

Web Site Basics for Coaches and/or Team Webmasters

All web pages and entries to be posted on the internet must be in accordance with association Standing Rule "KGSA Safety and Internet Usage Guidelines"

Background

KGSA's website is located in the eteamz domain. Eteamz facilitates the development of sports league web sites by providing various preprogrammed "screens" which can be easily edited by non professional web masters. Within the league web site, individual league teams may have their own web pages if desired.

One of the most useful features of the eteamz site is that it allows for games to be scheduled and scores to be added as they are completed. The program automatically keeps current standings if the scores are posted in a timely manner.

The site also allows certain sections of the site to be accessed by "members only", so certain information can be kept private and not be available to the general population on the internet. There are not a lot of sections that are locked out like this by KGSA, but membership is also required before anyone can be granted assistant webmaster status

Site Membership

To get an eteamz membership, access the KGSA web site and click on "Be a Member" in the left hand column below the KGSA mailing address. Follow the instructions in the form including choosing a username and a password.

This will be your username and password for all eteamz sites not just KGSA. If you already have an eteamz membership from another sports organization, you're already set. In that case you can just request membership to the KGSA site.

Membership in the KGSA site will be granted by the association webmaster to any current player or voting member of her family. Per the By-Laws, a voting member of KGSA has a daughter that played in at least one of the two seasons we have in the current year, or is a member of a KGSA competitive team, is or is a member of the Board. KGSA umpires will also be granted membership in the web site if they desire, although they are not considered voting members of the association unless they meet the other membership criteria.

Getting Started

At the beginning of every season, the league webmaster sets up team pages for all teams in the league. At the time the pages are set up, each coach (with a site membership) is granted webmaster status for their page. Division Directors are given assistant webmaster status for each team in their division. This access will allow directors and coaches to post game scores to the scheduled games. If coaches delegate this responsibility to another team parent, they should notify the association webmaster so webmaster status can be granted to that individual.

Posting Scores

Following are the instructions for posting game scores:

- 1) Click on the "Admin" link which is in the bottom of the left hand column on the KGSA Home page.
- 2) You should get a box that asks for your username and password (I think they will email it to you if you've forgotten it)
- 3) Once in the "admin" section you will see the various pages/functions listed in the left hand column
- 4) Click on "Schedules" which will then expand to show more folders under "Schedules". Click on "Scores" and you should see a list of "Divisions"
- 5) Then select the appropriate division which should then give you a list of the games that need to have scores (based on the date they were scheduled).
- 6) Click on the little "pencil" icon (the pencil indicates "edit" wherever you see it) and you will get a box where you can input the score.
- 7) To "save" the score scroll down to the bottom of the form and click on "update game"
- 8) Click on the "back" link at the top left of the page to return to the list of games to do the next one.
- 9) When done, you just click on "Logout" at the bottom of the left hand column.

Updating Team Pages

Steps 1 – 3 are the same. Starting at Step 4:.

- 4) Click on "teams" which will give the list of "divisions"
- 5) Then select the appropriate division which should then give you a list of the teams (all with little pencils, and big red circle with a slash thru it)

Note: clicking the "edit" icon at this point allows you to edit the listing information. Clicking the red thing deletes the team.

- 6) However, if you click on the underlined team name, you will be directed to the Team "Admin" Page which will have another list of pages/functions similar to those in the league site (that you entered in Step 3)
- 7) Then, you can choose what you want to add from that listing. Things like the welcome page, news, rosters, a team calendar, graphics, photos, etc.
- 8) Once you get into the section you want to update, its pretty self explanatory and pretty much the same for section to section. However there are some small differences and limitations in each section that you just kind of have to experiment with. Generally look for the "Add" link to put in something new, and look for the "pencil" if you need to change something that's already listed. If you try to do something the program won't allow, it usually gives you an error message with instructions for doing it right.
- 9) For more experienced webmasters, the text added inside the text boxes is subject to html coding. If you are familiar with html, the text appearance on the site can be enhanced by use of html coding. The most basic html codes are probably `.....` for **bold text** and `<i>.....</i>` for *italicized text*.

Note: When uploading new photos and graphics, size wise, most of them are much too big for the site pages the way they come from a digital camera or scanner. It's best to resize them with a photo editing program

before you upload. Generally around 300 mega pixels wide is about as big as you need to use to keep the loading speed up to a reasonable length of time. Most of the smaller graphics that are used for decorations or logos are in the 100 – 150 mega pixel range.

10) When done in the team site, click “Back to League Site”, and then click “Logout” at the bottom of the left hand column.

It's really an easy program to use once you are familiar with the ins and outs; so give it a try and good luck.