



Clifton Park Youth Hockey

Team Sub Site Admin guide - <http://www.cliftonparkyouthhockey.com>

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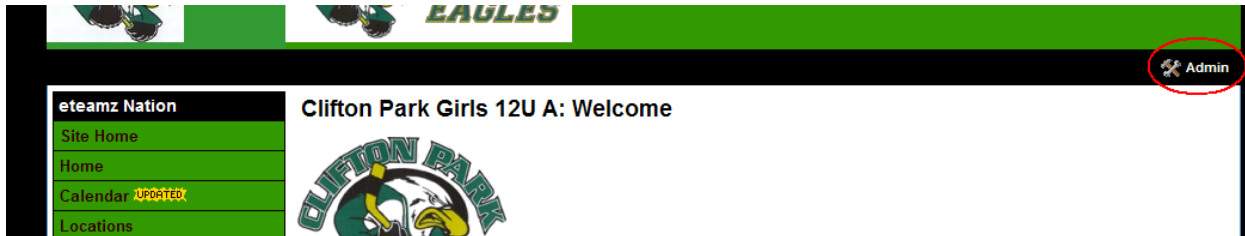
How do I become the webmaster for a team sub site?

- The webmaster for any team sub-site should be chosen by the team leadership (Coach, Manager, Scheduler, etc)
- Send your name and email information to the [CPYHA webmaster](#) so he can set you as the team administer
- You will need to create an eteamz account (free) to access your team sub site.

How do I log into my team site to manage content?

- Go to <http://www.cliftonparkyouthhockey.com>

- Click on the **Teams** link on the left menu bar
- Click on the link for the team site you are admin for
- At the top right side of the team site click on the  **Admin** button
- Enter your Login & Password (If you have forgotten or lost either click on the link below the login and follow instructions)



How do I add information to the main page on my team sub site?

- After logging into your team site successfully select the **Website Pages** button then select the **Home Page** link on left menu bar

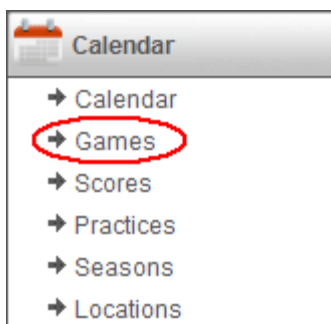


- The welcome message editor page will appear
- You can then type content that you wish to appear on the main team site page
- Good information is names of coaches, manager, scheduler since other teams may go here looking to schedule with your team
- Use the style editor buttons at top of page to format any text you add

- Next is the Add Practice screen which has 5 sections; Practice Details, Date/Time Options, Recurring options, Practice location options and Display options
- In the Practice Details section select the name for the practice, I suggest the following “1/2 ice” or “full ice”. That way when users see it in the calendar/home page they know and it’s easy to enter each time. Make sure the team listed in the Practice schedule drop down is for the team you are administering. The description is optional.
- In the Date/Time Options select the date & start and end time of the practice.
- In the Recurring options section you can set the practice for recurring dates. This is difficult in most cases because teams practice times vary week to week. If you had a practice every Monday at 5:30 – 6:30 for the whole month this would be useful, if the time changes every week you would have to manually update each recurring practice to make changes as needed.
- In the Practice location options section select the location of the practice. Mostly you will use ‘CP – Arena 1’ or ‘CP – Arena 2’ as the choice although other local arenas like Union college or SCRF are in the list if needed.
- In the Display options section the first 2 options are defaulted to yes which is good. The bottom 2 can be selected if needed but practices don’t really need to be on the main CPYHA calendar or shared across teams calendars.

How do I add games to my team sub site?

- After logging into your team site successfully select the **Calendar** button then select the **Games** link on left menu bar



IMPORTANT: Each team has a game schedule for their team; please do not delete a game schedule.

You may see other team’s game schedules when you are in your team site.

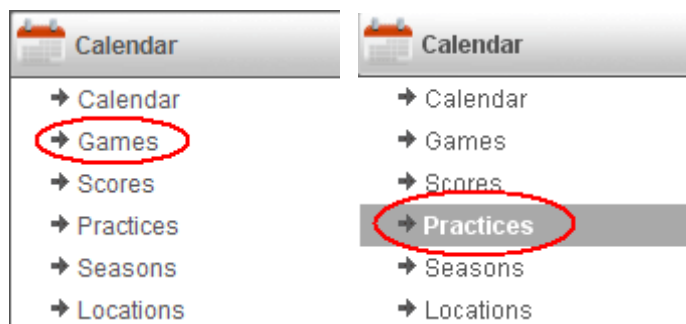
- Upon entering you should see the Games screen with tabs across the top for each team in your division (peewee, squirt, bantam, girls, midget), make sure you are looking at the correct game schedule. (It may look black, need to fix that)



- The list should be empty the first time you go in.
- Click on the **Add Game** link
- Next is the Add Game screen which has 5 sections; Game Details, Team matchup, Game Location Options, Date/Time options and Display options
- In the Game Details section select a name for the game, If you leave blank it will default to the home/away team as the name (and add score if you enter it) in calendars and the home pages. Make sure the team listed in the game schedule drop down is for the team you are administering. The description is optional.
- In the Team Matchup section select the home and away team for the game from the dropdowns available. If the team is not available in the list select the **Add Teams** link in that section. You may have to enter the team and then re-enter the game after the team has been entered.
- In the Date/Time Options select the date & start and end time of the game.
- In the Game location options section select the location of the Game from the dropdown or enter it in manually.
- In the Display options section the first 2 options are defaulted to yes which is good. The bottom option should be selected to be on the main CPYHA calendar and bottom of home page.

How do I cancel/reschedule a game or practice?

- To Cancel/Reschedule a **game** - log into your team site successfully select the **Calendar** button then select the **Games** link on left menu bar
- To Cancel/Reschedule a **practice** - log into your team site successfully select the **Calendar** button then select the **Practices** link on left menu bar



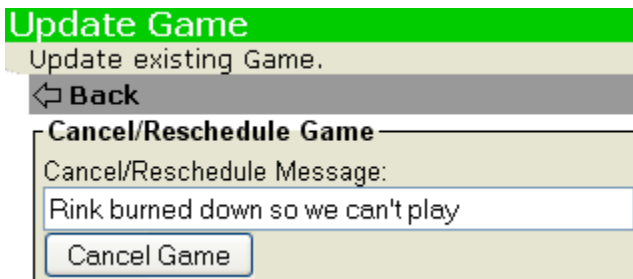
IMPORTANT: Each team has a game schedule for their team; please do not delete a game schedule.

You may see other team's game schedules when you are in your team site.

- The workflow for cancelling a game or practice is similar just the text on screens would say Game or Practice depending on which you need to change.
- If Cancelling/Rescheduling Games, upon entering you should see the Games screen with tabs across the top for each team in our division (peewee, squirt, bantam, girls, midget), make sure you are looking at the correct game schedule. (It may look black, need to fix that). For practices you will only see your teams practice schedule.



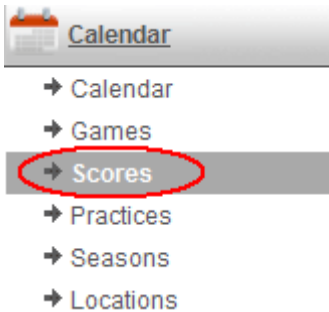
- Select the Cancel/Reschedule button for the game/practice you need to cancel/reschedule
- On the Update Game/Practice Screen you can either Cancel the game/practice or Reschedule it for another time
- To Cancel
 - Enter a cancellation message to explain the reason in the text box
 - Select the “Cancel Game” button right below the box.




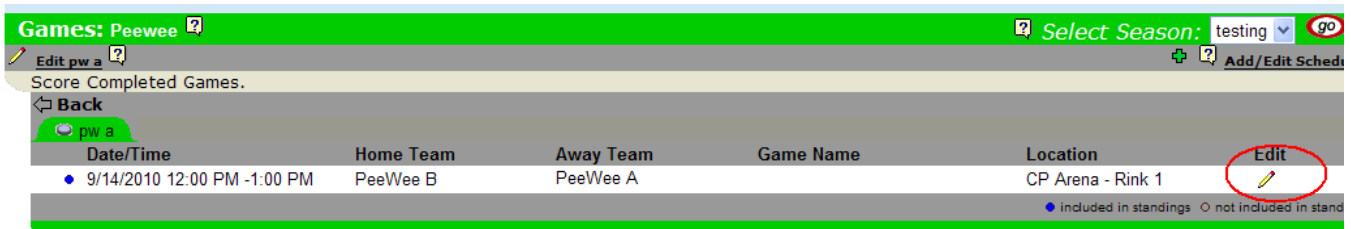
- On the team home page and calendar page the game/practice title (or home VS away) will be strikethrough and the text entered for Cancel/Reschedule will be shown below that.
- To Reschedule
 - enter a message in the text box
 - make changes to the time, date and/or location sections of the game/practice screen
 - Select the “Reschedule Game” or “Reschedule Practice” button at bottom
- On the team home page and calendar page the game/practice title (or home VS away) will be strikethrough and the text entered for Cancel/Reschedule will be shown below that.

How do I enter scores for completed games?

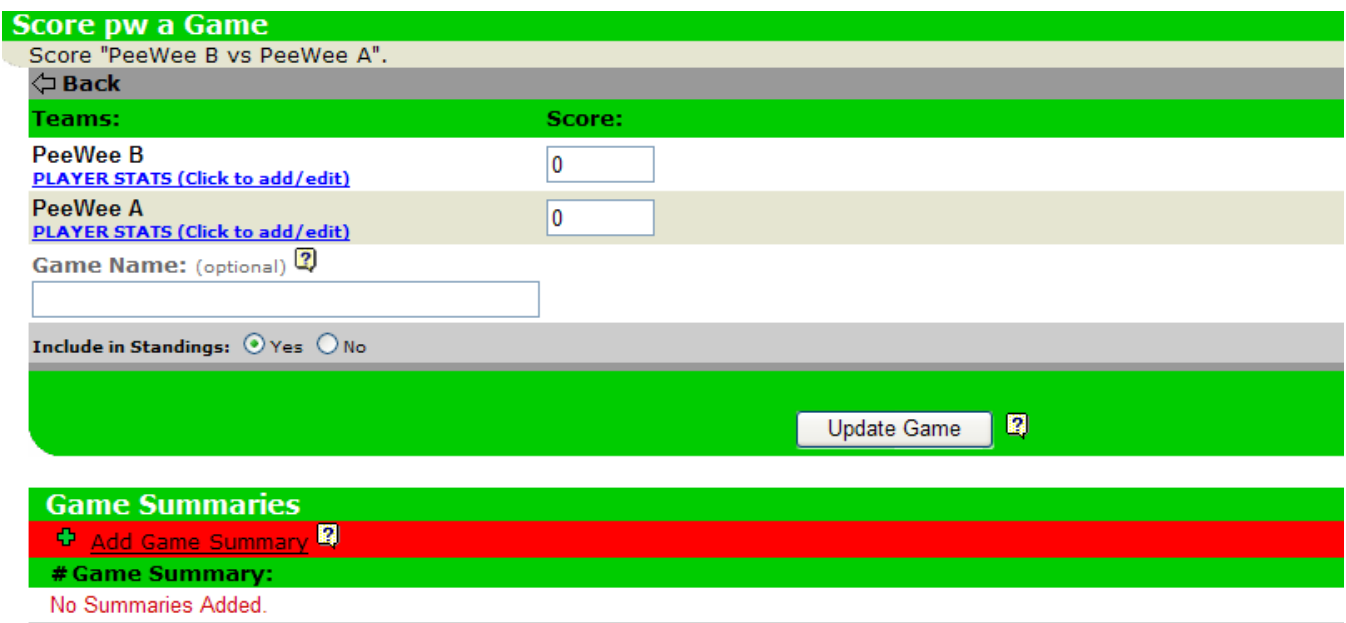
- After logging into your team site successfully select the **Calendar** button then select the **Scores** link on left menu bar



- In the next screen you will be presented with a list of completed games that can have scores updated
- Select the edit  button on the far right to edit the score



- On the next page enter the score for each team
- Optionally you can add a game summary by clicking on "Add Game Summary" link at bottom
- Select update game button when complete.



A screenshot of a web application page titled 'Score pw a Game'. The page shows a form for entering scores for a game. The form includes fields for Teams (PeeWee B and PeeWee A), Score (0), Game Name (optional), and Include in Standings (Yes/No). There is an 'Update Game' button at the bottom. Below the form, there is a section for 'Game Summaries' with an 'Add Game Summary' link and a message 'No Summaries Added'.

Score "PeeWee B vs PeeWee A".

[Back](#)

Teams: PeeWee B **Score:**
[PLAYER STATS \(Click to add/edit\)](#)

PeeWee A
[PLAYER STATS \(Click to add/edit\)](#)

Game Name: (optional)

Include in Standings: Yes No

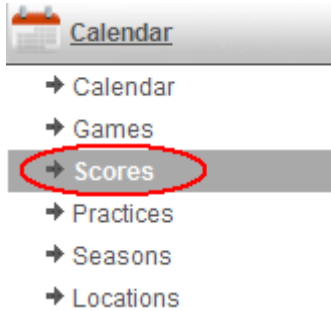
Game Summaries


[Add Game Summary](#)

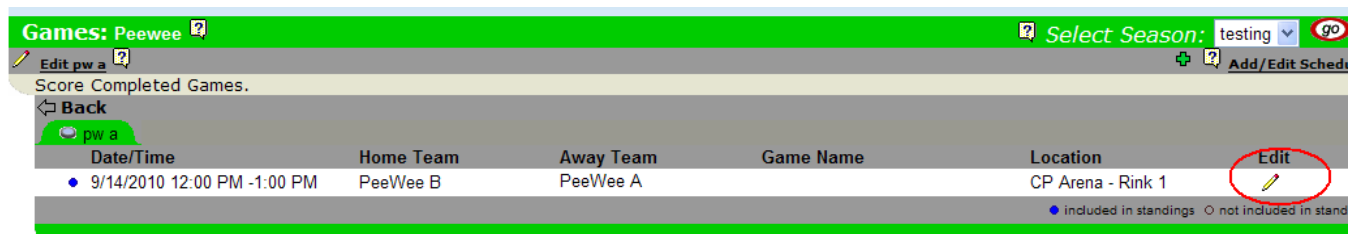
Game Summary:
No Summaries Added.

How do I enter stats for completed games?

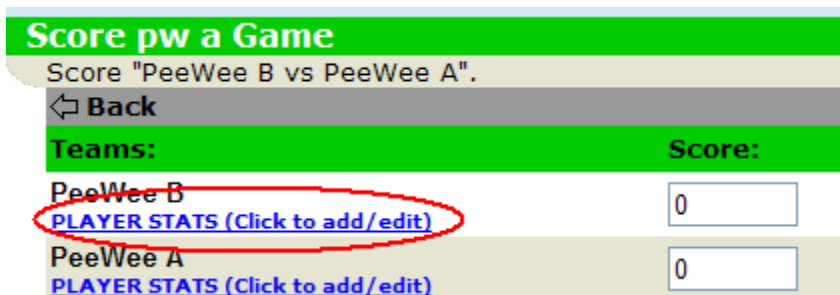
- To enter stats for games a Roster must be created on the team site first.
- After logging into your team site successfully select the **Calendar** button then select the **Scores** link on left menu bar



- In the next screen you will be presented with a list of completed games that can have stats updated
- Select the edit  button on the far right to add/edit the stats



- On the next screen select the **“PLAYER STATS (Click to add / edit)”** link below the team you want to update.



- In the next screen fill in the appropriate stats from the ones listed for that game.
- To add goalie stats click on the 'Goalie' tab at the top

Add/Update Stats

Enter Stats Information

← Back

Player Goalie

PeeWee A Player Stats

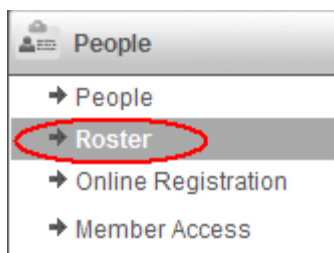
Player	Position	GP	S	G	A	+/-	Turn	PIM	PP
Hunter Mahlitz	Goalie	<input type="checkbox"/>	0	0	0	0	0	0.00	0
Joe Gretzky	Left Wing	<input type="checkbox"/>	0	0	0	0	0	0.00	0
blah blah	center	<input type="checkbox"/>	0	0	0	0	0	0.00	0

GP S G A +/- Turn PIM PP

Entry Stats:

How do I add players/coaches to the roster?

- After logging into your team site successfully select the **People** button then select the **Roster** link on left menu bar



- On the next screen you will see the roster page for your team
- There are 2 ways to add players/coaches to your roster
 - Select from the Roster Pool (recommended, if the players already exist)
 - Add Coach or Player from scratch (new players to the system)
- To add players from the roster pool you can scroll through the list on the page or search by entering the players name in the Name box and hitting the "Search Pool".

Roster Pool: ?

Mahlitz, Hunter
Mahlitz, Huunter

Person Type:

Administrator Manager
 Coach Player
 Official Parent
 Relative Fan

Name:

Number: **Position:** **Type:** Coach Player

?

- Once you have the player you want to add you can add a number and position in the available boxes if desired then hit the “Assign to Roster” button at bottom
- If you don’t have players/coaches available in the roster pool then you must add manually.
- Click on the “Add Player” or “Add Coaches” links near the top
- On the Add person screen enter the Number, Position and First/last name in the appropriate boxes. The email box is not necessary to add
- Click the “Add Player” button at bottom when finished with the player.
- The next screen is the edit player screen. It is not necessary to add any of this data. Select the ‘back’ link at the top of the page to go back to your roster list.

Edit Roster

Edit Person

Added: 9/15/2010 6:43PM by Derek_CPYHA

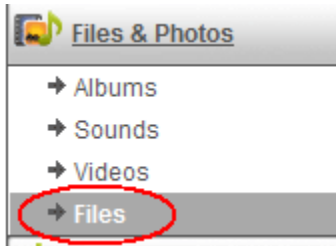
Number: **Position:** ?

Profile: ?

- Continue to add to your roster until complete.

How do I add files to my team sub site?

- After logging into your team site successfully select the **Files & Photos** button then select the **Files** link on left menu bar



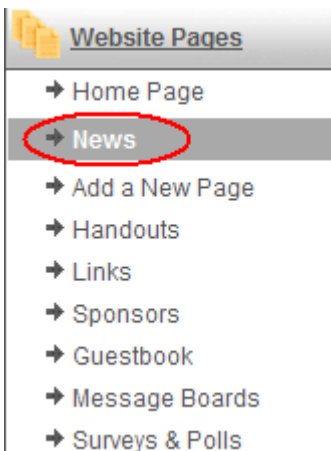
- On the Files screen go to the upload files section

A screenshot of a form titled 'Upload Multiple Files:'. The form has a green header bar with the title. Below the header, there are three columns: 'Upload:', 'File Name:', and 'File Author:'. Each column has a text input field and a 'Browse...' button. The first row is numbered '1.' and the second row is partially visible.

- Select the “Browse...” button and select the files from your computer
- Enter a descriptive file name in the File Name box, attach more files if needed.
- Select “Upload Files” at the bottom of the section
- Now the file can be shared on your Home page. Via a link or add from the handout page

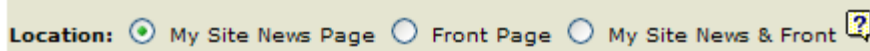
Can I blog on my team sub site?

- Eteamz does have an ability to blog information on your team site, they call it ‘my site news’
- After logging into your team site successfully select the **Website Pages** button then select the **News** link on left menu bar

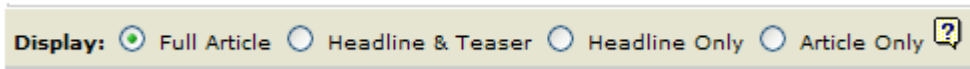


- On the My Site News screen select the “Add My site News” link
- On the Add My Site News screen add the Headline of the article, if you want to link to an outside website add a link then add the contents of the blog article.
- There are 2 options available for news items; location and Display options

- You can choose to have the article on the “My Site News” page off the menu bar, on the Front page (home page) or on both places

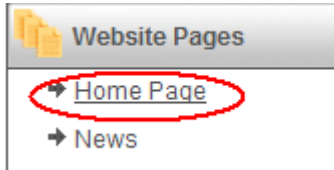


- You can also choose to display the Full Article, Headline & Teaser, Headline Only or Article only in the location you choose above. Try each one out to see how it looks.



How can I add a team picture to my team sub site?

- After logging into your team site successfully select the **Website Pages** button then select the **Home Page** link on left menu bar



- On the Welcome Message screen go to the bottom and select the “Add Image” button
- On the upload screen select the “Browse...” button to select an image on your computer.
- Add a descriptive image name and author name then select “Upload Image” button
- Back on the welcome screen go to bottom to set the options for the photo (Sizing, Border, Position, Caption & any web link), you will need to test
- Select “Update Welcome” button when finished.

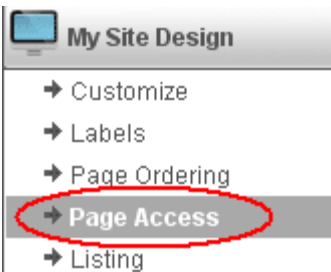
Can I remove specific links from showing up on the menu on the left side?

- On your team site Home Page you have links on the left side for users to click on to go to other parts of your team site. Sometimes you don’t want them all or some are not needed on your site.

eteamz Nation
Site Home
Home
My Site News
Calendar
Albums
Handouts
Sponsors
Standings
Roster
Team Store
Support Our Team
Links
Schedules
Practices
Locations
Board
Stats
Guestbook
Message Boards

Example of links available on a site


- If you want to eliminate ones that are not necessary follow these instructions
- After logging into your team site successfully select the **My Site Design** button then select the **Page Access** link on left menu bar



- On the Page Access screen you will see a table with 2 columns; 1) pages and 2) access

Page Access

Modify the access to pages on your site

Page Access:  The Guestbook, Message Boards and Chat require


Page:

Access:

Home:

Open to All



My Site News: 

Open to All



- For each page available you can set it to **CLOSED** to have that link removed from your team site
- Here is a scaled down list that may be appropriate

eteamz Nation

Site Home

Home

My Site News

Calendar

Albums

Standings

Roster

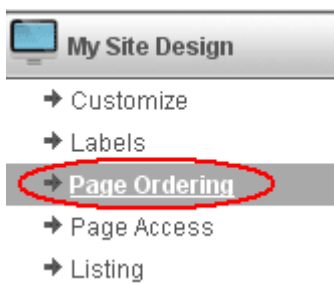
Schedules

Practices

- You may notice that other access options are available for pages, these would mean more work since it's tied to users logging into your site with an eteamz user name/password. You could keep stats but make it only available to members who you deem as acceptable.

Can I change the order of menu items on the left side?

- Yes you can change the order of the menu items on your site as desired.
- After logging into your team site successfully select the **My Site Design** button then select the **Page Ordering** link on left menu bar



- On the Page Ordering screen you will see the available menu options on your site. You can select the small up/down keys to the left of the menu text or use the drop down box to choose the position of a menu item

Page Ordering

Arrange the order of links in your site menu

Home	Move to position:	1
My Site News	Move to position:	2
Calendar	Move to position:	3
Albums	Move to position:	4
Standings	Move to position:	5
Roster	Move to position:	6