

**Step 1** – In the upper left hand corner you will need to log on just like anyone in the association. Once you are logged on you will see a graphic that looks like a sideways light switch in the extreme upper right that says “user mode” and “edit mode”. When you are in user mode you will see the website as everyone else does, and will NOT be able to make any changes to the site. You need to click on “edit mode” to make any changes or additions to your page. You can, at any time, switch back and forth between the two. If you make an addition and want to see how it looks immediately for instance, you can switch back and forth quickly.

**Step 2** – In edit mode you click on “teams”, then to your “level”, and finally to your team. Once you click on your team you should see a drop down menu that includes up to five tabs: Team roster, Season Stats, Team News, Team Calendar, and Team Photos. They will all be purple in color, but if you come across one that is gray, that means it has been disabled so that anyone in “user mode” cannot see it. You will be able to make changes and additions to your teams’ pages only.

**Step 3** – To begin working on a page, you simply need to click on that page and the page details will show up on the main viewing area. Keep in mind that the webmasters can override anything you put on the calendar. Probably not a big deal, but that option is there. Some notes on each of the pages that should help get you started:

- 1) Team Calendar. Your team calendar’s next five days will show up in what we call an “event aggregator” box. On the top right of that box you will be able to click on “add event” or “edit”. By clicking “add an event” you will be brought to a page where you will be asked to fill in the event name (IE, “Team Party”), a description if you want one (usually not necessary), the location of the event, and then the date and times you want to show it as. The URL is not necessary. Before you save it, you are going to have to move up to the “show tag menu”.....this is the menu that asks you where you want it to show up on....simply scroll down to your team and click the appropriate box. If you don’t click on the appropriate box it will NOT show up on the site. Once you have entered your information click on “save” and it will update your calendar. If you are looking to delete something from your schedule you simply click on it on the schedule, click “edit” and follow the directions.
- 2) Team News . Possible the section you use the most. To simply add some text to the page you just click “add element” and it will give you a text box to type in. When you are done, you click “save” and it will show up. However, if you want to add more than just text to the news, click on the drop down menu to the left of “add element” and pick the course of action you would like to use. It will walk you through finishing your task as you go.
- 3) Team roster. It is MAHA policy that we do NOT list players’ last names on our website for security purposes. You can use first names and last initials.
- 4) Team Stats. Self explanatory.
- 5) Team Photos. I think this is pretty self explanatory as well.