



To Update and Maintain Your Team Website

Welcome to your Centennial Lakes Little League (CLLL) Team Home Page, it's now up to you to begin adding and updating content. You can find everything you need in the center content panel. Add text, photos, galleries, tables, and more. Check out other teams to get ideas, starting with the National League team websites, where team parents have been using this system for years. If you need someone other than yourself to access and update this page, simply email the Information Officer (found on the [Board of Directors](#) page) and include the user's name, team and league you are in.

You'll notice that when you click into each page element there is a brief description about the element and its functionality; however if you have any questions, please come back to the [knowledgebase](#) available online or contact our support team (support@tstmedia.com) for additional help.

Once you have added content, you can drag and drop the elements to rearrange the layout. You can use the "Layout Containers" to create columns to vary the layout of your Page Elements. You can use a single layout of one, two or three columns, or use combinations to really make your site pop.

Log In

Go to the league website at <http://www.centenniallakeslittleleague.org>, and log in under your username and password. Find your team website and select EDIT MODE (It looks like a light switch on the upper right side of your team page.)



To switch back to normal, or USER mode, click the edit/user button again and you will be switched back to what everyone else without editing privileges will see. It's a good idea to switch back to user mode to review any changes you have made.



First Time Edit of Team Page

Your Centennial Lakes Little League team website has come pre-made for you. All you need to do is start changing it to fit your team. To begin, remove the template items you no longer need such as the "Contact Website Admin for Access" by clicking on the trashcan in the upper right of the text element:



Remove any other items the same way. If you attempt to remove a container the system will prompt you to verify by typing "DELETE."

Adding Content to your Team Page

Select "Add Page Element" and choose a page element from the list below to add to your team webpage right where this graphic is:



Text Block

Perfect for adding subtitles and general text to your page. Use the formatting options to customize the display and add links. You can also add an image to your Text Block.

Single Photo

Upload a single photo or image to display on your page.

Document

Upload a document (DOC, PDF and XLS) to your page. Users can then easily download this file in its original format.

Link

Create a link to another page within your website, or link to another site altogether.

Contact

Think of it as a "Digital Business Card" that cleanly displays and formats an individual's contact information. This is useful to displaying all the coaches and team parent's contact info. You can place different levels of contact information, such as email and phone numbers for head coaches, perhaps just names for assistant coaches, it's all up to you.



Sponsor

Great for displaying a sponsor's logo, website, and contact information to thank them for their contribution.

Photo Gallery

Create Photo Gallery and upload a collection of photos that will display in a slide show format. Perhaps you have a team photographer? Ask your webmaster to give him/her access to the website to create this and maintain it over the season.

And Many More...

Don't be afraid to play around with other elements available to you. There are countdown timers to a certain date and time and other really fun stuff

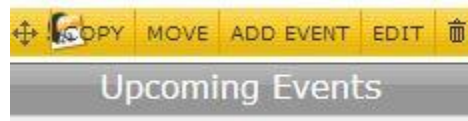


Adding Items to the Team Calendar

Your team calendar will be one of the most important things you will set up and maintain. It's likely that many of your team parents will look to this calendar hundreds of times each throughout the season.

Adding Practices

In edit mode, look above the calendar and you will see "add event":



Click here and you will be prompted with a screen to enter details about a particular event. (Do not add games here; see below for more information on adding games to your schedule.) Note that the date appears for today. Remember to update this date to the specific date for that event or it will appear on the wrong day. Most of your practice schedules should be entered as individual practices without repeating events.

Adding Games

Please do not add your game schedule to the calendar here. To add scheduled games go back to the main team page and just below your team logo you will see "Game Schedule":



Click here and you will be prompted for individual games in a similar fashion to your calendar items, but with much more detail. For the purposes of this tutorial, all leagues should generally stay within the first section of details. Most important are the teams, date, time and locations of each game. All games entered through this tool will be added to your calendar automatically, but will be treated slightly different by the web site.

Good Practices

As a team leader, communication to the parents is essential and your team website will help you do this. Once you have updated your team site, update all the parents with an email letting them know it is up for their reference and that you will be updating it often. It is good practice to send emails to the team when the calendar has changed, whether you add, change or delete events.

Another good practice is to have a section on the web page prominently displaying notes about recent changes.



iCalendar Feed

Instruct your parents that they can utilize your team calendar to automatically update their family and work calendars in outlook, Gmail, yahoo and just about any other online calendar system they use. It's called the iCalendar Feed and can be found on the bottom of the calendar on the main page.

➔ [View All](#) | [RSS](#) | [iCal](#)

There are directions available online after clicking it to better understand how to use it. Basically, once the iCal feed is setup in your outlook, Gmail or most smart phones including Android and iPhone, it will automatically synchronize with their work and home calendars. So whenever you add an item it will automatically get added to parents' calendars, eliminating the need to enter every item in their calendar, also allowing you to change or cancel items for them as easily. Make a point of letting them know about this, it's one of the best features of your team website.

Now, just because it will automatically update doesn't mean you still shouldn't let them know that you made a calendar change. The system will quietly update their calendar without telling them, and some people will not realize any short-term changes were made.

Just Try It

If, after reading these instructions and trying to change your team sit, feel free to contact your League Information Officer via email on the Board of Directors page with any questions you might have.

Good luck and have a great season!