose "Photo Gallery from the Page Element list"
10. Name your new gallery and provide a description
11. Click "Create This Page Element" (The new Photo Gallery will be inserted into your page)
12. Click "Add Photos"
13. Click "Browse" to browse your computer and select the photos you would like to upload
14. Click "Upload" (images may take a few minutes to upload depending on the number and size of the files)



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15. After the upload is complete, click back into "User Mode" to view your new gallery slideshow

### h. News Aggregator

#### What is a News Aggregator and how do I add one to a page?

A News Aggregator Page Element allows you to show a selection of news pertaining to a particular portion of your web site (i.e. a team, association, league, etc.). A News Aggregator Page Element can be placed on any page and must have at least one **tag** selected.

To add a News Aggregator Page Element to your page follow these steps:

1. Ensure you are in **Edit Mode** and on the correct page you wish to add the News Aggregator Page Element to.
2. From the **Add a Page Element** drop down list select **News Aggregator** and click **Add Element**.
3. An additional window will open and allow you to make your selections.
4. Click on the **Show Tag Menu** and select the tags you wish to show news for.
5. Add a **Title** and **choose how many** news items you wish to show.
6. Click **Create**, the window will close and your News Aggregator will appear on the screen.
7. The News Aggregator Page Element will show the most recent news it finds based on the **tags** you selected.

### i. Event Aggregator

#### What is a Event Aggregator Page Element?

An Event Aggregator Page Element allows you to show a snapshot of events for the next five days pertaining to a particular portion of your web site (i.e. a team, association events, league events, etc.). An Event Aggregator Page Element can be placed on any page and must have at least one **tag** selected.



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## How do I add an Event Aggregator to a page?

To add a Event Aggregator Page Element to your page follow these steps:

1. Ensure you are in **Edit Mode** and on the correct page you wish to add the Event Aggregator Page Element to.
2. From the **Add a Page Element** drop down list select **Event Aggregator** and click **Add Element**.
3. An additional window will open and allow you to make your tag selections and enter a title.
4. Click on the **Show Tag Menu** and select the **tags** you wish to show Events for.
5. Add a **Title**.
6. Click **Create**, the window will close and your Event Aggregator Page Element will appear on the screen.
7. The Event Aggregator Page Element will then show events for the next five days based on the tags selected.

## j. YouTube Video

### How do I add a YouTube Video Page Element?

We support YouTube integration on any page of your website. Follow these steps to add a YouTube Video Page Element:

1. Insure your video has been uploaded to YouTube and that it can be accessed via YouTube. If you need assistance uploading the video to YouTube view [YouTube's Help Center](#).
2. View your uploaded video on YouTube and then make note of or copy the web address/URL of the page your video is on.
3. Return to the page you wish to add the video to and ensure you are in **Edit Mode**.
4. Click on the **Add a Page Element** drop down list, select **YouTube Video** and then click **Add Element**.
5. Paste or type in the YouTube web address in the **YouTube URL text field**.
6. Click **Save** and your YouTube Video Page Element will appear.
7. Change to **User Mode** to view the video within the page.



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### 3. Calendar

#### How do I add an Event to the Calendar?

Be sure you are logged in and in “Edit Mode”.

1. Click the main CALENDAR tab in the horizontal bar below the website header.
2. Now click Add New Event.
3. Be sure that you click the drop down tag menu and select your team.
4. Then type in the Date, Location and Title and click **Save**.

You’ve now added to your calendar!

### 4. Website Advertising

#### Why Is There Advertising on Our Site?

One of Team Sport Technologies’ distinguishing features is each organization’s ability to sell advertising on their site. Space has been reserved for you to resell to whomever you choose. Revenue from these advertisements is often used by associations to completely offset website costs.

There are two areas for site advertising. Left panels spaces are reserved for your organization (as mentioned above). Right panel spaces are reserved for Team Sport Technologies.

Team Sport Technologies is a company dedicated to bringing technological innovation to the youth sports market. It is our belief that every youth athletic organization deserves a pro-quality website system. We also feel very strongly that these website systems should remain affordable and accessible for even those groups with limited budgets.

These advertisements allow us to keep our prices down as we continue to push the boundaries of youth sports technology. The approved advertisers are selected with great care. By supporting



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these advertisers, you are supporting youth sports and the innovation of technology that improves communication for all involved.

It is also important to know that Team Sport Technologies donates 10% of gross revenues from these ads right back to your organization. Each calendar year your organization will receive a check for its share of generated advertising traffic. It's our way of saying thank you for your patronage.

## 5. RSS Feeds

### What is RSS?

RSS, sometimes known as Really Simple Syndication, is a popular means of sharing content (such as news headlines) without requiring readers to constantly visit a Web site to see what's new. RSS feeds contain headlines and hyperlinks to longer articles, event information or web pages. RSS feeds are free of charge.

### How can I receive RSS feeds?

Desktop software applications known as news readers or aggregators can collect, update and display RSS feeds from a wide variety of sources. A number of news readers are available for you to download, many at no cost. Other versions are Web and browser-based. News readers vary slightly in how they look and act, so you may find yourself testing several before settling on one. Google lists a number of news aggregators that you can download and test in this [List of News Aggregators](#).

After you've chosen to download one of the news aggregators and then subscribed to your organization's RSS feed (and possibly others), all of your news will be in one area for your convenience.



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## 6. iCal Feeds

### How Do iCal Feeds Work?

To subscribe to an iCal Feed on your website simply click on the "Subscribe to iCal Feed" link associated with the calendar you would like to follow.

After importing the feed into your software, your new iCal Feed calendar will reflect any addition or change made to the website calendar.

Your organization's iCalendar Feeds are continuously synced with the most up-to-date calendars on your website, keeping subscribers aware of the latest additions and updates. You can select multiple teams and levels, using the the Calendar Tag Menu, to create a custom cumulative iCal Feed specific to your own family.

### What Desktop and Web Applications Accept iCal Feeds?

Although this is by no means an exhaustive list of iCal applications and resources, it should give you a starting point in your research:

- **Mac OS X iCal**
  - <http://www.apple.com/macosx/features/ical/>
- **Outlook 2003/2007**
  - <http://sourceforge.net/projects/remotecalendars/>
- **Google Mail**
  - <http://www.google.com/support/calendar/>

### What is the iCal Standard?

iCalendar is a standard for calendar data exchange. The standard is sometimes referred to as "iCal", which also is the name of the Apple, Inc. calendar program that provides one of the implementations of the standard.



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## More Information

For more information about the iCalendar standard, please visit the following sites:

- <http://en.wikipedia.org/wiki/iCalendar>

## 7. Browser Help

### How do I clear my browser cache?

To clear your cache in **Internet Explorer**:

1. Log out of your organizations web site. Close all other open browser windows.
2. Click the 'Tools' menu at the top of your browser, and select 'Internet Options.'
3. Click the 'General' tab at the top of the dialogue box.
4. Click 'Delete Files' under 'Temporary Internet files.'
5. Select 'Delete all offline content' by checking the box.
6. Click 'OK.'

To clear your cache in **Mozilla Firefox**:

1. Log out of your organizations web site. Close all other open browser windows.
2. Click the 'Tools' menu at the top of your browser, and select 'Options.'
3. Click 'Privacy.'
4. Click 'Clear' next to 'Cache.'
5. Click 'OK.'

To clear your cache in **Mozilla** and **Netscape**:

1. Log out of your organizations web site. Close all other open browser windows.



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2. Click the 'Edit' menu at the top of your browser, and select 'Preferences.'
3. Click the '+' next to 'Advanced.'
4. Select 'Cache' under 'Advanced.'
5. Click 'Clear Cache.'
6. Click 'OK.'

### To clear your cache in **Safari**:

1. Log out of your organizations web site. Close all other open browser windows.
2. Open the 'Safari' menu on your browser's toolbar.
3. Select 'Empty Cache.'
4. Click 'Empty' in the dialogue box.