

# **POTOMAC PATRIOTS TRAVEL HOCKEY MANAGERS**

Guide for Updating Team Webpages

# Team Webpage Expectations

## **Team Webpages should include:**

- A Roster
- List of Coaches
- Team Contact Information (manager & coach)
- Updated Schedule
- An article every 2-4 weeks covering a tournament, community service event, etc.

## **Other Team Webpage ideas:**

- Event pictures
- Recognition of Sponsorships
- Link to Potomac Patriots Facebook page

# Getting Started

Step 1: Go to the Potomac Patriots Travel Page

<https://www.potomacpatriots.net/travel>

Step 2: Select Travel

Step 3: Select Team\_\_

Step 4: Sign In

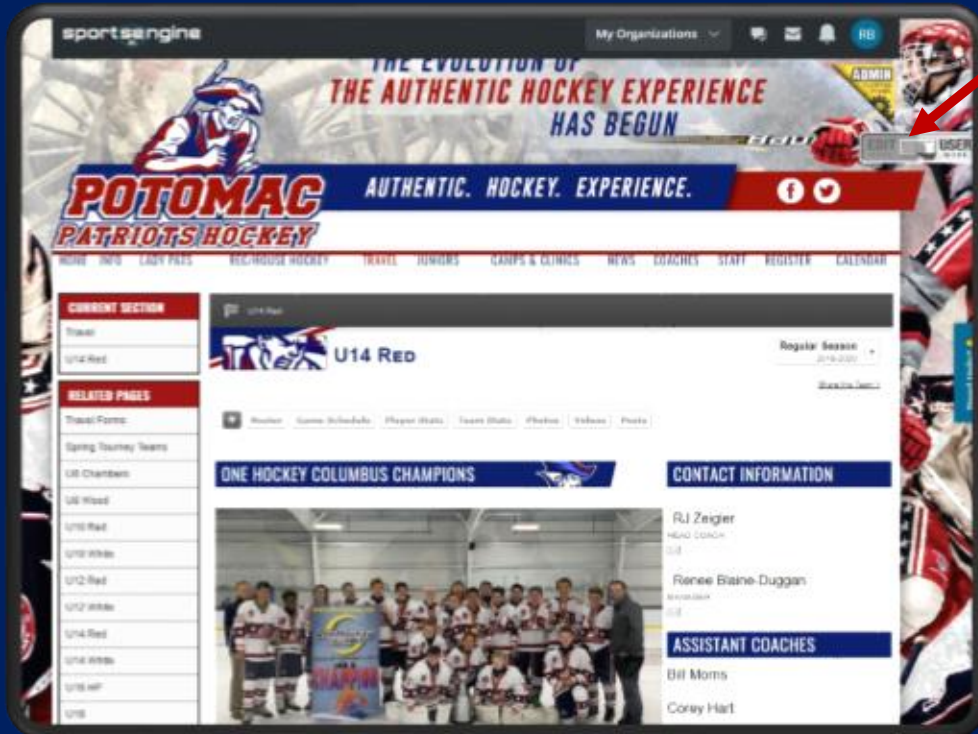


The screenshot shows the Potomac Patriots Hockey website. The header includes the 'sportsengine' logo and a 'Sign In' button. The main banner features the team's logo and the text 'THE EVOLUTION OF THE AUTHENTIC HOCKEY EXPERIENCE HAS BEGUN'. Below the banner is a navigation menu with links: HOME, INFO, LEAGUE PAYS, RECRUITING HOCKEY, TRAVEL, JUNIORS, CAMPS & CLINICS, NEWS, COACHES, STAFF, REGISTER, and CALENDAR. The 'TRAVEL' link is highlighted. The main content area is titled 'PATRIOTS YOUTH TRAVEL HOCKEY' and features a section for 'Potomac Patriots 2020-21 Travel Tryouts - July 21-26'. Below this is a table with tryout details for various age groups and levels. A red arrow points to the 'Sign In' button in the top right corner.

Age Level	10U & 12U Girls	14U & 16U Girls	8U	10U	12U	14U	16U	18U	Goalies
Birth Years	2008-2011	2004-2007	2012-2014	2010 & 2011	2008 & 2009	2007 & 2006	2005 & 2004	2003 & 2002	1991, 1990, 1989, 1988
1/10 Red	July 21 5:50-7:00pm NHL Rink	July 25 2:40-3:30pm OCT Rink	July 22 5:20-6:30pm OCT Rink	July 22 6:50-8:00pm OCT Rink	July 24 8:50-10:00pm NHL Rink	July 24 8:20-9:30pm OCT Rink	July 21 8:20-9:30pm OCT Rink	July 21 8:20-9:30pm OCT Rink	July 22 5:20-6:30pm OCT Rink (1112 & 1130)
1/10 White	July 21 5:50-7:00pm NHL Rink	July 25 2:40-3:30pm OCT Rink	July 22 5:20-6:30pm OCT Rink	July 22 6:50-8:00pm OCT Rink	July 24 8:50-10:00pm NHL Rink	July 24 8:20-9:30pm OCT Rink	July 21 8:20-9:30pm OCT Rink	July 21 8:20-9:30pm OCT Rink	July 22 5:20-6:30pm OCT Rink (1112 & 1130)
1/12 Red	July 21 5:50-7:00pm NHL Rink	July 25 2:40-3:30pm OCT Rink	July 22 5:20-6:30pm OCT Rink	July 22 6:50-8:00pm OCT Rink	July 24 8:50-10:00pm NHL Rink	July 24 8:20-9:30pm OCT Rink	July 21 8:20-9:30pm OCT Rink	July 21 8:20-9:30pm OCT Rink	July 22 5:20-6:30pm OCT Rink (1112 & 1130)
1/12 White	July 21 5:50-7:00pm NHL Rink	July 25 2:40-3:30pm OCT Rink	July 22 5:20-6:30pm OCT Rink	July 22 6:50-8:00pm OCT Rink	July 24 8:50-10:00pm NHL Rink	July 24 8:20-9:30pm OCT Rink	July 21 8:20-9:30pm OCT Rink	July 21 8:20-9:30pm OCT Rink	July 22 5:20-6:30pm OCT Rink (1112 & 1130)
1/14 Red	July 21 5:50-7:00pm NHL Rink	July 25 2:40-3:30pm OCT Rink	July 22 5:20-6:30pm OCT Rink	July 22 6:50-8:00pm OCT Rink	July 24 8:50-10:00pm NHL Rink	July 24 8:20-9:30pm OCT Rink	July 21 8:20-9:30pm OCT Rink	July 21 8:20-9:30pm OCT Rink	July 22 5:20-6:30pm OCT Rink (1112 & 1130)
1/14 White	July 21 5:50-7:00pm NHL Rink	July 25 2:40-3:30pm OCT Rink	July 22 5:20-6:30pm OCT Rink	July 22 6:50-8:00pm OCT Rink	July 24 8:50-10:00pm NHL Rink	July 24 8:20-9:30pm OCT Rink	July 21 8:20-9:30pm OCT Rink	July 21 8:20-9:30pm OCT Rink	July 22 5:20-6:30pm OCT Rink (1112 & 1130)
1/18 HP	July 21 5:50-7:00pm NHL Rink	July 25 2:40-3:30pm OCT Rink	July 22 5:20-6:30pm OCT Rink	July 22 6:50-8:00pm OCT Rink	July 24 8:50-10:00pm NHL Rink	July 24 8:20-9:30pm OCT Rink	July 21 8:20-9:30pm OCT Rink	July 21 8:20-9:30pm OCT Rink	July 22 5:20-6:30pm OCT Rink (1112 & 1130)
1/18	July 21 5:50-7:00pm NHL Rink	July 25 2:40-3:30pm OCT Rink	July 22 5:20-6:30pm OCT Rink	July 22 6:50-8:00pm OCT Rink	July 24 8:50-10:00pm NHL Rink	July 24 8:20-9:30pm OCT Rink	July 21 8:20-9:30pm OCT Rink	July 21 8:20-9:30pm OCT Rink	July 22 5:20-6:30pm OCT Rink (1112 & 1130)
Tryout Fee	\$79	\$79	\$89	\$89	\$89	\$89	\$89	\$89	Included in Tryout Fee

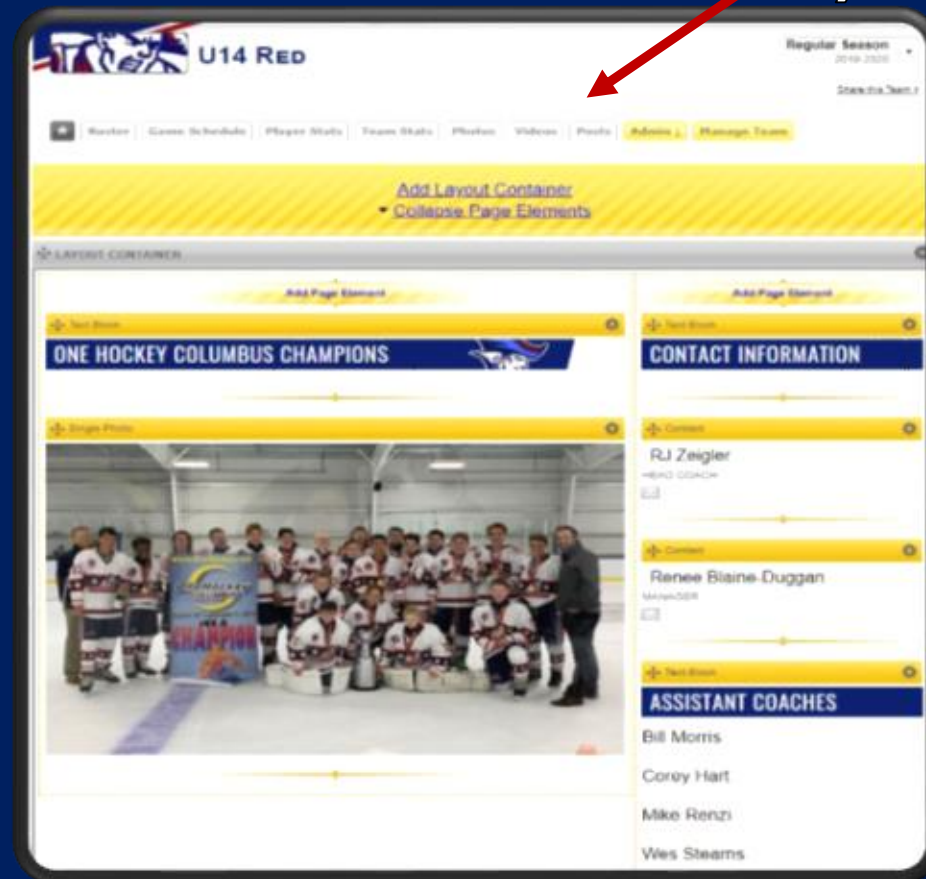
Skaters & Goalies are encouraged to attend all three tryout sessions for their age group. Tryout Fee includes on ice sessions and tryout jersey. Tryout dates and times are subject to change based on registration numbers.

# How to Edit



Switch to Edit Mode

The tabs represent different pages that can be edited to match your team.



# ROSTERS: How to Add Players & Coaches

The image illustrates the process of adding players and coaches through a web interface, divided into four numbered steps:

- Step 1:** Click Manage Team. The screenshot shows the 'Manage Team' button highlighted in the top navigation bar.
- Step 2:** Select Roster. The screenshot shows the 'Roster' tab selected in the left sidebar, and the 'Add Players' button highlighted in the top right of the roster view.
- Step 3:** Select Add Players. The screenshot shows the 'Add Players' modal form, which is used to enter player information.
- Step 4:** Enter Player Information. The screenshot shows the 'Add Players' modal form with the 'First Name' field highlighted.

\*To add coaches select Staff\*

Step 1: Click Manage Team  
Step 2: Select Roster  
Step 3: Select Add Players  
Step 4: Enter Player Information

\*To add coaches select Staff\*



# GAME SCHEDULE: How to Add Games

**Step 1: Click Manage Team**  
**Step 2: Select Schedule**  
**Step 3: Select Add New Game**  
**Step 4: Enter Game Information**

The screenshots illustrate the process of adding a game for the U14 Red team. The first screenshot shows the team's main page with the 'Manage Team' button highlighted. The second screenshot shows the team's menu with the 'Schedule' option selected. The third screenshot shows the team's schedule view with the '+ NEW GAME' button highlighted. The fourth screenshot shows the 'New Game' form with fields for Subseason, Opponent, Date, Start Time, Duration, and Time Zone.

# Updating Game Scores

- Step 1: Click Game Schedule
- Step 2: Select QS
- Step 3: Select Final
- Step 4: Enter the score

The screenshot shows the U14 Red team page. The 'Game Schedule' tab is selected, indicated by a red arrow and the number 1. The page displays a calendar view of games and a table of box scores.

Date	Result	Opponent	Location	Status	QS
Fri Aug 22	W 11-5	Knoxville Jr Bears		FINAL	QS
Sat Aug 31	W 10-0	Columbus Capitals		FINAL	QS
Sat Aug 31	W 7-6	Columbus Blue Jackets		FINAL	QS
Sun Sep 1	W 8-0	Columbus Blue Jackets		FINAL	QS
Sat Sep 7	W 8-0	CAPS Academy		FINAL	QS
Sun Sep 8	L 3-6	Montgomery Blue		FINAL	QS
Sat Sep 14	W 6-1	Hagerstown		FINAL	QS
Sun Sep 15	L 4-5	Radon III		FINAL	QS
Sun Sep 22	W 10-0	Metro Red		FINAL	QS
Sat Sep 28	W 6-0	Richmond		FINAL	QS
Sun Sep 29	W 8-1	Jr Hurricanes		FINAL	QS
Sun Oct 6	W 6-1	Richmond		FINAL	QS
Sat Oct 12	L 0-10	Radon AA		FINAL	QS
Sun Oct 13	W 8-5	No City		FINAL	QS

The screenshot shows the 'EDIT GAME QUICK SCORE' form. The 'Game Status' is set to 'Final' (indicated by a red arrow and the number 3). The scores are entered as 0 for Knoxville Jr Bears and 11 for U14 Red (indicated by a red arrow and the number 4). The 'Save' button is visible at the bottom right.

**EDIT GAME QUICK SCORE** CLOSE

**Quick Score Game**  
Enter the game status and scores for this game. Quick Scoring functionality is for game result reporting purposes only. Games entered in this way do not affect team and player season totals until team and player stats are entered.

Game Status: **Final**

Scores: **0** at **11**  
Knoxville Jr Bears U14 Red

Comment:

Overtime ☐

**Save**

# Team Home Page: Layout Containers

The screenshot shows the U14 Red team home page. On the left is a sidebar with 'CURRENT SECTION' (Travel, U14 Red, Add New Page) and 'RELATED PAGES' (Travel Forms, Spring Tourney Teams, U14 Red, U16 HP). The main content area has a header for 'U14 RED' with a 'Regular Season 2020-2021' dropdown and a 'Share this Team' link. Below the header is a navigation bar with links: Roster, Game, Player Stats, Team Stats, Photos, Videos, Posts, Add Page Element, and Manage Team. A yellow banner below the navigation bar contains the links 'Add Layout Container' and 'Collapse Page Elements'. Below this banner is a 'LAYOUT CONTAINER' section with a settings gear icon. Inside this container is an 'Event Aggregator' section titled 'U14 RED CALENDAR' showing a table of dates from Thu 7/2 to Mon 7/6, all with 'no events'. Below the calendar are links for 'View All', 'RSS', and 'iCal'. At the bottom of the page is another 'LAYOUT CONTAINER' section with a settings gear icon, containing a 'News Aggregator' section titled 'RECENT U14 RED NEWS'.

1. **Add Layout Container**

2. **Settings**

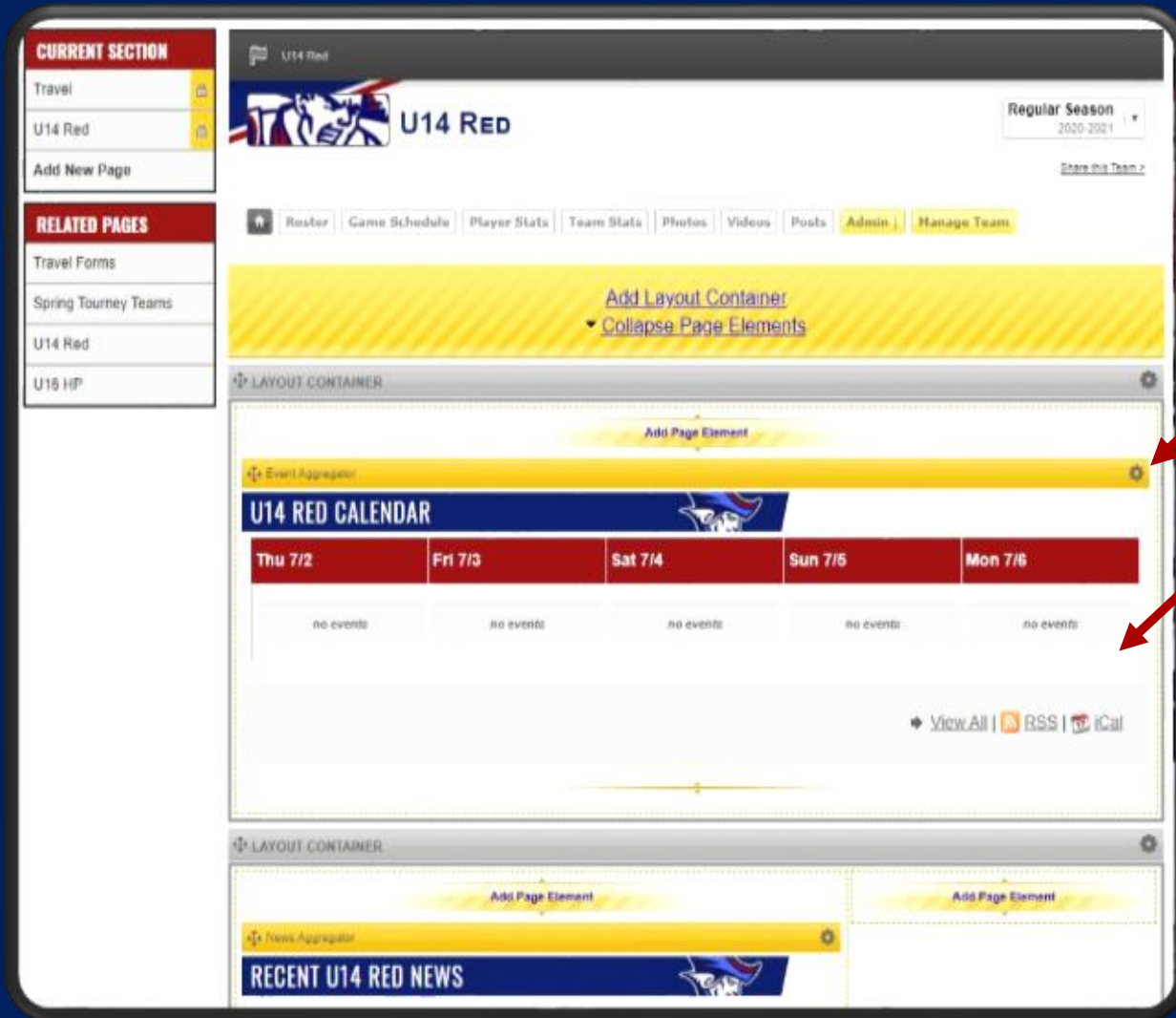
3. **Add Layout Container**

Layout Container is ...

1. **Layout Container**  
From here you can move the layout container to a new location on the homepage.
2. **Settings**  
The layout container can be changed or deleted.
3. **Add Layout Container**  
Allows you to add more sections to the team homepage.



# Team Home Page: Calendar



## Team Calendar

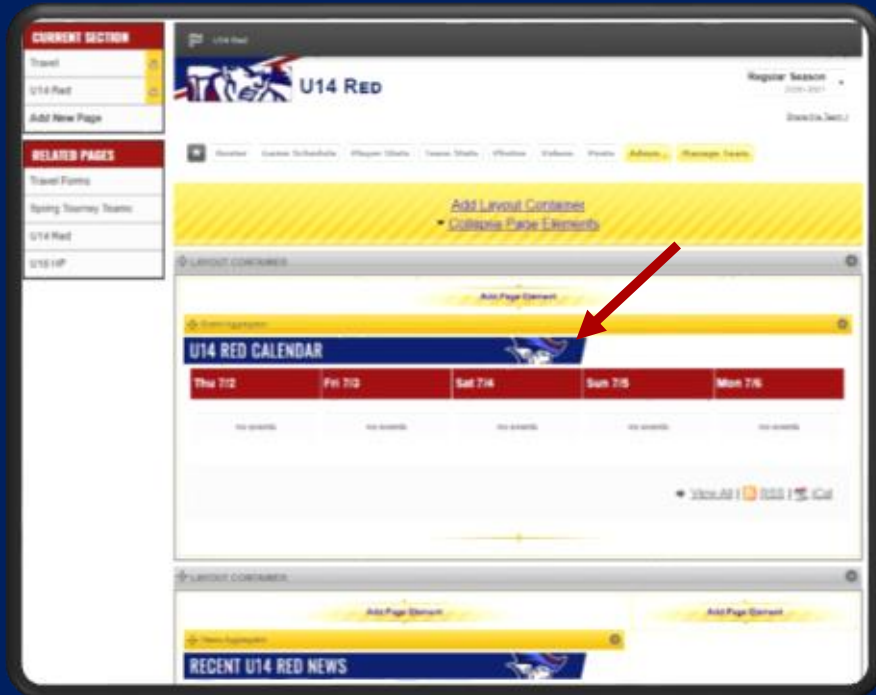
1. Games updated on the team schedule will automatically appear on the homepage calendar.
2. Click settings to add events and the practice schedule.

# Team Home Page: Page Elements

Page Elements: Add new information to the layout container.

There are many options to choose from, but most likely to be used are:

- Text block
- Single Photo
- Contact
- Sponsor
- Facebook



## Text Block

Perfect for adding subtitles and general text to your page. Use the formatting options to customize the display and add links. You can also add an image to your Text Block.



## Single Photo

Upload a single photo or image to display on your page.



## Contact

Think of it as a "Digital Business Card" that cleanly displays and formats an individual's contact information.



## Sponsor

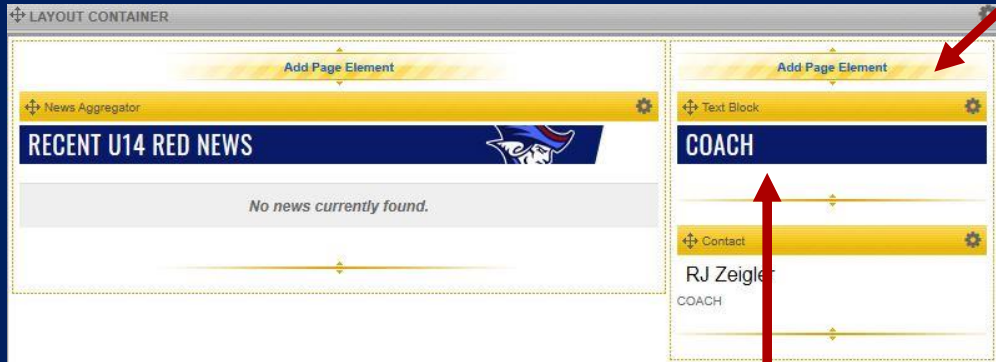
Great for displaying a sponsor's logo, website, and contact information.



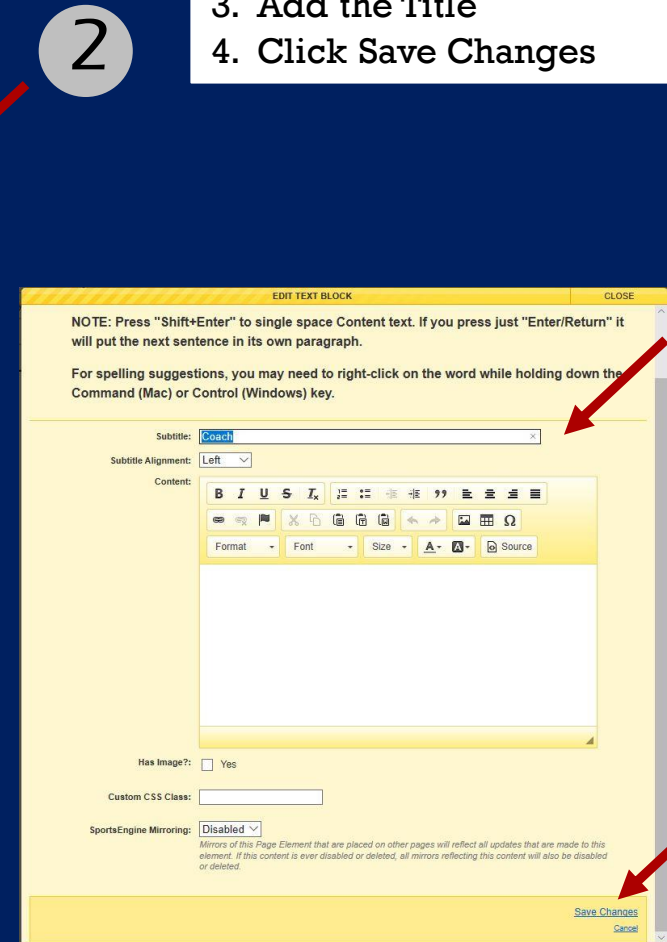
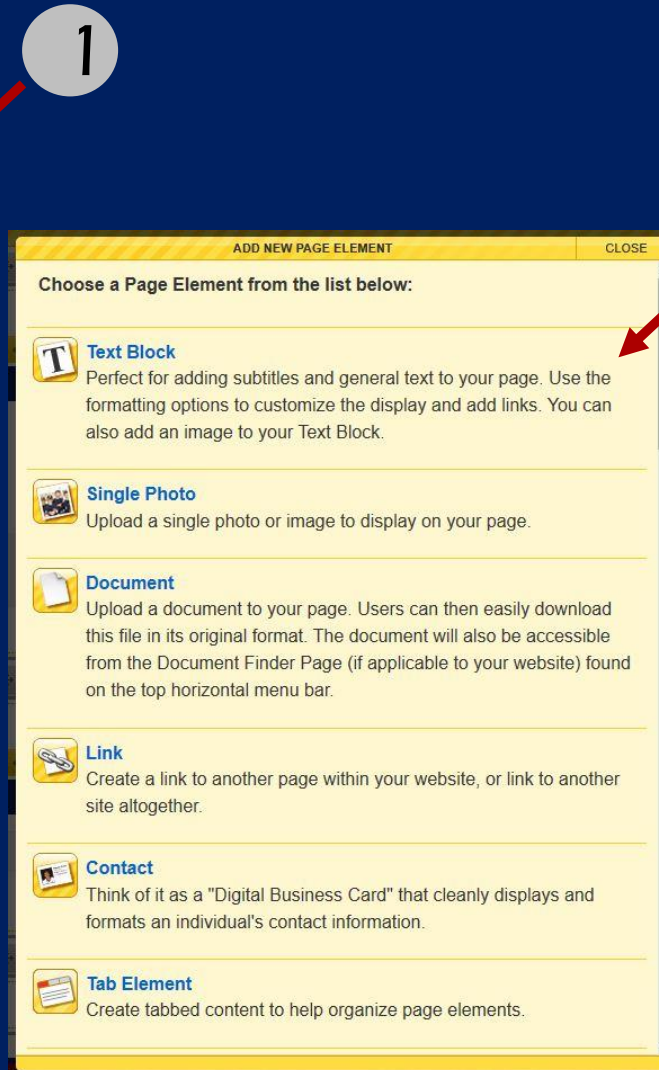
## Facebook

Create a link to allow users to share via Facebook

# Team Home Page: How to Add a Text Block



**Text Block –**  
Adds a Title on a Blue Ribbon to a section.

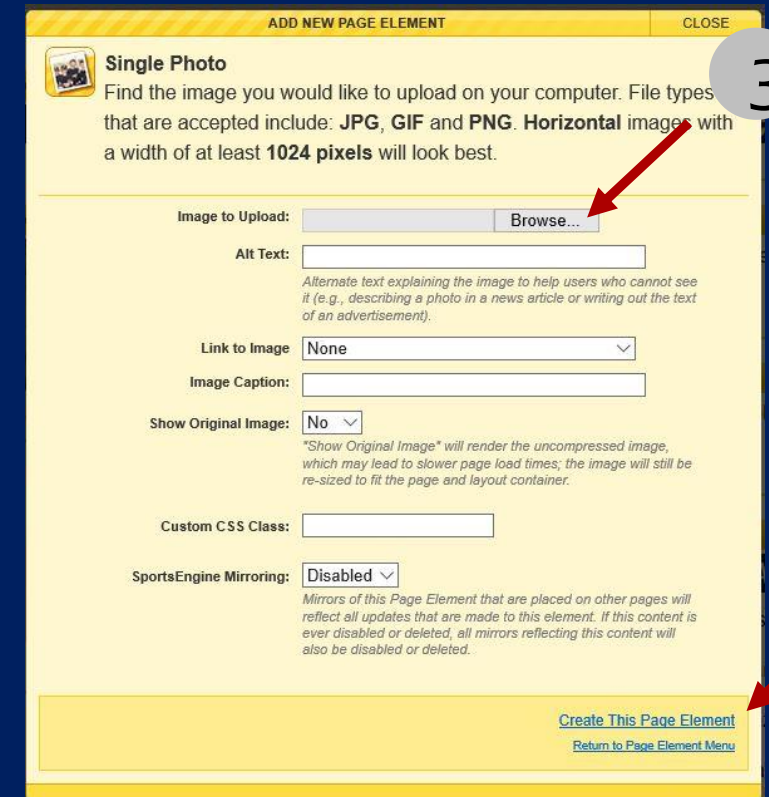
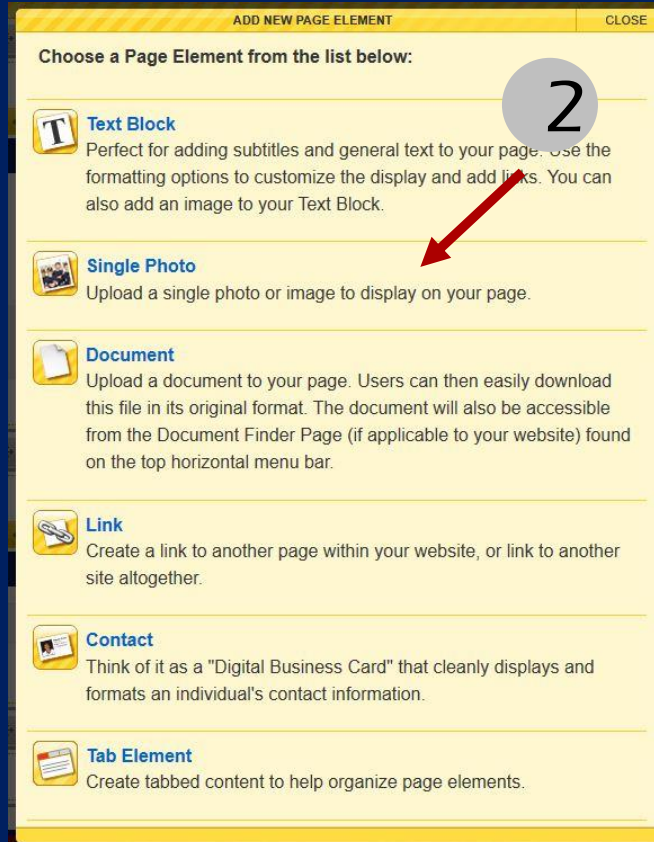
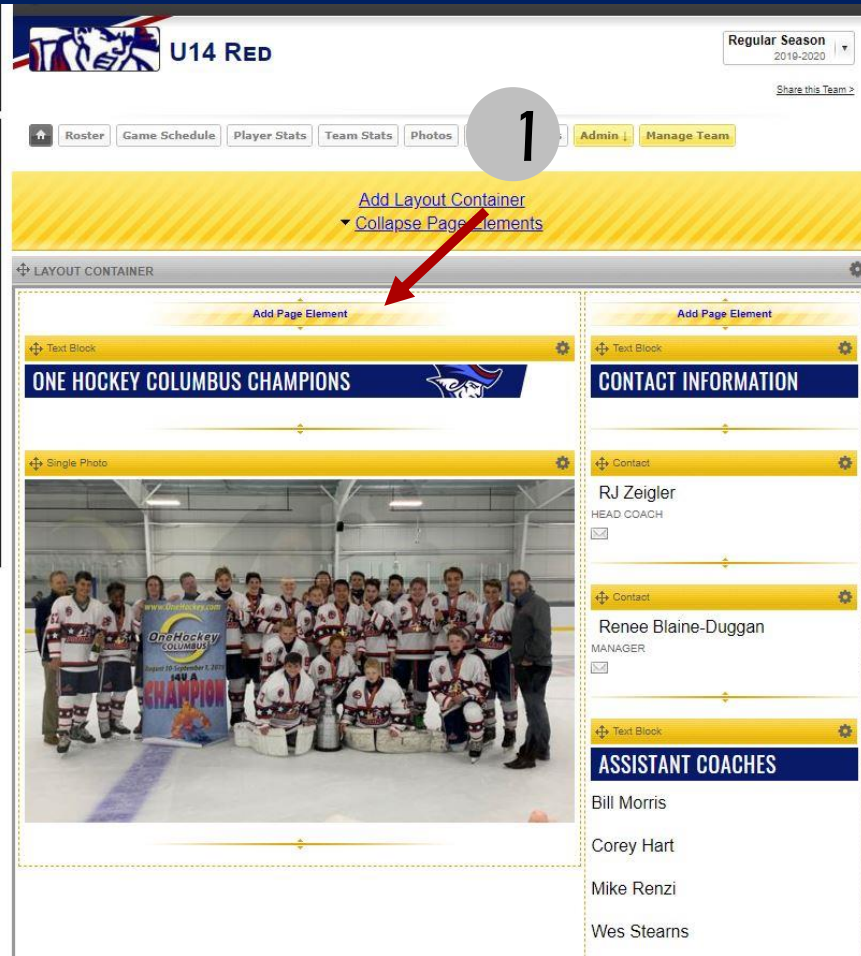


1. Click Add Page Element
2. Select Text Block
3. Add the Title
4. Click Save Changes



# Team Home Page: How to Add a Photo

1. Click Add Page Element
2. Select Single Photo
3. Select Browse & Choose your photo
4. Click Create This Page Element



# am Home Page: How to Add Coach & Manager Contact Information

The screenshot shows a website layout editor with three main sections. The top section is titled 'U14 RED CALENDAR' and contains a table with columns for dates: Sat 7/4, Sun 7/5, Mon 7/6, Tue 7/7, and Wed 7/8. Below the table are links for 'View All', 'RSS', and 'iCal'. A red arrow points to the 'Add Page Element' button in the top section, which is labeled with a large number '1'.

The 'ADD NEW PAGE ELEMENT' dialog box lists several options for adding content to the page:

- Text Block**: Perfect for adding subtitles and general text to your page. Use the formatting options to customize the display and add links. You can also add an image to your Text Block.
- 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 will also be accessible from the Document Finder Page (if applicable to your website) found on the top horizontal menu bar.
- Link**: Create a link to another page within your website, or link to another site altogether.
- Contact**: Think of it as a "Digital Business Card" that cleanly displays and formats an individual's contact information.
- Tab Element**: Create tabbed content to help organize page elements.

A red arrow points to the 'Contact' option, which is labeled with a large number '2'.

1. Click Add Page Element
2. Select Contact
3. Edit Contact Information
4. Click Save Changes

The 'EDIT CONTACT' dialog box contains the following fields and options:

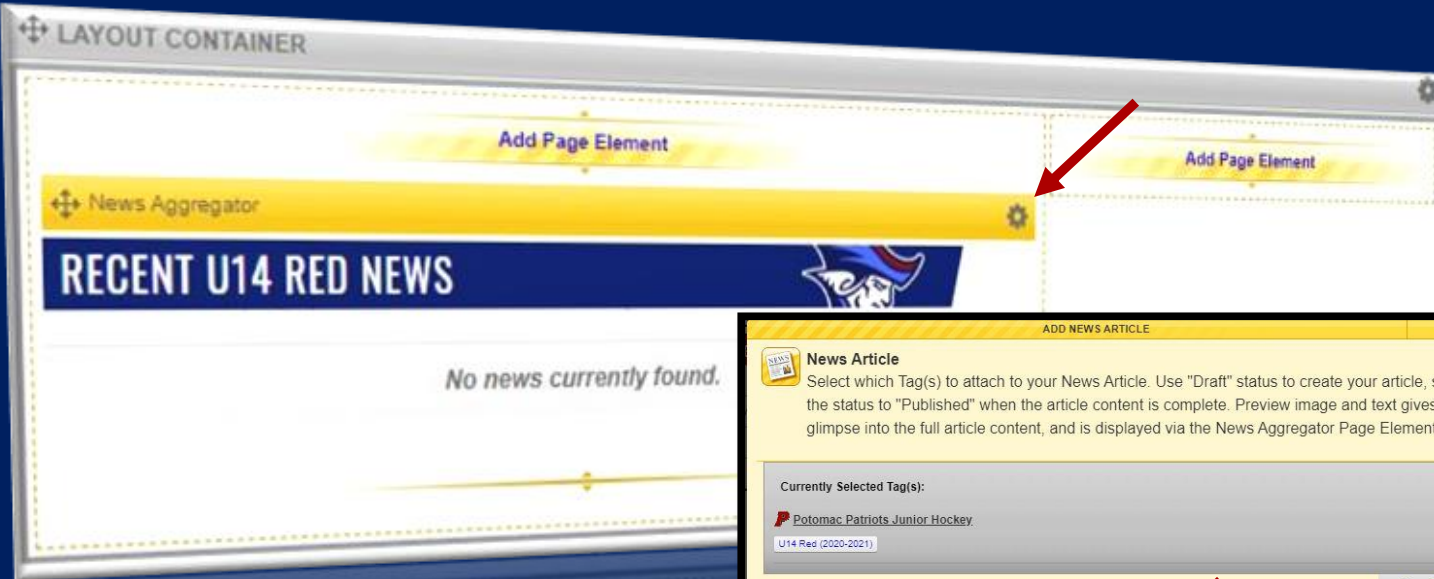
- First Name**:
- Last Name**:
- Title**:
- Phone**:
- E-mail Address**:
- Twitter Handle**:
- Facebook URL**:
- Photo to Upload**:
- Custom CSS Class**:
- SportsEngine Mirroring**:

At the bottom right, there are two buttons: [Save Changes](#) and [Cancel](#). A red arrow points to the 'Save Changes' button, which is labeled with a large number '4'.



# Team Home Page: How to Add Articles

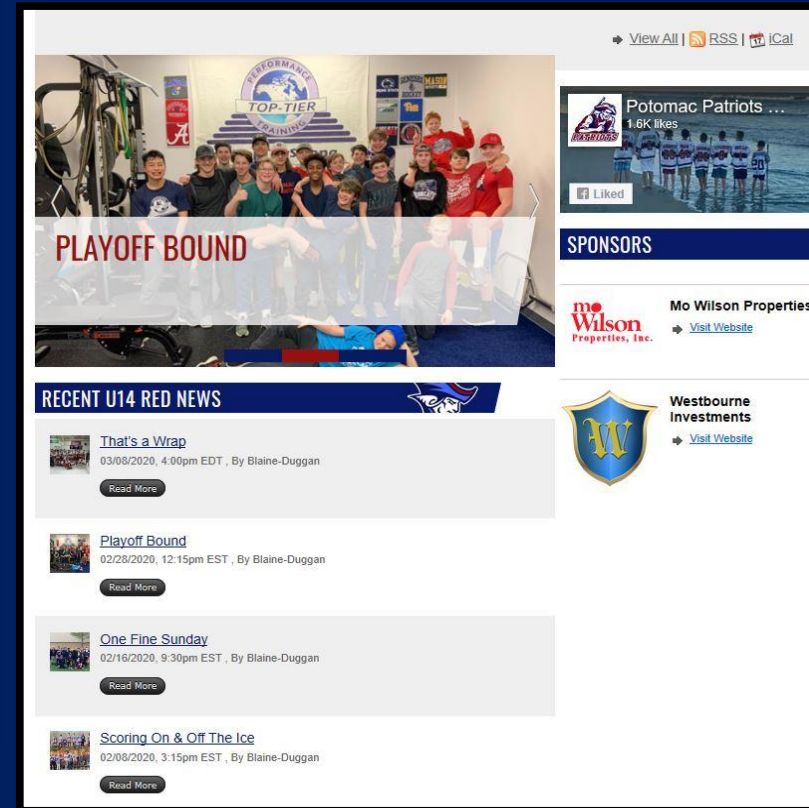
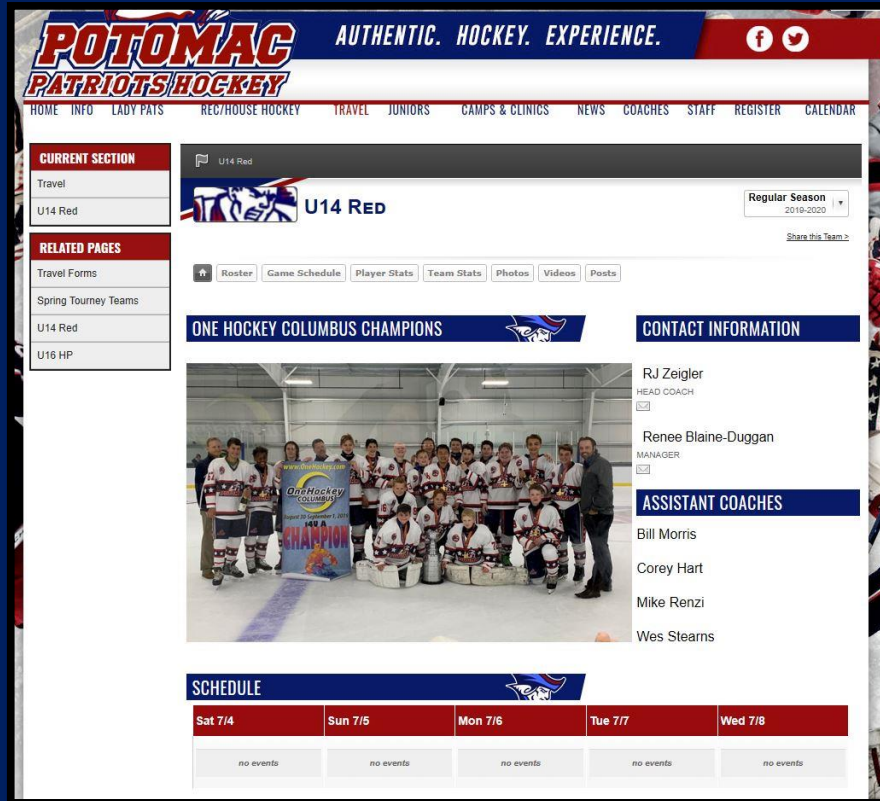
1. Click Add Article
  2. Add a Picture
  3. Compose the article
  4. Change draft to public
- \*In draft, only the author can see the article.\*
4. Click Save Changes



A screenshot of the 'ADD NEWS ARTICLE' form. It has a title 'News Article' and a description: 'Select which Tag(s) to attach to your News Article. Use "Draft" status to create your article, switch to the status to "Published" when the article content is complete. Preview image and text gives users a glimpse into the full article content, and is displayed via the News Aggregator Page Element.' Below this, there's a section for 'Currently Selected Tag(s):' with two tags: 'Potomac Patriots Junior Hockey' and 'U14 Red (2020-2021)'. There are dropdowns for 'Top News Article Template' and 'Bottom News Article Template', both set to 'None'. A 'Status' dropdown is set to 'Draft (hidden to public)'. There are input fields for 'Title', 'Author', and 'Teaser Text'. Below these are checkboxes for 'Override Default Head Code' and 'Custom Head Code'. There's a 'Sport' dropdown set to 'Ice Hockey' and a 'Has Image?' checkbox. At the bottom is a 'Preview Text' field with a rich text editor toolbar. A red arrow points to the 'Status' dropdown.

A screenshot of the article composition area. It has a large text area with the text 'The Potomac Patriots...'. Below this is a yellow bar with 'body p'. There's a paragraph of placeholder text: 'Include a few sentences to summarize the article (article content should be added on the News Article Page using Page Elements). Preview Text can be shown on the News Article Page and in the Expanded Preview of the News Aggregator Listing, but is not displayed on the News Slideshow.' Below this are two checkboxes: 'Display Preview Text on News Article Page' and 'Display Preview Text in Expanded Preview of News Aggregator Listing', both checked. At the bottom right is a 'Save Changes' button. A red arrow points to the 'Save Changes' button.

# Team Homepage Example



## Final Thoughts...

1. Try different page elements. You can always delete what you don't like.
2. Look at other team pages for inspiration.
3. Ask for help, there are many team managers around the rink who are willing to help.