

Website Manual

Step 1: Log into the website (upper left corner)

Admin Control Panel—Upper Right corner of site

- ◆ The “Admin Home” Tab will have a link directly to the TST FAQ (online manual). Once you click on the link, the FAQ is a page within our support. The main support page provides a “support ticket” for you to send in with any questions. You can also call our support line at 888.255.7840 ext.3
- ◆ The “Website” Tab will allow you to:
 - Set Default Tags—this is for your first time viewers. What do you want them to see when they first go to the News and Calendar Page? (we set these right away for you with Assoc. News and Events)
 - Left-Panel Graphics—This is where you can manage the 3 graphics in the left panel of the website. You have 3 positions for graphics and you can have as many graphics as you would like at each position.
 - Text Graphic: Type in your text and the system automatically lays it over your banner graphic
 - HTML: Add HTML codes to display news reels, dates, etc.
 - Image Graphic: Add a logo or picture.
- ** Make sure you choose a location for the graphic and enable it!
 - Power Polls— Create a New Poll, just add a question and a minimum of 2 answers. You delete the poll when you are finished, or archive it to use again. The poll displays in the right panel of the website.
 - Schedule Upload— You can one major upload of a .csv file (TST format) into the system, which will tag every event appropriately
- ◆ The “Registration and Financials” Tab will only be used if you are using the online registration module provided by Team Sport Technologies.
- ◆ The “Members” Tab will allow you to hand out editing permissions. You can drill down as deep as you would like. Give your coaches access to edit just their team page through the “Edit Access Action” or get some Webmaster help.

When you are ready to go back to the site, click on the “Back to Site” button which has replaced the “Admin Control Panel” button in the upper right corner of the site.

Use the “Edit Mode” to build content and pages, while using the “User Mode” to check your work. (found directly below the “Admin Control Panel” button)

Creating a Page

If you want to add a page below “Home”, select HOME and then look at the bottom of the left panel navigation, Select the yellow button “Add New Page”. (If you wanted to add a page below Teams, you would first select Teams in the top navigational bar).

Choose to add a “**General Page**”. You will have to name the button (this is what will show up in the left panel navigation) and then you can give a longer title for the page (this will show up at the top of the center content panel). You will want to keep the page display “Public” so people will be able to view it and then you have 2 options for the actual page. “*Disabled*” is the construction page (no one knows it exists and it appears grey in the left panel navigation) and “*Enabled*” which will make the page LIVE to the public.

******Once you create a page, it defaults to the bottom of the left panel navigation. You can click on the button and drag it to the location you would like (if you wanted everything in alphabetical order, you would just rearrange the buttons).

Next, let’s go over your other options for pages. When you select “Add New Page” you can also choose to add a “**Level**” page or a “**Team**” page.

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

- ◆ Go to "Teams" tab in the top navigation bar
- ◆ Click "Add New Page" found in the left panel
- ◆ Select page type of "Level" (this will make your page taggable)
- ◆ Enter level name in "Button Title" and "Page Title" blanks (example: 18’s, 17’s, 16’s, etc)

Team Pages (taggable, with rosters) Team pages feature the ability to associate news articles and calendar events to the new team page, as well as adding rosters and player profiles

- ◆ Select organization level of team to be added (ex. select the 18’s level page)
- ◆ Click "Add New Page"
- ◆ Select page type of "Team" (this will make your page taggable, as well as including optional roster functionality)
- ◆ Enter team name in "Button Title" and "Page Title" blanks (ex. 18-1)

Adding Content

Make sure you are in “Edit Mode”. When you are ready to start adding content to your site, use the “Add Page Element” found at the top of the center content panel. Remember, when you add elements, they will drop to the bottom of the page, you can click and drag each element (click on the top yellow bar of the element) up to the location you would like.

Text Block

- ◆ When you select a Text Block, 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, and hyperlinks to the text.
- ◆ 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.
- ◆ Click “Create this page element” and the Text Block Page Element will appear on the page.

Single Photo

- ◆ A new window will appear with a browse button to find the image on your local computer or disk.
- ◆ Find the image on your computer and then click “create this page element).
- ◆ The image will be uploaded and then displayed on the page as a Single Photo.

Link

- ◆ A new window will appear with text fields and a drop down menu to assist in building the link.
- ◆ Ensure the required fields are filled in. When copying and pasting the correct URL into the appropriate field, make sure it starts with www (not http:// since that is already given to you)
- ◆ Click “Create this Page Element and the link will appear at the bottom of the page.

You can also add a **Site Map** when using the Link...just change it from “Simple Link” to Site Map. Next, choose how many levels deep you would like to have it display. (You can have quick links to level/team pages that aren’t displayed in the left panel)

Contact

- ◆ A new window will appear with several text fields. Ensure you fill in the required fields.
- ◆ An image is also optional. If attaching a photo, the system will automatically resize the photo for you.
- ◆ Click “create this page element”

Please Note that this is a great element to use to “hide” your email address. People will not know the email address they are sending an email to!

Document

- ◆ A new window will appear with a space to Title your document and then browse to find the file you would like to upload (DOC, PDF, XLS, etc. files work great).
- ◆ Click “create this page element” and the file will upload and display at the bottom of your page.

Sponsor

- ◆ A new window will appear with the fields for the company name, web address and description. You will also have the ability to choose where the link will open (new window or same window).
- ◆ Fill in as much information as you wish, the Name/Company is the only required field
- ◆ If you wish to add an image/logo, the system accepts file types JPG, GIF, PNG with a size limit of 4 megs. The system will automatically resize the image accordingly
- ◆ Click “create this page element” and the sponsor will appear at the bottom of your page.

Photo Gallery

- ◆ A new window will appear, give your gallery a Title. You can also add a description if you wish.
- ◆ Click “create this page element” and the new gallery will appear at the bottom of your page
- ◆ Click “Add Photos” found in the upper right corner of the gallery element.
- ◆ Click “Browse” to browse your computer and select the photos you would like to upload
- ◆ Click “upload” (images may take a few minutes to upload depending on the number and size of files)
- ◆ After the upload is complete, click back into “User Mode” to view your new gallery slideshow.

Photo Gallery Continued...

****There is a limit on file sizes and file types for the gallery:**

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

- 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.

Video

- ◆ A new window will appear with a field to enter the full URL or code for the video
- ◆ You can YouTube, Google, Yahoo, Vimeo and Veoh videos
- ◆ Click “create this page element” and the video will appear at the bottom of the page
- ◆ Click on “User Mode” to view the video

Table Builder

- ◆ A new window will appear
- ◆ Type a subtitle describing the content of the table.
- ◆ In the “Creation Preference” you can choose to use the table builder and create the table using the element OR you can upload an Excel or .csv file from your computer
- ◆ Your table will appear with a Header Row in your website color, you can disable this Header Row by un-checking the appropriate box.
- ◆ Add Rows and columns using the arrows and delete using the “x”
- ◆ Click “create this page element” and your table will appear at the bottom of the page.

****Notice that once you create the element, you will see an “export” button in the top right corner of the element. You can export this table into Excel if you wish.**

Page Divider

- ◆ A new window will appear, your only option will be to “create this page element” or “return to the page element menu”.
- ◆ Click “create this page element” and a horizontal line will appear in your color scheme at the bottom of the page.
- ◆ Move this element to the appropriate place...it’s great for breaking up text blocks and other elements. Try viewing it in “User Mode” to see the difference.

News Aggregator—A way to display recent articles on any page.

- ◆ An additional window will open and allow you to make your selections.
- ◆ Click on the “Show Tag Menu” and select the tags you wish to show news for. (the aggregator will only show articles related to these tags)
- ◆ Add a Title and choose how many news items you wish to show. You can choose to display “expanded articles—full articles” or “condensed articles—just the headline and date”
- ◆ Click “create this page element” and the aggregator will appear on your screen

Now...it’s time to create articles.

- ◆ In the upper right corner of the aggregator element, you will see “Add News Article”—click this
- ◆ Click “show tag menu” and select each page that the article relates too. You will only be able to select teams and level pages within the website. (ex. If you have an article about the 18-1’s winning a tournament, but you want to have everyone see it...In the “show tag menu” check the 18-1’s and Club News & Events)
- ◆ Next, fill in the Title, Author, Date and Article Content. You can also add a “teaser text” and “photo” if you would like.

*****It does not matter where you create an article, it will show up everywhere that is set to display that tag. (If you create an article for the Club News in one aggregator, it may show up on another aggregator that has been set to display club news).***

Event Aggregator—A way to display the upcoming events on any page.

- ◆ An additional window will open. Click “Show Tag Menu” and select the level and team events that you would like to display on this aggregator
- ◆ Add a Title.
- ◆ Choose a “Display Format” The Five Day View will display a 5 day calendar (today and the next 4 days). The Upcoming Event List will display up to 15 events in a list format.
- ◆ Click “create this page element” and your aggregator will appear at the bottom of the page.
- ◆ The Event Aggregator Page Element will then show events for the next five days based on the tags selected.

Now...it's time to create an Event

- ◆ In the upper right corner of the aggregator element, you will see “Add Event”- click this
- ◆ Click “show tag menu” and select each page that the event relates too. You will only be able to select teams and level pages within the website. (ex. If you have an event for the 17's and 18's teams, check both team pages)
- ◆ Give the event a Name (Scrimmage)
- ◆ Add a description if you would like (bring both color jerseys)
- ◆ Add a location if you would like (City Center, Ct. 1)
- ◆ Add a Location URL (ex. put in the URL to the City Center or Google Maps)
- ◆ Choose the Date of the event
- ◆ Check all day event or select the start/end times. If there is no set end time, keep the Start and End times the same.
- ◆ Click “Create this Event” – You will now see the event is on the main calendar and if you go to appropriate team/level pages, you will see the event displayed on their aggregators.

*****It does not matter where you create an event, it will show up everywhere that is set to display that tag. (If you create an event for the Club Events in one aggregator, it may show up on another aggregator that has been set to display club events).***

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).

You have the ability to add an article from a News Aggregator OR from the News page. You have the ability to add an event from an Event Aggregator OR from the Main Calendar page.

Adding Content to a Team Page

When you create a Team page, you have the option of creating a Roster. When you choose to add a Roster, it creates the page Disabled (grayed out-under construction).

All Team pages come with a Template...Text Block, Contact Element, Event Aggregator and News Aggregator. Feel free to move, edit or delete any of these.

Roster

- ◆ Select “Roster” in the left navigation bar below your team page.
- ◆ Click “Add Player” found in the center content panel
- ◆ Add the First/Last Name and Jersey Number, next select the position(s) of the player.
- ◆ Save Player and repeat for the entire team.
- ◆ All players are set-up with a hyperlink to their Player Profile Page.
- ◆ Click on the first player. If you would like to display the Player Profile Page, change the status to Enabled, found in the upper right corner of the center content panel (add as much content as you would like using the “add page element”)
- ◆ If you leave the Profiles “Disabled”, no one will know the page exists.
- ◆ Do NOT “delete player” in the profile page, this will remove them from the roster.

You can add as many pages as you want below a team page. There is no limit.

Photos and Document Pages (top navigational bar)

You do not have to do anything to these pages. They are both set-up with “Silos” or “Collectors”.

The Photos page will find every photo gallery that has been created in the website and filter them. Parents/players/etc. will be able to go here to find all the galleries without having to search the entire site.

The Documents page will find every document that has been uploaded to website and filter them. Parents/players/etc. will be able to go here to find all the documents without having to search the entire site.

Remember to use [support](#) if you have any questions!

Email: support@teamsporttech.com

Phone: 888.255.7840 ext. 3