UPLOADING A SCORESHEET TO THE TEAM PAGE

Login to the WNYAHL.net website

Go to your team page

Click the light switch in the upper right corner to edit



Scroll to the bottom where the "UPLOAD SCORESHEETS" area is located

LAYOUT CONTAINER					<
Add Page Element		Add Page Element		Add Page Element	
Text Block	0	+‡+,Text Block	0	+ Text Block	0
UPLOAD SCORESHEETS		UPLOAD SCORESHEETS		UPLOAD SCORESHEETS	

Underneath the blue text box "upload scoresheets" click the divider to add a page element

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UPLOAD SCORESHEETS		UPLOAD SCORESHEETS		UPLOAD SCORES	HEETS
Add Reps Memory					

In the pop up window you will see "DOCUMENT" (third from the top)

1.1.1	ADD NEW PAGE ELEMENT	CLOSE
Choos	e a Page Element from the list below:	
T	Text Block Perfect for adding subtities and general text to your page. Use the formatting options to customize the display a can also ad an image to your Text Block.	nd add links. You
-	Single Photo Upload a single photo or image to display on your page.	
	Document Upload a document to your page, Users can then easily download this file in its original format. The document w accessible from the Document Finder Page (if applicable to your website) found on the top horizontal menu bac	il also be
-	Link Create a link to another page within your website, or liek to another site altogether.	

Click "DOCUMENT"

Complete the areas:

DOCUMENT TITLE: include game #, home team vs away team and date

DOCUMENT TO UPLOAD: choose the scoresheet file saved on your device to upload to your team page. The document file type must be in PDF format. Do not upload any other format for the scoresheet. Both the Home and away teams upload the scoresheet to their team page for every league game. ICON SIZE: leave as "M" SPORTS ENGINE MIRRORING: option can be enabled if you want this document to be available to other sport engine websites

LOCK IN PLACE : LEAVE THIS UNCHECKED DISABLE EDITING: LEAVE UNCHECKED

* Document Title:	GAME #_HOME VS AWAY DATE
* Document to Upload:	Choose File No file chosen
Icon size:	M·
SportsEngine Mirroring:	Disabled Moreore of this Page Element that are placed on other papes will reflect al updates that are made to this abament. If this content is even disabled or deleted, all mirrors reflecting this content will also be disabled or deleted.
Lock in Place:	Prevent this element from being repositioned.
Disable Editing:	Prevent non-webmasters from editing this element.
Lock in Place: Disable Editing:	Prevent this element from being repositioned. Prevent non-webmasters from editing this element.

When all areas are complete click "CREATE THIS PAGE ELEMENT" at the bottom right corner. Wait for the website to process the request.

When complete the file should show on the team page

Add Page Element		Add Page Element		Add Page Element	
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UPLOAD SCORESHEETS		UPLOAD SCORESHEETS		UPLOAD SCORESHEETS	
Pacament	¢				
Gmil/4444 Bisons vs Erie	11-1-16				
2 mm					

That's it. Continue with the remaining game scoresheets in the same manner.