

Central Baseball “How To” for Coaches

Sending a Message (email) to Your Team

NOTE: At this time it appears that it is not possible to see the entire contact information for team members at once. It may be possible to search contact information for individual team member through the admin console. Instructions will follow in the near future.

1. Log in to site
2. Navigate to your team page: From the top menu click “Spring”, then the division, then your team
3. Click "Edit Mode" in left margin to "On" (If you do not see this, contact me since your website permissions are not set properly.)
4. In the menu under the team name is a menu. Click on the yellow “Admin” link on the right side of the menu, then click “Groups”.
5. Under where there is “2017 Spring (team name) Roster” you will see two small menu items, the first of which “Members” will have a yellow arrow and below that the list of team members.
6. Click “Messages” next to “Members”
7. Under “Members” click on the link “Send Message to Group”
8. On the pop-up select “All” to send to everyone or “Selected” to send to just part of the group.
9. If “All” was selected just fill out the Subject and Body then click the Send Message button.
10. If “Selected” was selected then click on each member under Select Profiles, click the Select Members button, then fill out the Subject Body then click the Send Message button.

Adding a Team Event

1. Log in to site
2. Click "Edit Mode" in left margin to "On" (If you do not see this, contact me since your website permissions are not set properly.)
3. In top menu click “Calendar” menu
4. In the middle of the page right above the calendar click “Add New Event”
5. In pop-up window fill in the following fields:
 - a. **Currently Selected Tags** (at top of page) – THIS IS IMPORTANT!
 - b. Already appearing is “Home” and “Calendar”. This is what makes the event show up on both the Calendar page and the website home page (only when it's one of the next few events).
 - c. If this is a team event and you'd like to also add this to the team page, click the “Show Tag Menu”, scroll down and click the appropriate team(s).
 *** Note: for Farm & T-Ball events click “Farm” or “T-Ball”, NOT “Farm Team” or “T-Ball Team”.
 - d. Event Name – Example: Orioles Practice (do not enter event location here)
 - e. When – date, start and end times
 - f. Repeat – (optional – only if a recurrent event on same day) fill in details
 - g. Location – Example: Lindstrom Field, Magazine Beach, etc.
 - h. Description – (optional – if more details are necessary)
 - i. Finally, scroll to the bottom of this pop-up and click the “Create This Event” button.
 - j. To see the event you **may** need to log out and refresh the Home, Calendar and Team page(s).

Deleting a Team Event

1. Log in to site
2. Click "Edit Mode" in left margin to "On" (If you do not see this, contact me since your website permissions are not set properly.)
3. In top menu click "Calendar" menu.
4. Navigate to month with event you'd like to delete.
5. Click on the title of the event (which is green) which will take you to a new page with the event.
6. Click on the gear icon on the right side of the yellow bar then select "Delete".
7. In the pop-up window confirm the deletion by clicking the "Delete Event" button.