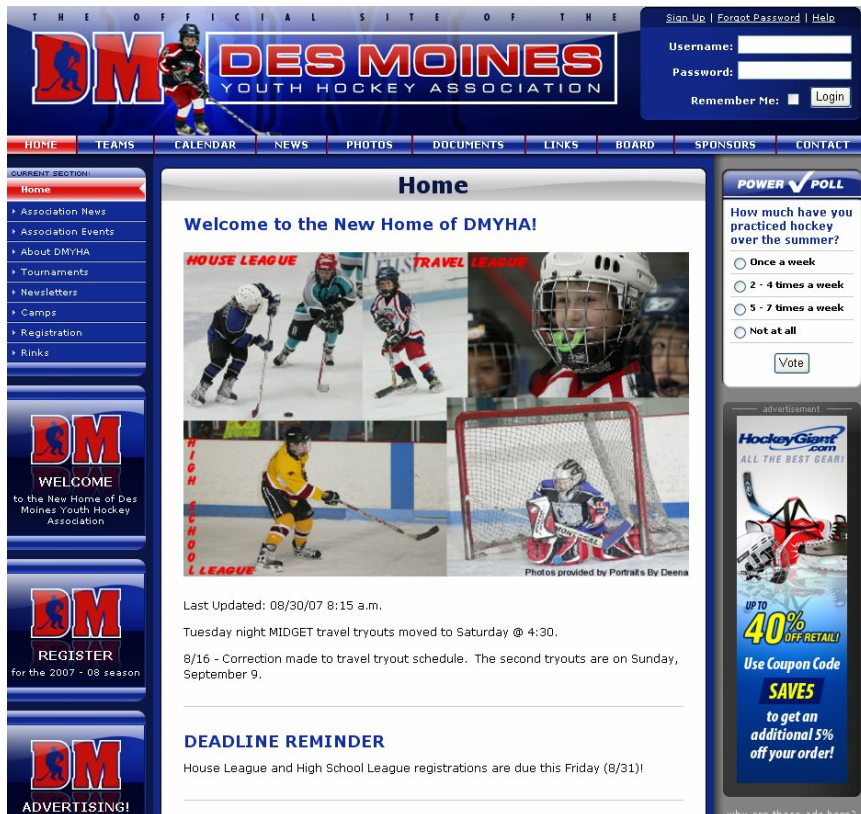


Des Moines Youth Hockey Association

Website Guide for Team Webmasters, Managers and Coaches

This guide will help you in tracking your team's hockey season. Thank you for offering your time to our association's website. We appreciate it!



If at any time during the year, you have comments, questions or suggestions for the website or this guide, please contact a member of the board, Scott Long or Angie Crandall.

This is what the website looks like when you first go to it. You can access the website at <http://www.dmyha.com> or <http://www.dmyha.org>. Either web address will get you to this main page.

Step 1 – Getting Access

To maintain your team's website you will have to be granted access. When you are on the main screen, you will notice a place in the upper right hand corner that will let you sign in with a username and password. Click on "Sign Up" and create an account. Once your account has been created, contact the Webmaster ([Angie Crandall](#)) and ask that they grant you access to your team. Be sure to include the team level and name (i.e. Mite – Kings) that you need access to in your request.

Once they have granted you permission, you will now simply need to login with your created username and password to have access to edit your team.

This is a close-up of the login section of the website. It features a blue background with white text. At the top, there are links for "Sign Up", "Forgot Password", and "Help". Below these are two input fields: "Username:" and "Password:". To the right of the "Password:" field is a "Login" button. Below the input fields is a "Remember Me:" checkbox.

Step 2 – Editing Your Team

Once logged in, use the website navigation to locate your team, once on your team, go to the upper right hand corner of the website and click "Edit Mode". You can now edit and add to your team section. Puck Systems Version 2 is powerful because it allows you to create an unlimited number of pages on your team site.

****Special Note****

Team webmasters, Coaches and Team Managers – When adding a new page to your team section, remember that your TEAM NAME button must be highlighted when you click Make New Page.

Step 3 – Creating a Page on Your Team Website

For example, lets create an example page called "About our Team"

-Click Teams, and use the left hand navigation to find your team, when your team name is highlighted, go to the upper right hand corner of the website and click "Edit Mode".

-Back on the left hand side of the website, click "Add New Page"



- A CREATE NEW PAGE popup screen will appear

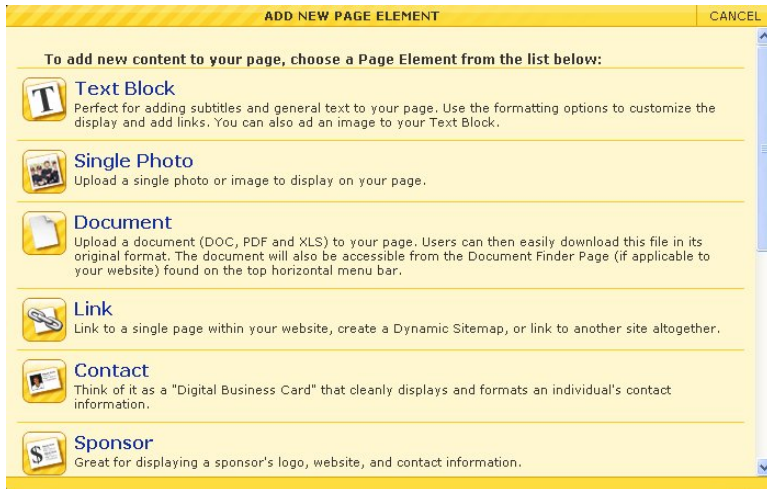
The screenshot shows the 'CREATE NEW PAGE' popup screen. It has a yellow header with the title 'CREATE NEW PAGE' and a 'CANCEL' button. The main content area is titled 'Add New Page' and includes instructions: 'Enter the Button Title and Page Title for your new page, then select what type of page you would like to build:'. There are three bullet points: 'General Page: great for most content pages.', 'Level Page: selectable in "Tag Menu" (adds ability to attach news and events to this page).', and 'Team Page: selectable in "Tag Menu", also includes Roster and Statistic functionality.'. Below these are three input fields: '* Button Title (short):', '* Page Title (long):', and '* Page Type: General' (with a dropdown arrow). At the bottom is a 'Create This Page' button.

-Type the button title, type the page title, then choose the page type (typically always choose General unless told otherwise) and click "Create".

-Now that this page has been created, you can choose to enable or disable it, you will want to enable this page. You can also choose to delete the page you have just created.

Step 4 – Adding Page Content

You can add content to any page. This content is known as Page Elements...so, click on the Add Page Element button. An ADD NEW PAGE ELEMENT popup screen will appear.



-Click on Text Block. A Text Block popup screen will appear.

-In this screen please make the subtitle the following: About Our Team.

-You can now type whatever you want in the Content box.

-When you are done, press the Create This Page Element button.

You have now successfully created a new page and added content to that page.

Step 5 – Moving Forward

The entire website works this way. So, if you want a Team Awards Page...click "Add New Page", call it Team Awards and click save. Now you can add content to your new page. You can choose Text Block, Document, etc... from the Add New Page Element menu.

Do you want a Team Documents Page? Create a new page, title it accordingly and then choose "Document" from the Add New Page Element menu. Do you also want to add some text to that Documents Page? Choose "Text Block" from the menu and type your text. You can now drag and drop this text block at the top of the page if you wish.

Remember, you can choose to add as many pages to your team website as you wish, and on those pages, you can add any "elements" that you wish. If you have questions about this process, please do not hesitate to contact the Webmaster for further instruction.

Other Frequently Asked Questions:

Q: How do I create a link?

A: Go to the page that you wish to work with. Now choose to add a text block to that page. Type your text in the block. Once you have finished typing your text, use your mouse to highlight the word or words that you wish to turn into a hot link. Know that you have highlighted that text, click the little button above text block that looks like a "chain link". Now, type in or copy in the web address you want to go to, choose whether you want to open it in a new window or not, and click Insert. You do not need to add a Title. You have now created a link!

Q: How do I add an Event to the Calendar?

A: Be sure you are in "Edit Mode". Click the main CALENDAR tab in the horizontal bar below the

website header. Now click Add New Event. Be sure that you click the drop down tag menu and select your team. Then type in the Date, Location and Title and choose Save. You've now added to your calendar.

Q: How do I add an Announcement to the News?

A: Be sure you are in "Edit Mode". Click the main NEWS tab in the horizontal bar below the website header. Now click Add News Article. Be sure that you click the drop down tag menu and select your team. Then type in the Title, Author, Date and Text and choose Save. You've now added to your news.