

SPORT PAGE

Each sports page allows the posting of information that is relevant to a particular sport. You can post information through text, documents, images and calendar events within this area.

Log In: *Should have appropriate permissions to complete these steps.*

Logging In

Click on the **Staff Only** link from your website to login.

Enter your credentials to login to the Admin Portal of the school website.



Administration Portal

version 3.3.5.0 V401 2011-09-29

Please enter your email and password to enter the administration area.

Email

Password

[forgot your password?](#)

Your login information is securely encrypted. You may see warning boxes about entering and leaving a secure site, please click "Yes" on them to continue.

If you're having trouble logging in, [click here](#).

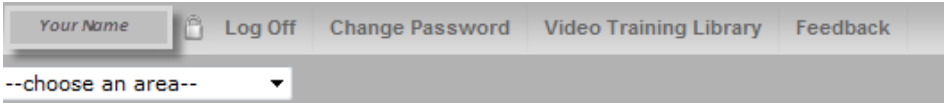
If you have reason to believe someone else knows your password, please change it immediately or contact your administrator.


Navigating to your Sport page

Navigate to the Dropdown Menu to **Choose an Area**.

From Dropdown, select **Sports Section**. You will then **select the specific sport page** from the dropdown that appears to the right.

To begin posting content to the your page, **select from the list of features** provided in your Sport Page: Main Page, Adding Positions, Roster, Coaches/Asst. Coaches, Forms, Presentations, File Manager, Team Picture, Adding Opponents, Adding Locations, Schedule/Calendar, News, and Photo Album.



Your Name  Log Off Change Password Video Training Library Feedback

--choose an area-- ▾



Sports Section ▾ --choose a sport-- ▾

- Football (Varsity)
- Main Page
- Add Positions
- Roster
- Coaches/Asst. Coaches
- Forms
- Presentations
- File Manager (Documents)
- Team Picture
- Add Opponents
- Add Locations
- Schedule/Calendar
- News
- Photo Album
- Help


Now that you have successfully reached your Sports Page, you can begin posting content to any of the available features within this section.

Main Page

- Displays Title, Photo, up to 4 Contact Names, and Text Area for information.
- **Type Title** in text field provided. The Title will appear at the top of your page.
- **Browse and add Photo** (.jpg or .gif format only).
- Enter up to 4 Contact Names associated with this section (optional).
- **Type Main page information** in Article Text Editor area.
- Once complete, select **Update Main Page**. (Remember to always Check Spelling.)

Main Page [Video Tutorial](#)

Title:

Picture: [add picture](#) 

Check Spelling Update Main Page

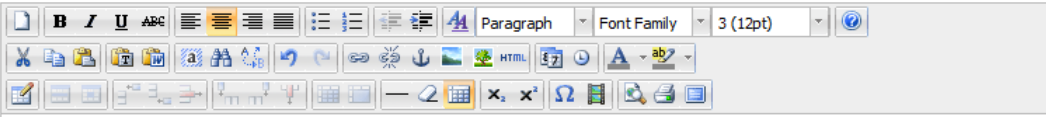
Contact 1: Name: Phone: Email:

Contact 2: Name: Phone: Email:

Contact 3: Name: Phone: Email:

Contact 4: Name: Phone: Email:


Article :



Path: p » span

Adding Positions

- This feature works in relation with the Roster.
- **Type in the name of the Position** and click “**Add Position**”.
- As you add positions, they will list alphabetically.
- If you need to edit a position, simply click inside the box, make your change and click “**Update**”.
- To delete a position, click the ‘delete’ link.

Position* 

Position	Update	Delete
1. <input type="text" value="Quarterback"/>	<input type="button" value="update"/>	delete

Roster

- Allows you to add a student athlete's stats to the website and also create list containing contact information which will be for internal viewing only.
- Click "**Add Student**".
- **Type the Student's First and Last names** within the applicable fields. (Middle name is optional.)
- Select Grade (Optional).
- Enter email address (Optional).
- Enter student's web address (Optional).
- Select up to three positions (Optional).
- Type in the student's jersey number (Optional).
- Type in the student's height (Optional).
- Type in the student's weight (Optional).
- Select Title, type First and Last Names, choose Relationship and enter email to create an internal list with guardian contact information for the student (Optional).
- Once complete, click "**Add Student**".
- You can then rank your list of students (Optional).
- Mark the student's information as **active** or **inactive**.
- Add an image to the student's information (Optional).

ADD STUDENT

Title First Name* Middle Name Last Name* Suffix

Mr Student First Name Student Last Name --

Grade -- select one -- Email Website URL http://

Position 1 -- select one -- Position 2 -- select one -- Position 3 -- select one -- Number Height Weight

STUDENT'S GUARDIAN 1:

Title First Name Last Name Suffix Relationship Email

Mr

STUDENT'S GUARDIAN 2:

Title First Name Last Name Suffix Relationship Email

Mr

[Video Tutorial](#)

Students [Add Student](#)

	First Name	Last Name	Grade	Position	rank	status	EMAIL	Picture
1	John	Doe	11	Quarterback	1 <input type="button" value="go"/>	<input checked="" type="checkbox"/> <input type="button" value="Go"/>		<input type="button" value="add picture"/> <input type="button" value="delete"/>

Coaches/Asst. Coaches

- Displays Position, Name, Enter Bio link, and Ranking.
- Click the “**Select a position**” dropdown and choose the position.
- Click the “**Select a Staff Member**” dropdown and choose the coaching staff from this list. Note: This list includes users who have been added to the Teacher, Administrative, Support, Alumni and Other Categories within the Staff area.
- Click “**Add**”.
- You can then rank your list of coaching staff and click “Update” (Optional).
- If you change a position or change the Coach to a different staff member’s name, remember to click “Update”.
- To enter the coach’s bio information, click the “Enter Bio” link (Optional).
- Type Title in text field provided. (Optional).
- **Browse and add Photo** (.jpg or .gif format only).
- Type the Caption of the photo in the field provided (Optional).
- Type the coach’s bio information within the text editor (Optional).
- Click “**Update Bio**”.

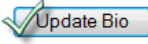
Choose a position and staff member and click ADD:

--Select a position--   --Select a Staff Member--   


	Position	Name		rank		
1	Head Coach 	Cox, David 	enter bio	1 		

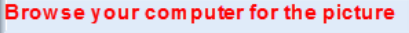



David Cox Bio Page

Name **Mr David Cox** 

Title/Heading **TYPE YOUR TITLE HERE**

Picture Upload a Picture  (only a jpg or gif less than 100Kb)

Caption **OPTIONAL** 

Bio: 
ENTER THE BIO INFORMATION HERE

Forms

- Displays downloadable forms relevant to the Sport Page.
- **Type the form name** within the text area.
- **Select the date** for the form.
- **Upload a form** directly from your computer or **Copy & Paste** a form from a document.
- Upload allows visitors to 'download' from the website; Copy & Paste allows visitors to 'view' from a browser window.
- Rank the form if you do not want is showing in alphabetical order, making sure to select update.
- Make your form inactive by removing the Status check, making sure to select **update**.
- Add and Edit a description of the form by selecting Edit.
- Completely remove the form by selecting Delete.

:: Forms
[Video Tutorial](#)

Form Title/Name * Date November 2 2012 Add Form

Forms	Date	Upload Form	Copy and Paste Form	Ranking	Status	Update	Edit	Delete
1. Form Name	10/30/2012	Upload	Copy and Paste	1	<input checked="" type="checkbox"/>	update	edit	delete

Upload from your computer

Copy & Paste from document

Form [Select when finished editing](#) → [Back to Forms Page](#)

Form Title*

Form Date October 30 2012 Edit the form date Check Spelling Update Form

About the Form :

ENTER ADDITIONAL INFORMATION PERTAINING TO THE FORM HERE

Presentations

- Displays PowerPoint type files.
- The Presentations tab is a quick view of the current files within the area.
- Add new files by selecting **Add New File**.
- **Upload files** within the Add New Presentation tab by **browsing & adding** or by the **Upload Utility** which (1) allows for drag & dropping of files and (2) requires Silverlight plugin to be installed.
- Title and rank your file (optional). Make sure to save any changes.
- Select Edit to add an image and description of the file (optional).

Presentations

Upload files from your computer

Click to add image and description (optional)

[Video Tutorial](#)

Presentations
Add New Presentation

Save All

Delete Selected

Presentation Title	File Name	File Size	File Type	Rank	Select
<input type="text" value="Fire Safety"/>	FireSafety.ppt	4969.47 Kb		1	edit <input type="checkbox"/>

Presentations
[Video Tutorial](#)

Presentations
Add New Presentation

[Upload Multiple Files](#)

[Use Upload Utility](#)

Browse...

Add

Note: Acceptable file types are

Documents: pps, ppsm, ppsx, ppt, pptm, pptx

Video: swf

Other: flipchart, flp, nbk, notebook, xbk, zip

File Manager

- Displays Documents, Images, Audio, and Video files.
- **Create a category** to begin adding files. **Title your category** within the text area.
- **Select Edit** to add files to a pre-made category.
- You can rank and make the category **active** or **inactive**. Select **“Go”** to save any changes.
- Create sub-categories by selecting **Level 2**.
- The Files tab is a quick view of the current files within the category.
- Add new files by selecting **Add New File**.
- **Upload files** by **browsing & adding** or by the **Upload Utility** which (1) allows for drag & dropping of files and (2) requires Silverlight plugin to be installed.
- Title and rank your file (optional). Make sure to save any changes.

File Manager [Video Tutorial](#)

>>> File Categories ::

Categories	Ranking	active if checked	# of files	Subs
1 Documents	1	<input checked="" type="checkbox"/> Go edit delete	0	level 2

Create a category to begin adding files → [Add a new Category](#)

File Category CLOSE

[Edit Category](#) [Manage Files](#)

Files [Add New File](#)

Upload files from your computer

Save All Delete Selected

Rank	File Information	Select
1	Title: <input type="text" value="TYPE FILE NAME HERE"/> File Name: HelpfulTips_1.pdf	edit <input type="checkbox"/>

File Category CLOSE

[Edit Category](#) [Manage Files](#)

Files [Add New File](#)

[Upload Multiple Files](#) [Use Upload Utility](#)

Title:

Browse & Upload from the computer Drag and drop files from the computer

Note: Acceptable file types are

Documents: doc, docm, docx, htm, html, mht, pdi, pps, ppt, pptm, pptx, pub, rtf, txt, xls, xlsx, xlsx

Images: gif, jpeg, jpg, png

Audio: m3u, m4a, mp3, mp4, mpeg, wma

Video: avi, flv, m4v, mov, mp4, mpeg, mpg, qt, swf, wmv

Other: flipchart, flp, nbk, notebook, xbk, zip

Team Picture

- Displays within the Sports page, as well as a thumbnail on the Sports Section listing of all sports.
- Click “**Browse**” to browse your computer for the photo.
- Image must be in .jpg or .gif format.
- **Type the photo caption** within the “Caption Field”.
- Click “**Update Team Picture**” to save.

Team Picture

[Video Tutorial](#)

 [Update Team Picture](#)

Upload a Team Picture (only a jpg or gif less than 100Kb)


Browse and add image here

Caption:

TYPE PHOTO CAPTION HERE

Adding Opponents

- This feature works in relation with Schedule/Calendar.
- **Type in the name of the Opponent** and click **“Add Opponent”**.
- As you add Opponents, they will list alphabetically.
- If you need to edit an Opponent, simply click inside the box, make your change and click **“Update”**.
- To delete an Opponent, click the **‘delete’** link.

Opponent* 

	Opponent	Update	Delete
1.	<input type="text" value="Hill Valley High School"/>	<input type="button" value="update"/>	delete
2.	<input type="text" value="Pine Level High School"/>	<input type="button" value="update"/>	delete

Add Locations

- This feature works in relation with Schedule/Calendar.
- Displays Location Name, Address, City, State, Zip, and Picture.
- Select **"Add a new Location"**.
- **Type the Location information** within the text field.
- When complete, click on **"Add Location"** to post the location.
- Once complete, select **Add Location**. (Remember to Check Spelling).
- Add an image to the location (Optional).

Locations

Add a new Location

add an image to the location

[Video Tutorial](#)

Location Name	Address	City	State	Zip	Picture	
1 Baker High School Stadium					add picture	delete

Add Location

Location Name*

Address

City

State

Zip

Directions :

ENTER TEXT DIRECTIONS OR EMBED A MAP

[BACK TO LOCATIONS](#)

✓ Check Spelling
✓ Add Location

Schedule/Calendar

- Displays Calendar events.
- See the *Calendar* help document for information about adding and maintaining this area.

November							Month	Week	Day
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
28	29	30	31	1	2	3			
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			

NOTE: Within the Options tab when creating an event, you can associate a Form, Location, Opponent and choose if the event is a Home or Away game. After a game, you can edit the event to enter the Game Stats.

Create event
Options
Description
✕

Home Page

Associated Form --Choose--

Event Location --Choose--

Opponent --Choose--

Home/Away --Choose--

Game Stats

Score: <input type="text"/>	Opponent's Score: <input type="text"/>	Result: --Choose--
-----------------------------	--	---

✓ Create Event Cancel

News

- Displays Title, Photo, Document, and Text Area for news article.
- Click “Add a new News Item”.
- **Type Title** in text field provided. The Title will appear at the top of news article.
- Type Teaser in text field provided (optional).
- Mark the article as High Priority (optional).
- **Type News Article** within Description Text Editor area.
- Once complete, select Add News. (Remember to always Check Spelling).
- Mark the article as **Monthly** or **Yearly Reoccurring**.
- Mark the article as **active** or **inactive**.
- Add a document to the article (optional).
- Add an image to the article (optional).

Add News

[Back to News Page](#)

News Title*

Teaser

Date to be posted on website

High Priority [Display On District Web Site] Flags the news article on the District Website

Check Spelling Add News

Description :

B I U ABC  Paragraph Font Family 4 (14pt)

ENTER THE CONTENT OF THE NEWS ARTICLE HERE

News

[Video Tutorial](#)

[Add a new News Item](#)

Show articles since: [Last 30 Days](#) [3 Months](#) [6 Months](#) [Year](#) | [Previous Years](#)

News	Date to be posted on website	Record Deletion *	Monthly Recurring **	Yearly Recurring ***	Status **** (active if checked)	Document	Picture
1	TYPE YOUR TITLE HERE	11/2/2012	Archive after 12/3/2012 <input type="button" value="Never Archive"/>	<input checked="" type="checkbox"/> <input type="button" value="Go"/>	<input checked="" type="checkbox"/> <input type="button" value="Go"/>	<input checked="" type="checkbox"/> <input type="button" value="Go"/> add document	add picture delete

* **Record Deletion:** The News Item will be rendered inactive from the website 31 days after the "News Post Date". After 31 days, if you wish to reactivate the news article, edit the article with a more current posting date.

** The **Monthly Recurring** News Item will appear between the "Date to be posted on website" and "News Post Date" every month on the website when the checkbox is checked.

*** The **Yearly Recurring** News Item will appear between the "Date to be posted on website" and "News Post Date" every year on the website when the checkbox is checked.

**** The News Item will appear on the website only if the **Status** field is checked. If unchecked it will not appear on the site.


Add a document or image to the news article

Photo Album

- Displays multiple photo albums.
- **Type in the Photo Album Title** and select the album's Main Picture. Select **Create**.
- Type in a Description about the Photo Album (optional). Select Save when complete.
- Rank your photo album (optional). Select Save when complete.
- **Select Add/View Photos** to add and edit photos within the album.
- Completely remove the album by selecting Delete.
- Add images to your Photo Album by selecting **Add New Photos** (gif, jpeg, jpg, or png).
- Type a caption for your images and rank your images (optional). Make sure to save your work.

Photo Album


Album Name: Browse for the main picture Main Picture:

Album	Main Picture	
Album Title: <input type="text" value="Photo Album 1"/> Description: <div style="border: 1px solid gray; padding: 5px;">TYPE PHOTO ALBUM DESCRIPTION HERE</div>	 Delete Main Picture	There are 3 photos in this album. Rank: 1 ▾ Add/ View Photos <input type="button" value="Delete Album"/> <input type="button" value="Save"/>

Add/Edit photos within the album

Album:: Viewing album: ▾

Photos under Photo Album

Picture	Caption	Rank	Select
	Caption <input type="text" value="TYPE IMAGE CAPTION (OPTIONAL)"/> Album <input type="text"/> ▾	1 ▾ <input type="button" value="Save"/>	<input type="checkbox"/>

Upload images from your computer