

WEBSITE TIPS & INSTRUCTIONS

Your team website has been setup and managers (once named and sent to the Registrar) have edit access (if you have a WYHA Sport Engine account). If either of these are not true, please contact the webmaster at registrar@wyha.com

Below is some info for you about the team website. Ask if you have more questions! If your coaches want edit access to the team website, please contact registrar@wyha.com

This is a standard email used to get all managers - Travel, Girls & House/Pony started.

TEAM WEBSITE INFO:



LOGIN ID: If you are logged into the website using your SportEngine account, your user id will be shown in the upper left hand corner. See "registrar1" (webmaster user id) as shown circled in **RED** in the picture above.

NOTE also: the "v" right next to the user id – click on this to get to your SportEngine account. You can check on account status, payment status, add a secondary email (for your spouse).... Worth checking out what info is available. Also if parents are not getting emails, have them check to see what emails they have on their account. More info on adding emails can be found on the Parent Info page (tab on the left hand side of the Home page).

If you or your parents get into the Registration system or on the Account page (the "v" arrow next to your logon id at the top of the website) and can not get figure how to get back to the WYHA.COM website, there is a little **Cyclone logo at the top of the page** when in Account or Registration that can be clicked on to get back to WYHA.COM Just note, anything not saved and any registrations started will not be saved.

EDIT/USER Switch: Upper right hand side of the team page circled in **RED**. Must be on the team page to see this switch. If "USER" is Yellow/Orange, then are in USER mode. If "EDIT" is Yellow/Orange, then are in EDIT mode and can make changes ot your team website. Note the only page managers have EDIT access to is the team website. This switch will only appear on your team website (not on the HOME page for WYHA).

HOME Button: This looks like a little house and is always located on the left hand side of your team website on the button bar (has the Home, Roster, game Schedule, Player Stats, Team Stats, Photos, etc. buttons) and is located right under your TEAM NAME.

Roster Button: Players & team staff will be added by the Registrar as they complete registration. DO NOT ADD OR DELETE PLAYERS/TEAM STAFF - managers may update positions, uniform #, or pictures (for pictures, please make sure your parents have agreed to this). The registrar gets an email when each registration is completed & will generally add them within 2 days. All registered team staff are added to the Coaches tab once registered. DO NOT ADD PLAYERS or TEAM STAFF.

GAME SCHEDULE Button: Add Games from this interface. This is also where managers can add game scores. Also, parents & players can click on this button to see your game schedule and scores. NOTE: In order for scores or stats to be entered, they MUST be entered via the GAME SCHEDULE interface or they are EVENTS and no scores or stats can be entered for them.

To enter GAMES, the procedure is different. In edit mode, click on the "Game Schedule" button (next to the "ROSTER" button). There should be an "Add Game" link. Click the "Add Game" link and fill out the form. The form is self-explanatory and has a lot of features some of which you may wish to use and some which can be ignored. Note GAMES entered via this interface WILL SHOW UP on your teams calendar as well as on the Game Schedule listing.

PLAYER STATS Button: Click on to see Player stats (if entered)

TEAM STATS Button: Click on to see Team Stats (if entered)

PHOTOS, VIDEOS & POSTS Buttons: If any photos, videos or posts are entered, click on this button to see.

ADMIN Button: For Admin tasks. As a general rule, do NOT change things in this area. **DO NOT CHANGE YOUR TEAM NAME!**

MANAGE TEAM Button: If this button is shown, there is a feature to add Games & Events (see the SCHEDULE link on the left side of the Manage Team interface) that some may find easier to use. Also, the ROSTER link may be useful to use for messaging. Again, do NOT add or delete players or team staff. Other features under the Manage Team feature may be added by SportEngine but may or may not be applicable to our website functionality and features. DO NOT change anything under the SETTINGS link.

ADD EVENTS (everything but GAMES): Use this to add practices, team parties, to block out TOURNAMENT weekends. DO NOT use Add EVENTS to add GAMES. Click on the "MANAGE TEAM BUTTON" on your team website (it will only be shown if you are in EDIT mode). Click on the SCHEDULE link on the left hand side of the MANAGE TEAM interface. Then click on the "ADD EVENT" button at the top of the SCHEDULE page. Fill out the form and click on the green ADD EVENT button.

ADD GAMES (use only to add GAMES – tournament, scrimmage or league): Click on the "MANAGE TEAM BUTTON" on your team website (it will only be shown if you are in EDIT mode). Click on the SCHEDULE link on the left hand side of the MANAGE TEAM interface. Then click on the "ADD GAME" button at the top of the SCHEDULE page. Fill out the form and click on the green ADD GAME button.

EMPIRE RED WHITE & BLUE U8 MITE 5

Season 2017-18

Roster Game Schedule Player Stats Team Stats Photos Videos Posts Admin Manage Team

Add Layout Container
Collapse Page Elements

LAYOUT CONTAINER

Add Page Element

Event Aggregator

Empire Red White & Blue U8 Mite 5 Calendar

Tue 7/18	Wed 7/19	Thu 7/20	Fri 7/21	Sat 7/22
no events	no events	no events	no events	no events

View All | RSS | iCal

Adding Events via the CALENDAR (i.e. everything your team does EXCEPT Games):

To help you get started, here is the info you need to add Events. Events are all things your team does EXCEPT games. **One Hint:** Add "ALL DAY" EVENTS for Tournaments, then once you know the Game Times for a Tournament, ADD the Games via the Calendar or the Manage TEAAM feature. To add Events via the Team Calendar:

- Go to the Calendar on your Team Page.
- Click on the "View All" link under the Calendar (see circled in RED above). This shows the Calendar View.
- Click on the "Add New Event" link (see below) and fill out the form to add the EVENT. Make sure you select the correct date and start & end times otherwise it defaults to TODAY.

LAYOUT CONTAINER

Add Page Element

Event Calendar

Add New Event
Add iCal Feed

Calendar View Month List View Day View

« July 2017 »

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1

OTHER CAUTIONS & WARNINGS:

#1 Be careful you do not delete any pages or containers. Anytime you try to delete something, you will be asked to confirm it by typing "DELETE", that's a good sign you are probably deleting something important and shouldn't do it.

#2 DO NOT change the name of your team in any way. Team names are setup to be consistent so we can use them year after year and not add more clutter to the website. The team names must be consistent from year to year.

General Website Maintenance Tips:

Your team already has two layouts which will help you manage your team: the News Aggregator & the Events Aggregator where all non-game events are entered. Games are handled differently because you can add stats and gamesheet info. If you have News to post, I can send you info on how to add News but it is pretty easy & similar to Events (explained below).

1.) The **Coaches & Managers Corner** has a page with documents & other info (fundraising etc) accessible only by Registered Coaches & Managers. See if you can access this area. More items will be added as needed. There is more info on the Limited Access docs www.wyha.com/limiteddocs If you do not have access to this, please contact me.

2.) Messaging – GENERAL METHOD: if you click on the "v" next to your login name in the upper left hand side of the webpage and select "groups", you should see that you have been added to your team's messaging group (all registered managers, coaches & players on your team). You will also see a link to send a message to this group – note that this link is also available to parents with the account associated with the player or to team staff listed on the "Coaches" tab of the Roster. This link will be more useful once your whole team has registered! To get back to WYHA.COM, click on the Cyclone symbol in the upper left hand corner. NOTE: Messages only go out to the emails on the account associated with the team staff member or player. If parents have more emails they wish to get team messages, they need to add secondary emails to their account OR associate two accounts together. Instructions on how to this are located on the PRENT INFO page (tab on the left hand side of the WYHA Home page).

Note, most of the Boys Travel managers are excellent resources if you have questions in addition to me. Contact Frank Sunday of Squirt Major U10, Marcus Veno of Pee wee Major U12, Brain Cala of bantam Major U14, Mike Rougeux of Midget U16 TB or Danielle Obi of Midget U18.

Good Luck & let me know if you have questions,

Jeanne Barreca

WYHA Registrar & Webmaster

registrar@wyha.com

585 586 1773 (home, preferred)