Website Access For Team Managers ---- Tips and Tools

1. **How to login as an Admin**
    -- go to our site at **raptorlax.org**
    -- in the upper right hand corner, click sign in
    -- enter in your email and password
    -- once you've logged in, you will see **Admin** next to your account and name in red

2. **Navigating on the site**
    -- click on the red **Admin** next to your name on the top right of the page
    -- once you click on **Admin**, you will see the view below (categories will pop up)
   -- there are additional sub categories under each option as well

3. **How to go to the "Coach and Manager Manual" for quick and easy tips**
    -- click on "Support"
    -- then choose "Coaches Help"
    -- the Coaches and Managers Guide will come up. It provides helpful shortcuts and information
      and tips on how to help manage team activities
    -- this guide is only available when logged in as an **Admin**

4. **How to send an email to your team via the website**
   -- go to your team page by clicking on "Teams" on the teal colored bar
   -- from that drop down menu, click "Choose A Team)
   -- click "Boys" or "Girls" Teams
   -- find your team and click, you will now be taken to your team page
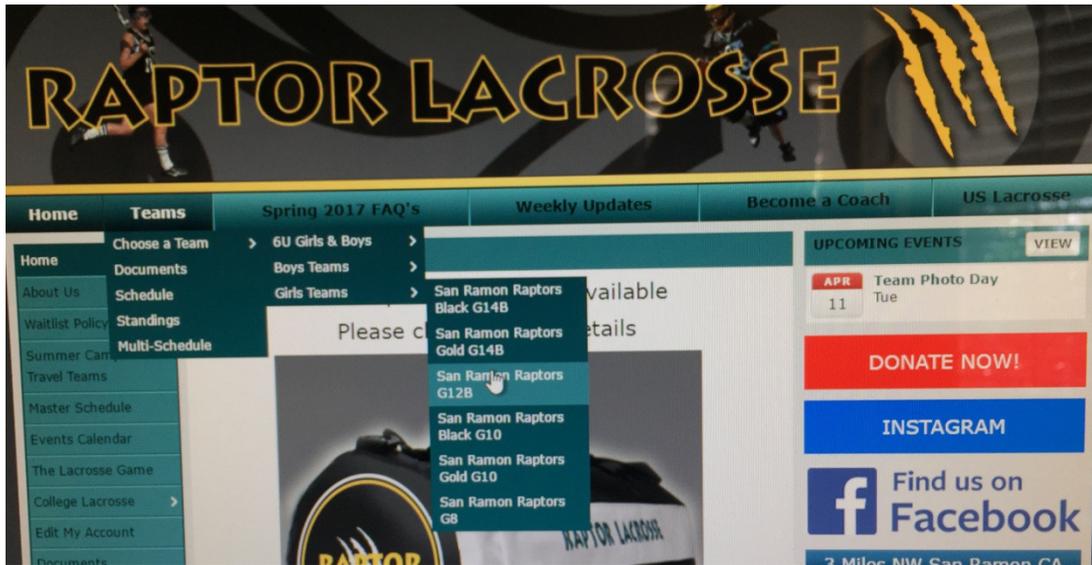
   -- from the team page, click on "Roster"
   -- click on "Options" on the upper right hand side of window
   -- choose "Email Team" from the pull down options
   -- once you've typed and formatted your email, click SEND. It will go off to everyone in your team who has registered their email
   -- when drafting your email, remember to keep message short, identify what the action is, and tell them how to reach you with questions

5. **How to post and send a bulletin for your team home page (2 ways to do so)**

   Use a bulletin for things like posting the player of the week, getting a motivational message out to the team, reminders, posting information about upcoming events, etc. It's better to leave that type of information on the team page as a bulletin, so that is can be easily referenced in one spot, rather than someone having to look through old emails to find your note. You can choose when you want the bulletin to get taken off of the team page and have it expire.

   If the message is very important and you want to also have it emailed out to the team, as well as posted as a bulletin on the team page, you can choose the "broadcast" option located at the

bottom of the bulletin page. The bulletin will then be sent out to the team members via email, as well as posted to the team page.

- ■ Option #1
    -- from the team page, click on the green plus sign **(+)** located on the right hand side
    -- a new window will pop up that will allow you to type up and format your bulletin
    -- tailor the information for your bulletin
      - • Author: your name
      - • Email address: your email address
      - • Publish on: whatever date you want it to post live to the team page
      - • Expires: pick a date for it to drop off the team page, or leave this field blank if you want to leave it up throughout the season
      - • fyi...new bulletins will always appear at the top of your team page
      - • Title: pick an actionable title
      - • choose "Broadcast Message" at the bottom if you also want it emailed out to team
- ■ Option #2

    -- click on "Messaging" from top options of the page
    -- click on "Team News" and the bulletin window will pop up to allow you to type up and format your bulletin

6. **How to track attendance for a practice, game or event**

   Coaches and Team Managers may want to track who will attend a practice, game, tournament or event.   All teams have been activated with this option, so every item that gets scheduled will have this tracking option.

    -- go to your team page
    -- click "Schedule" from the left vertical tool bar
    -- the list of scheduled games and activities for your team, will appear
    -- at the far right of each scheduled event, there are ACTIONS
    -- click on the white THUMBS UP icon. Be careful not to click on the red trash can, this will delete the event
    -- you will be taken to a view with names
    -- you can email a reminder to the NO RESPONSE group by clicking on the EMAIL ENVELOPE icon. For games, this tool becomes super helpful to identify who can make it or not. Suggest that you encourage everyone to respond to game reminders when they are sent. The coaches use this information to schedule for games.