

Team Manager's Manual

Welcome to the League Athletics Managers' Manual. This documentation is designed to make it easier for you to use the different features associated with your club's website. These capabilities will make it easier for you to communicate with and manage your team.

This manual will explain step by step how you can:

- [Add or Edit a team bulletin](#)
- [Edit game results](#)
- [Edit player statistics](#)
- [Edit Court information](#)
- [Post a general event](#)
- [Upload a document](#)
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- [Add, Edit, Delete Team pages](#)

All of the above features will be available to you after you are signed in under the "Admin" section of your site. Also, additional field specific help is available on each form by clicking the blue help dots  to the left of each field. Good luck with your team and have a great season.

[Add a New Bulletin](#)

The bulletin should be the primary way to communicate with your team's players and parents. Bulletins are displayed on your team's home page with the newer bulletins displayed at the top of the page. You can optionally email new bulletins to players and parents using the "Broadcast Email" feature.

1. First make sure you are signed in as manager/admin
2. Select "Teams" from the menu tabs from the at the top of the page
Note: You may have to select season, league and team at the top of the page
3. Click on the "Add a New Bulletin" hyperlink
4. Enter information including "Respond To", "Publish Date", and "End Date"
Note: If no "End Date" is entered the bulletin will remain on your team's page indefinitely
5. Enter the title and write your bulletin.
6. You may choose to have the bulletin emailed by checking the "Email Broadcast" box. Select who you would like the bulletin to be mailed to (parents, players or both)
7. Click "Submit" to complete

To edit an existing bulletin, just click on the "Edit" icon  next to the bulletin on your team's page

To delete an existing bulletin, just click on the "Delete" icon  next to the bulletin on you team's page

Alternatively, you may email your entire team without creating a public

message by using the "Email the whole team" link at the bottom of the "Roster" page. This gives you a private alternative to posting a public bulletin.

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Edit Game Results:

This section will allow you to enter or change a score as well as any other information about a game. If your club has set this up, you may also use this form to have results and a brief summary emailed directly to your local newspaper.

1. First make sure you are signed in as manager/admin.
2. Select "Teams" from the menu tabs from the at the top of the page (you may have to select season, league and team at the top of the page)
3. Select "Results" from the menu pages at the left
4. On the team results page, find the game you wish to edit and click on the "Edit" icon  to the right of the game
5. Enter score or any additional result changes and optionally, game commentary
6. Click submit to confirm changes.

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Edit Player's Statistics:

This feature will allow you to enter or edit player's statistics for a particular game. This will let you track players performance and progress throughout the season.

1. First make sure you are signed in as manager/admin.
2. Select "Teams" from the menu tabs from the at the top of the page (you may have to select season, league and team at the top of the page)
3. Select results from the menu pages at the left
4. On the team results page, find the game you wish to edit and click on the "Edit Game Statistics" icon Σ to the right of the game (the icon will be green Σ if stats have already been entered and black if no stats have been entered thus far)
5. After clicking the icon, you will be presented with a spreadsheet with all players and input fields for all statistical categories across the page. At the top of the page will be tabs for different positions (goalies, players, etc.)
6. Enter any statistical data for each player as appropriate and be sure to check the "ATN" box for all players who attended the game, regardless of whether they had any data reported.
7. Click "Submit" to confirm changes

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Edit Court Information:

This feature will allow you to change information about a Court. This should be used if there are additional directions that need be added or if the original directions need to be changed. You may also add comments about the facility including drive time, and telephone numbers.

1. First make sure you are signed in as manager/admin
2. From your site's Association menu, select "Court" from the menu pages from the left of the screen.
3. Click on the "Edit"  icon of the facility you wish to edit
4. Edit the facility's information
5. Click "Submit" to confirm

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Post a General Event:

This feature will allow you to post events on your teams "Event Calendar" and "Schedule" page for a specified period of time. This is a great tool for adding an event such as an additional practice, trip or meeting

1. First make sure you are signed in as manager/admin
2. Select "Admin" from the menu tabs at the top of the page
3. Next, select "General Event" from the menu pages to the left of the screen
4. Fill in the information for your general event
Note: You must enter a start date and a title. If no end date is entered, the end date will be the same day as the start date
5. Under the recurrence section, you may leave the values blank if this is a one time general event
6. Click submit to confirm general event

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Upload Document:

This feature will allow you to upload a document from your computer to your teams page. This is can be used to post a new playbook, parental permission slip or any document that you would like only your team to have online access to. Your team's document access page is password protected.

1. First, make sure you are signed in as manager/admin
2. Select "Admin" from the menu tabs at the top of the page
3. Select "Documents" from the menu pages at the left of the screen
4. Enter the name of document as you would like it appear on website
5. Type a brief description
6. Select "Browse" to locate document file on your computer.
7. Make sure your team is selected under the "Available To" list
8. Click "Submit" to confirm upload your document to your team's document page.

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Upload Photos:

This feature will allow you to upload a photograph from your computer to the "Pictures" section on your team's page. This can be used for game, team or any photo you would like your team to have access to.

1. First, make sure you are signed in as manager/admin
2. Select "Admin" from the menu tabs at the top of the page
3. Select "Pictures" from the menu at the left of the screen
4. Enter a brief description/caption for the photo
5. Use "Browse" to locate the image file to upload on your computer
6. Click "Submit" to confirm photo upload.

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Make Roster Assignments:

This feature will allow you to add or remove members/players from your roster. This is a simple way to build a roster at the beginning of the season or to remove players due to ineligibility, injury or any reason.

1. First make sure you are signed in as manager/admin
2. Select "Admin" from the menu tabs at the top of the page
3. Select "Rosters" from the menu pages at the right side of the page
4. Select the criteria for the players that you want select from (age, grades, etc.)
5. Click "Submit"
6. A list of your current roster will appear on the left with available members or players to choose from on the right
7. If you want to remove players from your roster, click on the players name (when you do this, the player's name will appear on the right side with the available members)
8. If you wish to add a player to your roster click on the available player's name (when you do this, the player's name will appear under your team's roster)
9. Click "Save Roster"
10. Use the subsequent form to assign position and uniform number to the players selected
11. Click "Submit" to complete your roster

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Add, Edit & Delete Team Pages

This feature will allow you to add Menu Pages to your Team's area. This can help you create an informational "sub-site" for your team.

1. First, make sure that you are logged in to the Admin section of the site.
2. If you are *adding* a menu page, select "Menu Page" from the Admin section of the site
OR
If you are editing an existing page, go to the "Teams" along the top of your site and select the page that you wish to edit or delete. In the upper left

corner, you will see an Edit icon () and a Delete icon (). Click on the appropriate one.