

# Website Management Tutorial

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2019-20 Season



# Where to start

1.) Login with your sports engine account (used to register the kids)

2.) Make sure you have edit permissions to manage your team page (next slide)

3.) Go to your team page

4.) On your team page- be sure you're name shows on top & you're in the correct season

5.) Select **EDIT MODE**

The screenshot shows the website for the Blackhawk Hockey Association. The top navigation bar includes links for Home, Teams, Calendar, Tournaments, Volunteer Hours, Board, Sponsors, FACEBOOK, and More+. The user is logged in as 'candysykora'. The left sidebar contains an 'Admin' button and an 'Edit Mode' button, which is circled in blue. A callout points to the 'Edit Mode' button with the text: 'EDIT MODE- click the button to initiate EDIT abilities'. The main content area shows the 'Squirt Red' team page for the 'Regular Season 2019-2020'. A callout points to the season dropdown menu with the text: 'Make sure you're in the right season!'. The page also features a 'Squirt A's Calendar' table.

connect to this Site candysykora

sportsengine

Home Teams Calendar Tournaments Volunteer Hours Board Sponsors FACEBOOK More +

SQUIRTS > Squirt Red Squirt Black

THE OFFICIAL SITE OF THE  
**BLACKHAWK**  
HOCKEY ASSOCIATION

Share this Team >

Squirt Red

Regular Season 2019-2020

**Squirt Red**

HOME ROSTER GAME SCHEDULE PLAYER STATS TEAM STATS PHOTOS VIDEOS POSTS

**SQUIRT A'S CALENDAR**

WED 10/30	THU 10/31	FRI 11/1	SAT 11/2	SUN 11/3
Squirt Practice Wednesday, 6:20pm CDT-7:20pm CDT	no events	no events	Hudson White at Squirt Red Saturday, 12:50am CDT	no events

VIEW ALL | RSS | ICal

# Check your Permissions

Squirt Red

2019-2020



## Squirt Red

HOME

ROSTER

GAME SCHEDULE

PLAYER STATS

TEAM STATS

PHOTOS

VIDEOS

POSTS

ADMIN ↓

MANAGE TEAM

OPTIONS

PERMISSIONS

GROUPS

TOOL SETTINGS

SEASONS

DISABLED PRIVATE PUBLIC

Anyone can access this page.

Options

Permissions

Groups

Tool Settings

Seasons

### INDIVIDUAL PROFILE PERMISSIONS

Click to learn more about Owner, Edit and View permissions

= permission setting inherited from another page. Click the icon to go that page.

PROFILE	OWNER	EDIT	VIEW
Anyone	-	-	<input checked="" type="checkbox"/>
Webmasters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chris Knowles (ceknowles2005)	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Gina Rens (Gina Rens)	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Lisa Lovestrand (Lisa Lovestrand)	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Troy Lovestrand (Troy Lovestrand)	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Add Profile			

# Adding an Event on the Calendar

- Adding an scheduled event on the calendar
- If your event needs ice time contact the ice scheduler and they will book your ice time and apply it to the calendar
- Girls practices in River Falls are loaded onto our calendar. If you see discrepancies- contact ice scheduler or website manager (at this time Candy)

1.) you will notice once in **EDIT MODE** everything is yellowed


2.) Select **MANAGE TEAM**


The screenshot shows the SportEngine website interface. On the left sidebar, the 'Edit Mode' button is circled in blue. The main content area displays the 'Squirt Red' team page. The 'MANAGE TEAM' button in the top right navigation bar is also circled in blue. Below the navigation bar, there is a yellow banner with the text 'Add Layout Container' and 'Collapse Page Elements'. Underneath, a 'LAYOUT CONTAINER' section contains an 'Event Aggregator' widget. The widget displays a calendar titled 'SQUIRT A'S CALENDAR' with a table of events.




WED 10/30	THU 10/31	FRI 11/1	SAT 11/2	SUN 11/3
Squirt Practice Wednesday, 6:20pm			Hudson White at Squirt Red Saturday, 12:50am CDT	


# ADDING AN EVENT

- 1.) You will be kicked over to a sportsengine page.
- 2.) Select a [NEW EVENT](#) or [NEW GAME](#)



My Organizations 





Squirt Red  
Solo | 2019-2020

Schedule

Roster

Chat


Apparel Store

Integrations

Settings

### Schedule

Games & Events Calendar RSVPs

< > October 2019 All Games & Events 

☐ EVENT

☐ Squirt Practice

☐ Squirt Practice

☐ Squirt Practice

☐ Squirt Practice

☐ Squirt Practice

☐ Squirt Practice

☐ Squirt Practice

☐ Squirt Practice

☐ Squirt Practice

☐ Squirt Practice

DATE

Oct 8

Oct 9

Oct 12

Oct 15

Oct 16

Oct 22

Oct 23

Oct 24

Oct 29

Oct 30

TIME

5:10 pm - 6:10 pm CDT

6:20 pm - 7:20 pm CDT

9:10 am - 10:10 am CDT

5:10 pm - 6:10 pm CDT

5:10 pm - 6:10 pm CDT

6:20 pm - 7:20 pm CDT

6:20 pm - 7:20 pm CDT

5:10 pm - 6:10 pm CDT

5:10 pm - 6:10 pm CDT

6:20 pm - 7:20 pm CDT

LOCATION

United Civic Center

United Civic Center

United Civic Center

United Civic Center

United Civic Center


United Civic Center


United Civic Center

United Civic Center

United Civic Center

United Civic Center

 NEW EVENT

 NEW GAME

# ADDING AN EVENT/ GAME

- You can add a game or event from either the Games & Events Tab or the Calendar Tab and you'll get the New Event/ Game popup.
- Fill it out and select the green ADD EVENT
- To DELETE an event or game just hover over it, a pop up will allow you to select the DELETE EVENT button

The screenshot shows the 'New Event' form in the SportEngine interface. The form is titled 'New Event' and has a close button (X) in the top right corner. It contains the following fields: 'Event Name' (with a placeholder 'TEAM & INDIVIDUAL PHOTOS'), 'Date' (set to 11/11/2019), 'Start Time' (5:00 pm), 'End Time' (3:00 pm), 'Time Zone' (UTC-05:00 Central Time (US...)), 'Location' (United Civic Center Ice Arena, Maple Street, Baldwin, WI, USA), 'Location URL' (http://), 'Location Details' (Ex. Field #3), and 'Description' (WEAR BLACK JERSEYS). There are checkboxes for 'TBD' and 'Repeats'. At the bottom right, there are two buttons: 'CANCEL' and 'ADD EVENT' (highlighted with a blue circle).

The screenshot shows the 'Calendar' tab in the SportEngine interface. The calendar is for October 2019. The 'NEW EVENT' button is highlighted with a blue circle. A blue arrow points from the 'NEW EVENT' button to the 'New Event' form. Another blue arrow points from the 'DELETE EVENT' button in the 'Squirt Practice' popup to the 'DELETE EVENT' button in the 'Squirt Practice' event on the calendar.

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	1	2	3	4	5
6	7	8 Squirt Practice 5:10p - 6:10p CDT	9 Squirt Practice 6:20p - 7:20p CDT	10	11	12 Squirt Practice 9:10a
13	14	15 Squirt Practice 5:10p - 6:10p CDT	16 Squirt Practice 5:10p - 6:10p CDT	17	18	19
20	21	22 Squirt Practice 6:20p - 7:20p CDT	23 Squirt Practice 6:20p - 7:20p CDT	24 Squirt Practice 6:20p - 7:20p CDT	25	26
27	28	29 Squirt Practice 5:10p - 6:10p CDT	30 Squirt Practice 6:20p - 7:20p CDT	31 Squirt Practice 6:20p - 7:20p CDT	1	2 vs. H 12:50

The screenshot shows the 'Squirt Practice' popup. It contains the following information: 'Today', '6:20 pm - 7:20 pm CDT', 'United Civic Center', and 'View More Information'. At the bottom right, there is a button labeled 'DELETE EVENT' (highlighted with a blue circle).

Schedule

Games & Events   Calendar   RSVPs

< > October 2019   All Games & Events ▾

✕ DELETE

+ NEW EVENT

+ NEW GAME

EVENT	DATE	TIME	LOCATION
<input type="checkbox"/> Squirt Practice	Oct 8	5:10 pm - 6:10 pm CDT	United Civic Center
<input type="checkbox"/> Squirt Practice	Oct 9	6:20 pm - 7:20 pm CDT	United Civic Center
<input type="checkbox"/> Squirt Practice	Oct 12	9:10 am - 10:10 am CDT	United Civic Center
<input type="checkbox"/> Squirt Practice	Oct 15	5:10 pm - 6:10 pm CDT	United Civic Center
<input type="checkbox"/> Squirt Practice	Oct 16	5:10 pm - 6:10 pm CDT	United Civic Center
<input type="checkbox"/> Squirt Practice	Oct 22	6:20 pm - 7:20 pm CDT	United Civic Center
<input type="checkbox"/> Squirt Practice	Oct 23	6:20 pm - 7:20 pm CDT	United Civic Center
<input type="checkbox"/> Squirt Practice	Oct 24	5:10 pm - 6:10 pm CDT	United Civic Center
<input type="checkbox"/> Squirt Practice	Oct 29	5:10 pm - 6:10 pm CDT	United Civic Center
<input checked="" type="checkbox"/> TEAM PHOTOS	Oct 30	4:00 pm - 12:00 pm CDT	
<input type="checkbox"/> Squirt Practice	Oct 30	6:20 pm - 7:20 pm CDT	United Civic Center

< Back

TEAM PHOTOS

Information   Player RSVPs   Staff RSVPs

Event Details

Wednesday, October 30 2019  
4:00 pm - 12:00 pm CDT

Is Collin going?

☒ ☐ ☐

# Editing an Event/ Game

\*to edit the event other than add or delete...  
Example: Team Photos are for ALL Squirts but only showing up on Team RED. Select the edit icon

## Option 2: Adding an Event

1.) Select →VIEW ALL to  
open the Calendar

2.) Select ADD NEW EVENT

This screenshot shows the 'Squirt Red' team page on the Hockey Association website. The page has a navigation bar with links like HOME, ROSTER, GAME SCHEDULE, etc. Below the navigation bar is a yellow section with 'Add Layout Container' and 'Collapse Page Elements'. Underneath is a 'LAYOUT CONTAINER' section with 'Add Page Element'. The main content area features a 'SQUIRT A'S CALENDAR' table. The table has columns for dates: WED 10/30, THU 10/31, FRI 11/1, SAT 11/2, and SUN 11/3. The first row shows 'Squirt Practice' on Wednesday and 'Hudson White at Squirt Red' on Saturday. The last row shows 'no events' for all dates. At the bottom right of the calendar table, there is a 'VIEW ALL' link circled in blue. A blue arrow points from the text '1.) Select →VIEW ALL to open the Calendar' to this link.

This screenshot shows the 'Calendar' page on the Hockey Association website. The page has a navigation bar with links like Home, Teams, Calendar, Tournaments, etc. Below the navigation bar is a yellow section with 'Add Layout Container' and 'Collapse Page Elements'. Underneath is a 'LAYOUT CONTAINER' section with 'Add Page Element'. The main content area features a 'CALENDAR' section with a 'CUSTOMIZE YOUR CALENDAR:' heading. Below this heading is a text block explaining that users can select multiple teams or event types on the calendar. At the bottom of this section is a yellow button labeled 'Add New Event' circled in blue. A blue arrow points from the text '2.) Select ADD NEW EVENT' to this button. Below the customization section are tabs for 'CALENDAR VIEW', 'MONTH LIST VIEW', and 'DAY VIEW'. At the bottom, there is a calendar for 'November 2019' with days of the week and dates.



## Option 2: Adding an Event

1.) Select →VIEW ALL to open the Calendar

2.) Select ADD NEW EVENT

3.) Make sure you have the correct tags that apply. Example: team photos would need both Squirt Red 2019-2020 and Squirt Black 2019-2020

**CALENDAR EVENT**  
Select which Tag(s) to attach to your Calendar Event. Input event name, description, location, date and time.

**CURRENTLY SELECTED TAG(S):**  
Blackhawk Hockey Association  
Squirt Red (2019-2020)

**Show Tag Menu**

Top Event Template: **None**  
Bottom Event Template: **None**

\* Event Name:

\* When: 10/30/2019 12:00 pm to 1:00 pm  
Central Time (US & Canada)   
☐ TBD Time ☐ All day

Repeats: **Does not repeat**

Location:   
☐ Add Link to Location

Location Details:   
Example: Field #2

Description:   
Include a short description of the event; description is shown in the Event List Aggregator types, but not the Five Day View Aggregator.  
☐ Enable Page Elements on Event Page  
Add additional content to this Event using Page Elements and Layout Containers.

**ADD NEW EVENT** **CLOSE**

Squirt Red (All Seasons)  
☒ Squirt Red (2019-2020)  
☐ Squirt Red (2017/2018)

Squirt Black (All Seasons)  
☐ Squirt Black (2019-2020)

Hide Tag Menu

Top Event Template: **None**  
Bottom Event Template: **None**

\* Event Name:

\* When: 10/30/2019 12:00 pm to 1:00 pm  
Central Time (US & Canada)   
☐ TBD Time ☐ All day

Repeats: **Does not repeat**

Location:   
☐ Add Link to Location

Location Details:   
Example: Field #2

Description:   
Include a short description of the event; description is shown in the Event List Aggregator types, but not the Five Day View Aggregator.  
☐ Enable Page Elements on Event Page  
Add additional content to this Event using Page Elements and Layout Containers.

**Create This Event**

## Option 2: Adding an Event

\*You can also select on an event already on the calendar and select the wheel icon which will drop down

Add Event  
Edit  
Delete

**HOCKEY ASSOCIATION**

### Squirt Practice

Event

**NOV 6**

**Squirt Practice**  
5:10pm CST - 6:10pm CST November 6th, 2019 📅 Location: United Civic Center

Tag(s): Home ice - all other Squirt Red Squirt Black

⬅️ BACK TO PREVIOUS PAGE / 🖨️ PRINT THIS PAGE

\*take note of the Tag(s) on the bottom

# ADD A ROSTER

- Advantages to adding a roster on your team page:
    - Nice to know who's on the team & gives families a landing place.
    - Can be advantages for the Sports Engine APP.
    - Help you print your roster stickers for score book!
    - Team emailing
- \*\*One stop shopping here folks!\*\***

The screenshot shows the SportEngine interface for a team named 'Squirt Red' in the 'Solo | 2019-2020' season. The left sidebar contains navigation links: Schedule, Roster (highlighted with a blue circle), Chat, Apparel Store, Integrations, and Settings. At the bottom of the sidebar are links for 'Go to team page' and 'Send feedback', both also highlighted with blue circles. The main content area is titled 'Roster' and has tabs for 'Players' and 'Staff'. Below the tabs is a search bar. To the right of the search bar are buttons for 'MESSAGE', '+ ADD PLAYERS' (highlighted with a blue circle), 'PRINT ROSTER', and 'PRINT CONTACT LIST'. Below these buttons is a table with the following columns: NAME, NUMBER, POSITIONS, STATUS, and MESSAGES. The table contains one entry for 'Max Lovestrand' with number '#30', position 'G', and status 'Non-Member'. There is an 'Invite' link next to the status.

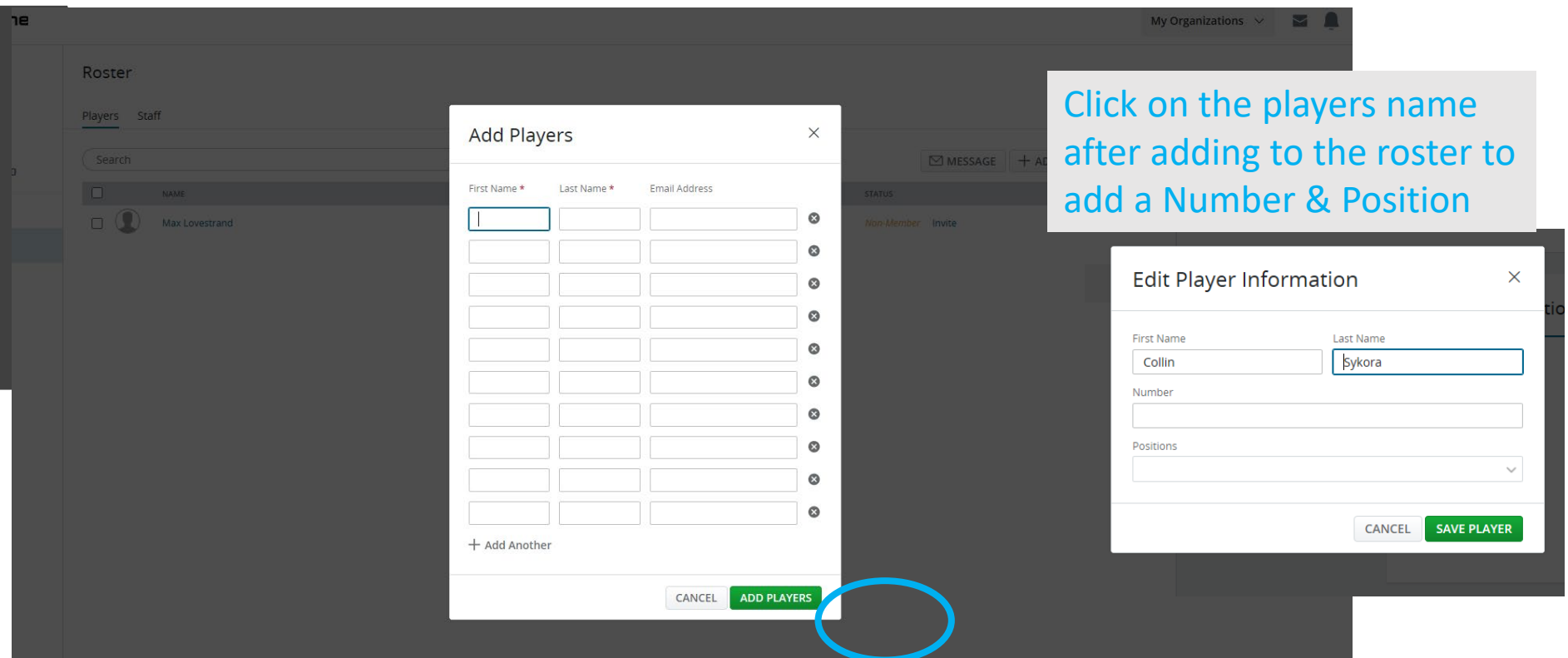
NAME	NUMBER	POSITIONS	STATUS	MESSAGES
Max Lovestrand	#30	G	Non-Member	Invite

1.) select ROSTER from left column

2.) select +ADD PLAYER

\*note- bottom left go back to the webpage at anytime.

# ADD A ROSTER



sportengine



Squirt Red  
Solo | 2019-2020

Schedule

Roster

Chat





Apparel Store

Integrations

## Roster

Players Staff

Search

	NAME	NUMBER	POSITIONS	STATUS	MESSAGES
<input type="checkbox"/>	 Collin Sykora			Pending	Pending
<input type="checkbox"/>	 Landon Peavey			Pending	Pending
<input checked="" type="checkbox"/>	 Max Love	#30	G	Non-Member	Invite
<input type="checkbox"/>	 Max Lovestrand			Pending	Pending

Easily delete by checking the box to the left and select REMOVE

☒ REMOVE MESSAGE + ADD PLAYERS PRINT ROSTER PRINT CONTACT LIST

# ADD A ROSTER

## Compose Message

To \*

Max Lovestrand × Landon Peavey × Collin Sykora × |

From: candace sykora

Subject

Message \*

Required \*

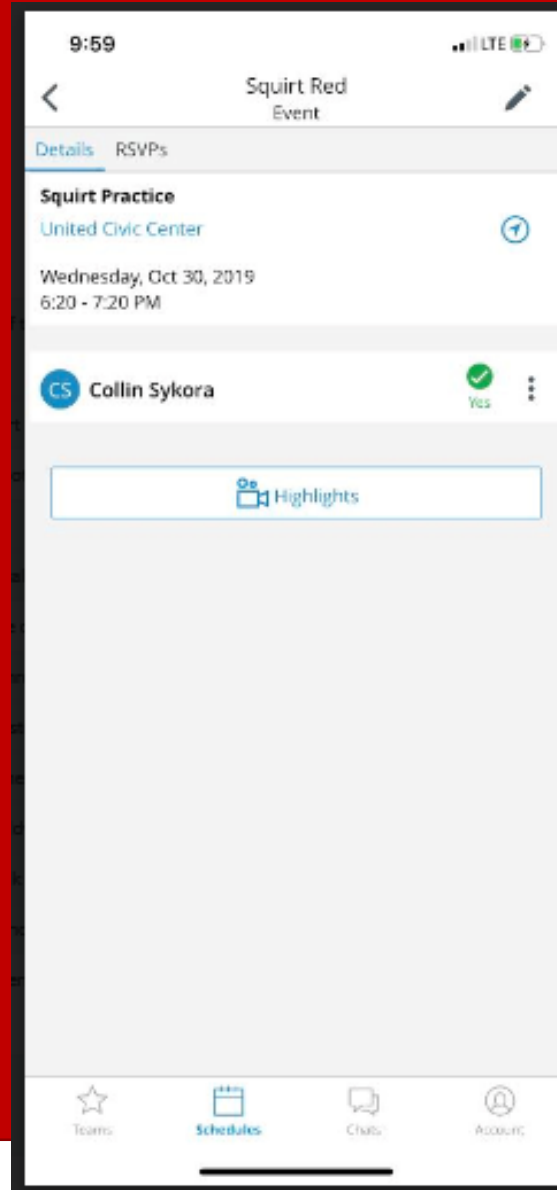
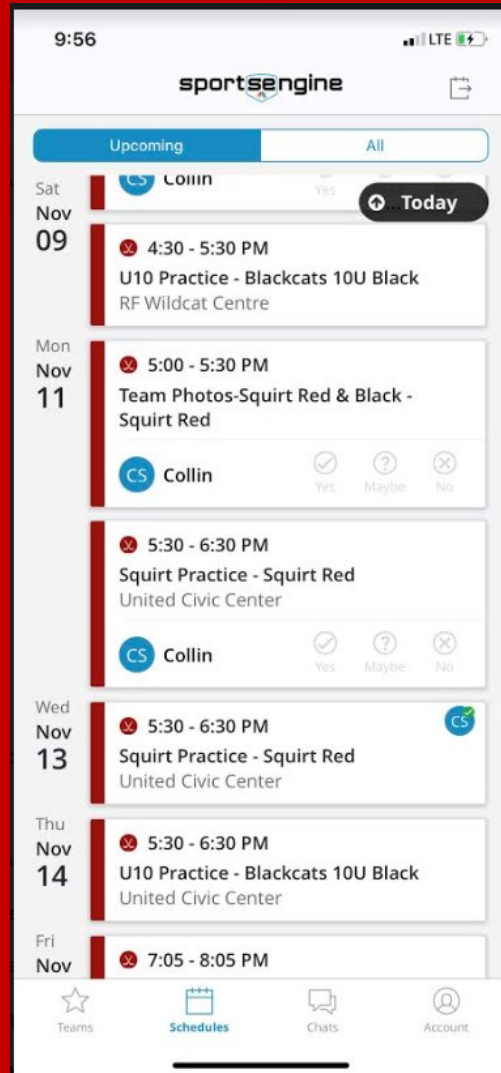
CANCEL

PREVIEW NOTIFICATION

SEND

Draft your emails within the team webpage.

Add the roster with emails, select the players you want to email and select +Message



# Adding a Roster & SE app

- By adding a roster to your team page each player will get an invite. Upon accepting it will link into the SE app and you can have them let you know if they'll be at practice, games, scrimmages, tourneys...

## Additional Features for your Page



Facebook Page Link



Not sure what Tournaments to attend let the parents use the VOTING POLL!



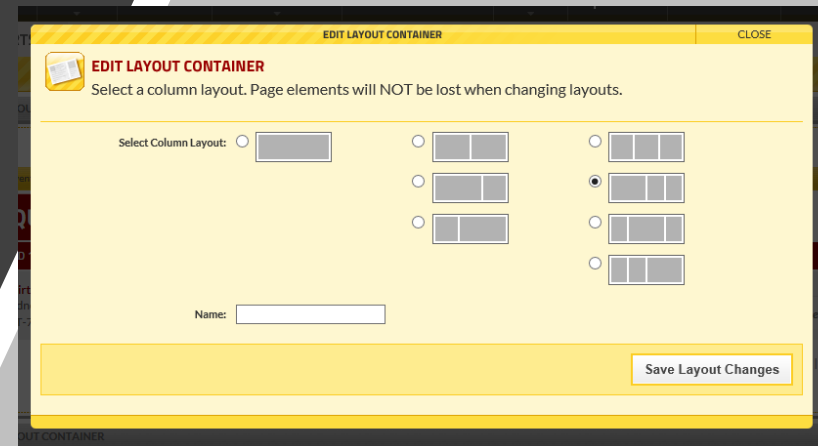
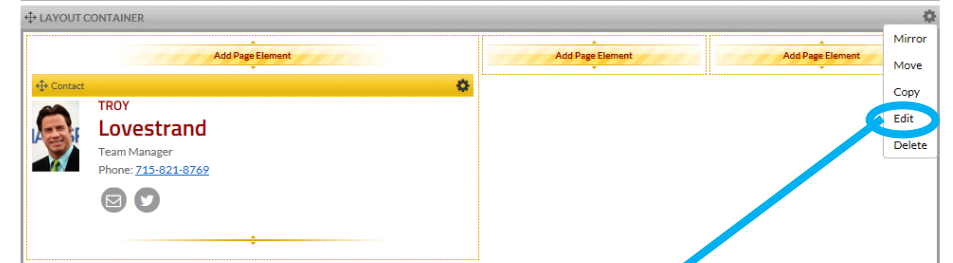
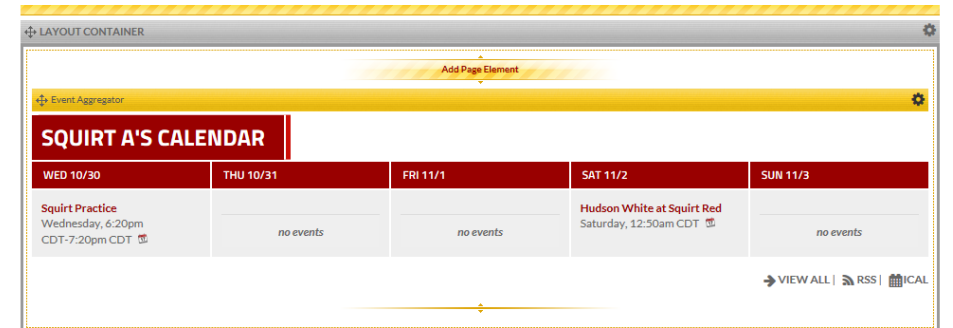
Your Team's DIB link



Contacts

# Additional Features

- Adjust or add your layout container by selecting the wheel to the very right of the grey bar. A drop down will allow you to delete or edit.
- Select the Column Layout. This can be adjusted at any time.

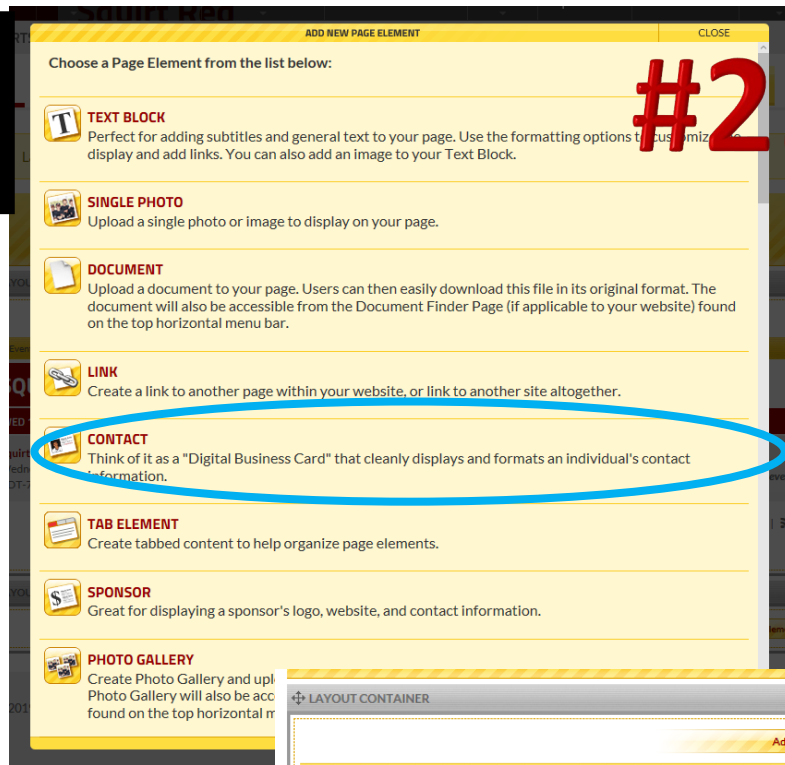




# Additional Features

## -add a contact

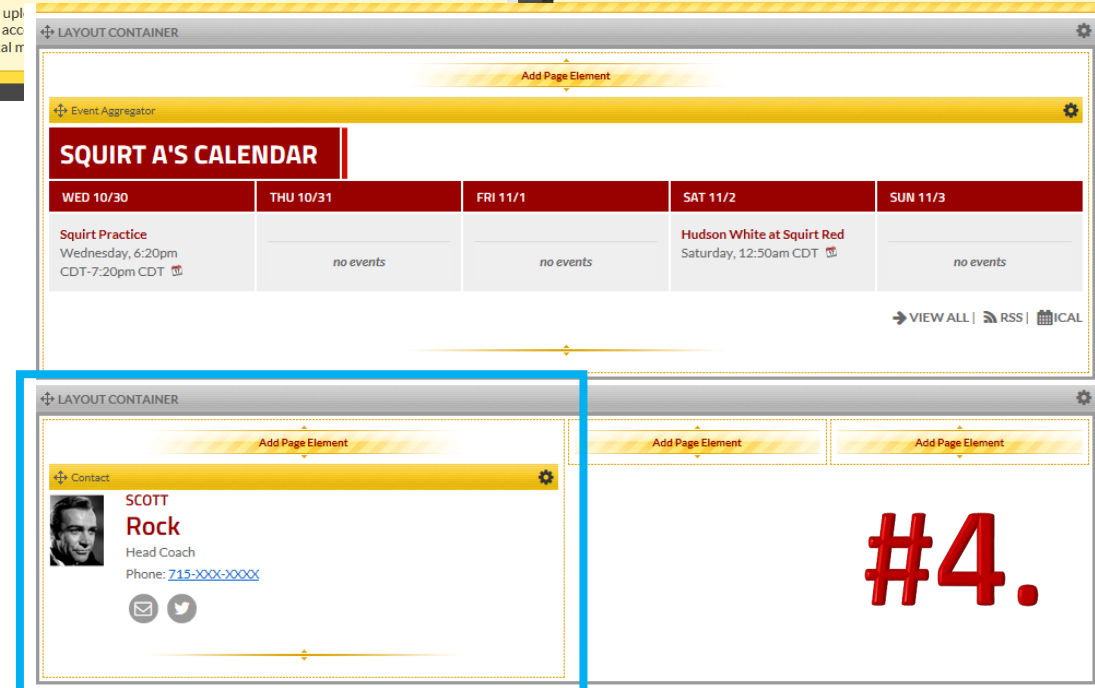
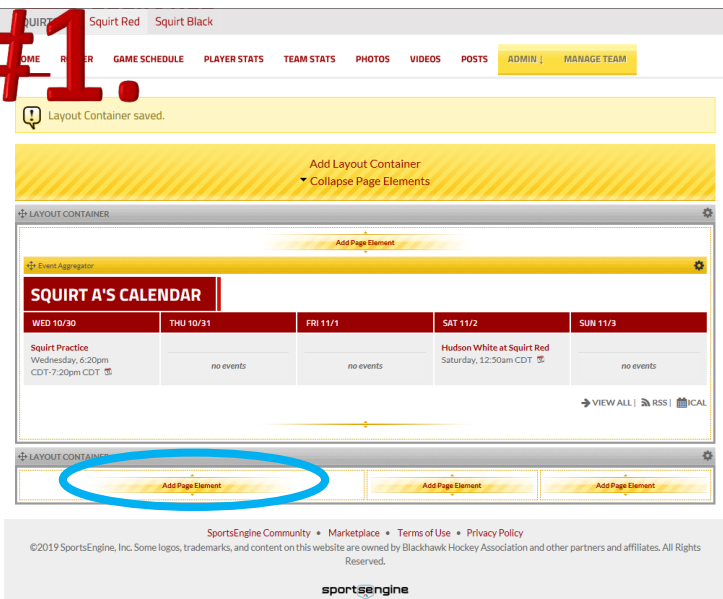
1. In the "LAYOUT CONTAINER" i.e under the grey bar select on of the ADD PAGE ELEMENT
2. ADD NEW PAGE ELEMENT pop up with give you your selection.
3. Fill out the contact info for the Manager, Coach, assistant Coach, Board Liason... Then select Create This Page Element



#2.

#3.

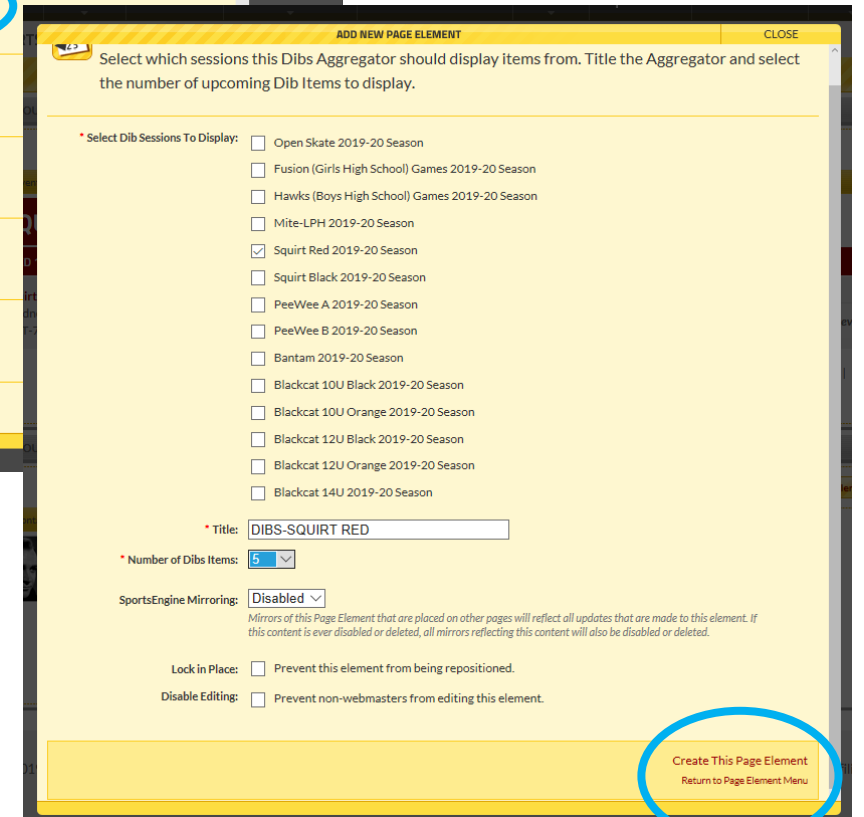
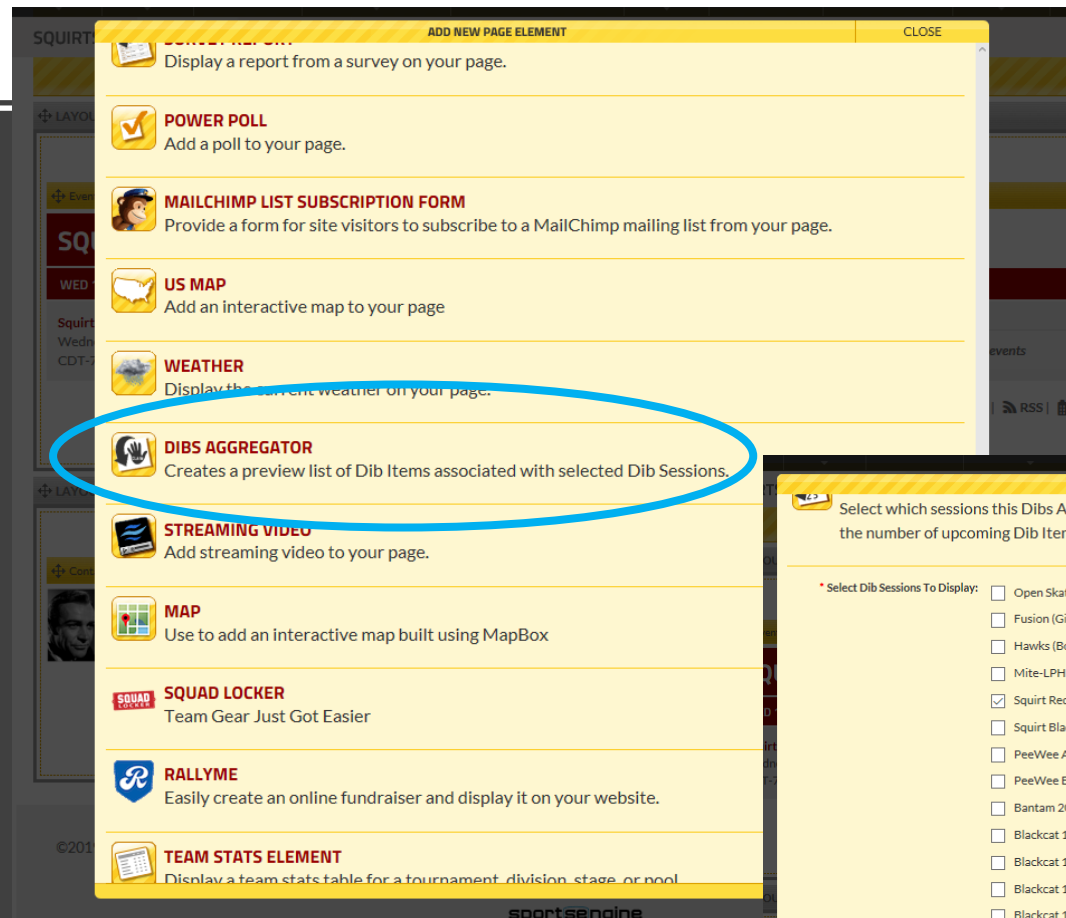
#1.



#4.

# Additional Features -add DIBS

- Select one of the yellow **PAGE ELEMENTS**.
- Select from the pop up “**DIBS AGGITATOR** (you’ll need to scroll down the list)”
- In the DIBS popup, select your team, Title it DIBS-your team, select how many sign ups you want showing 3 or 5.
- Select **Create This Page Element**  
\*\*note sometimes you need to scroll to select this. DO NOT CLOSE or it won’t save to your page



MyDNR Portal

Squirt Red

←

→

↺

🏠

🔒

baldwin.pucksystems2.com/page/show/5048170?referrer\_id=

BRRTS Map

D&G viewer

MyDNR Portal

Per- and

SHARE POINT

RR Program

Hydrogeologist

Sanborn Maps

Wisconsin Local

☆ REG REVIEW, Inc

☆ Candidate

Analytical Resources

☆ Oracle PeopleSoft

🔔 IAM Home -

⚙️

Admin

Home

Teams

Calendar

Tournaments

Volunteer Hours

Board

Sponsors

FACEBOOK

More +

SQUIRTS >

Squirt Red

Squirt Black

Share this Team >

2019-2020

Squirt Red

Squirt Red

HOME

ROSTER

GAME SCHEDULE

PLAYER STATS

TEAM STATS

PHOTOS


VIDEOS

POSTS

SQUIRT A'S CALENDAR

WED 10/30	THU 10/31	FRI 11/1	SAT 11/2	SUN 11/3
Squirt Practice Wednesday, 6:20pm CDT-7:20pm CDT 📅	no events	no events	Hudson White at Squirt Red Saturday, 12:50am CDT 📅	no events

➔ VIEW ALL | 📡 RSS | 📅 ICAL



SCOTT

Rock

Head Coach

Phone: 715-XXX-XXXX

✉️


🐦

DIBS-SQUIRT RED

No Items Found

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EDIT MODE

OFF

See

there is no

yellow bars

In this tutorial you added events/ games, a contact, and the DIBS icon. Follow the instructions for the contact and DIBS to add Facebook link, a documtent, an internal link, voting poll...

# Example of a finished Team Page

## SQUIRT A'S CALENDAR

WED 10/30	THU 10/31	FRI 11/1	SAT 11/2	SUN 11/3
Squirt Practice Wednesday, 6:20pm CDT-7:20pm CDT ⓘ	no events	no events	Hudson White at Squirt Red Saturday, 12:50am CDT ⓘ	no events

VIEW ALL | RSS | CAL

## DIBS-OPEN SKATE (EXAMPLE)



**Zamboni** ⓘ

November 3 7:45pm- 8:15pm (CST)

UNITED CIVIC CENTER - BALDWIN

Zamboni (resurface ice after open skate and before men's league)

0.5  
credits



**Zamboni** ⓘ

November 10 7:45pm- 8:15pm (CST)

UNITED CIVIC CENTER - BALDWIN

Zamboni (resurface ice after open skate and before men's league)

0.5  
credits



**Zamboni** ⓘ

November 17 7:45pm- 8:15pm (CST)

UNITED CIVIC CENTER - BALDWIN

Zamboni (resurface ice after open skate and before men's league)

0.5  
credits

## AWAY TOURNAMENT VOTE

- ☐ Siren, WI. 01/3-01/4 (\$41)
- ☐ West Salem, WI 24-26th (\$46)
- ☐ Dells 2/28-03/1 (\$70)

VOTE ➔



**Blackhawk Hockey Association**

547 likes

Liked

Send Message

## DIBS-SQUIRT RED

No Items Found



Team Manger Guide



SCOTT

**Rock**

Head Coach

Phone: 715-XXX-XXXX



TROY

**Lovstrand**

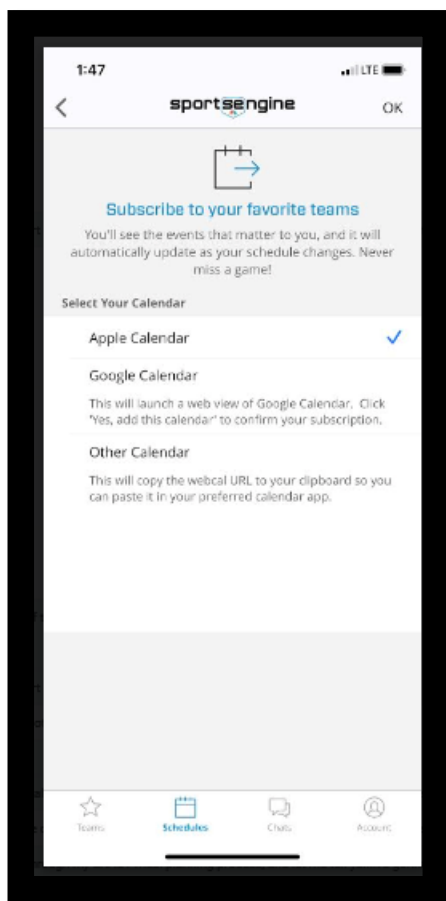
Team Manager



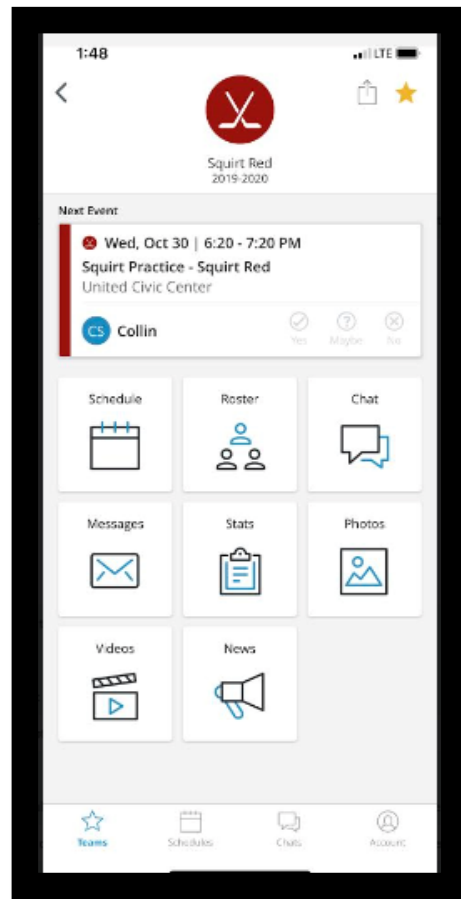
GINA

**Rens**

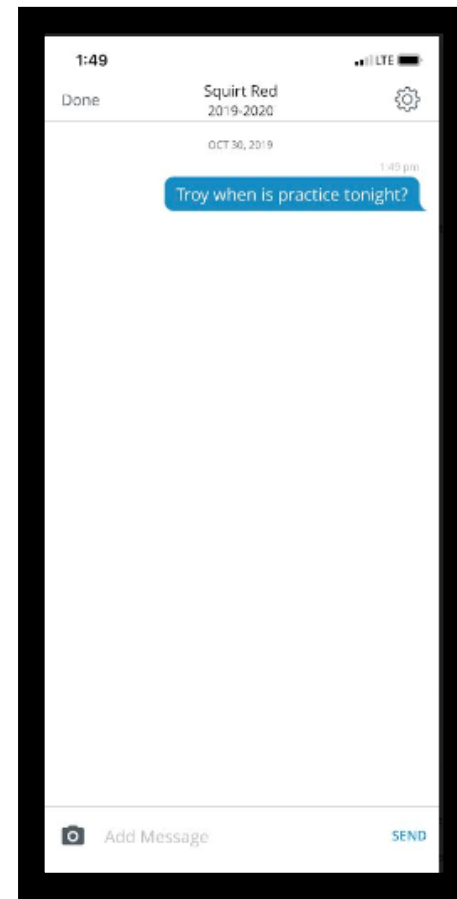
Board Liason



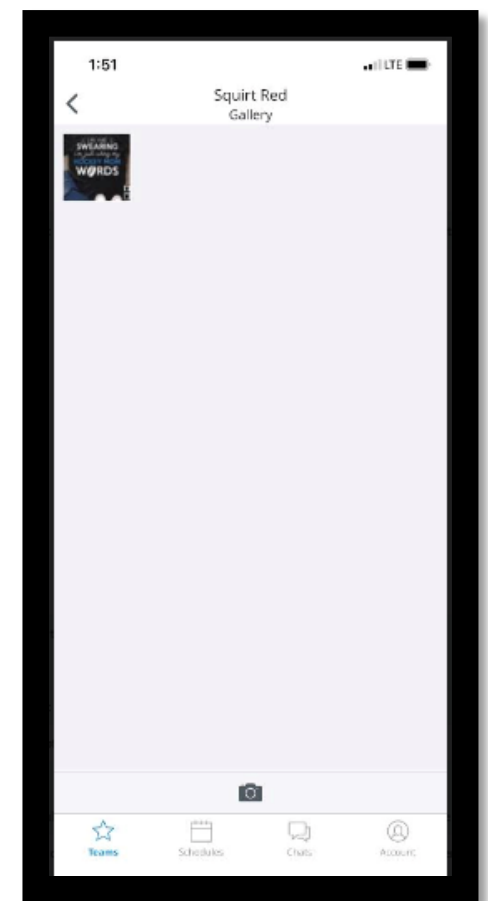
Link to your other calendars.



Your team's communication hub



Send a quick chat... "does anyone have an extra left glove in their bag?"



Share photos w/ the Team.

# Sports Engine APP