WSA WEBSITE MANAGER INSTRUCTIONS 8-23-05

Welcome to the new WSA website. The address is <ins>www.wiltonsoccer.info</ins>. No longer will you see a very long web address. We suggest you go to the site and immediately bookmark it.

The site has been designed to provide a lot of information in a straightforward layout. We have eliminated much of the redundancy of the old site, including the advertising. Everything in the new site can be accessed from the front page, which is short enough to fit on most screens.

The new site allows you to not only list games, but provide bulletins, pick facilities (fields) provide game results, sell equipment and also allows parents to provide feedback etc. We can also set up quick polls regarding issues of interest for all the members.

The travel team sites can be accessed by the parents and yourselves by going into the teams tab at the top of the page. Simply click on Leagues, Travel and then Boys or Girls. Then go into the drop down box to pick your particular team. The same procedure is set up for Intramurals, except that each League (e.g.: Girls U6, etc) is set up as one large team.

We have listed over 70 field locations in the site under the Area Fields Tab, providing consistent help for locating both town and away fields. If you have additional towns or fields to add, let us know and we will add them.

It will take a bit to get use to the functionality of the site and not everything is in these instructions. In order to e-mail the parents, you will have to continue to use your own e-mail systems for now since we do not have a listing of players and e-mails to upload. If we are able to add this information, all your correspondence and game changes can be done automatically within the site.

Please familiarize yourself with the site as well as the Site Manual on the home page. It will give you all the information regarding in how to maintain / use the site.

Logging On:

Once you enter the site, if you want to add a game or put up a bulletin, hit the Admin tab at the top to log in and enter your name and the password that is assigned you. It does not matter what user name you use, only the password.

Manager's Password:

Each of your teams is assigned a manager's password that allows its users to enter the admin area and perform a limited set of tasks. These include entering team bulletins, game results, general events, facility information, and upload pictures and documents, and optionally perform scheduling tasks (see below). However, when using an individual team manager's password, the user can only perform these tasks for that team or those teams that use the same password. In each of your cases, the default password that has been set up is the name of the team such as U9boysWhite or U11girlsB. This is the easiest way of remembering it initially and you can change it later.

This is the page you will see if you enter the right password. The Site Manual will provide you information on working with the site.

Association	Teams	Nutmeg	Admin 🔒	

Wilton Soccer Association

- Admin Forum
- Site Manual
- F.A.Q.
- Resources
- Support Ticket
- Administer:
- 🔲 **Messages**
- Add New:
- 🔲 **Results**
- 🔲 **Documents**
- 🔲 **Picture Album**
- 🔲 **Pictures**
- Organization:
- 🔲 **Download Stats**
- 🔲 **Facilities**
- Scheduling:
- 🔲 **New Game**
- 🔲 **Recurring Games**
- 🔲 **General Event**
- 🔲 **Calendar**
- 🔲 **Facility**
- Log Out

Message Center

Create a New Message

🔵 **Team Bulletin** for one or more teams.

🔵 **Exchange item** for the Swap Shop Exchange. You can also do this direct the Swap Shop Exchange page.

Enter new messages by clicking on the appropriate areas above. Note that t an existing message, simply use the Edit button next to it wherever (Home p team bulletins, Swap Shop) it appears:

General Information:

Schedules:

Each team has its own listing showing just their games and practices with dates, times, locations, opponents (if any), and comments. Games that have changed since a visitor's last visit are shown in red to distinguish them. Schedule changes can be automatically emailed to all affected team members and their parents whenever they are made if you so designate on individual team forms. See "Schedule is Live" in the previous "Teams" section. You can also publish you schedule incrementally through dates you specify on individual team forms. See "Schedule Through" in the previous "Teams" section. Note that in the following documentation, the generic word "Event" refers to any kind of game or practice.

There are several tools at your disposal:

- A yearly <u>calendar</u> where you can select events for editing by date.

- A weekly <u>calendar</u> where the master schedule is displayed for an individual week. Individual events can be selected for editing or deleting from this schedule.

- The <u>Event Information form</u> where you actually define or edit the various aspects of an event, such as date, times, location, and the teams involved.

- <u>Recurring event generator</u> that can be used to create a series of regularly scheduled games or practices.

- <u>Facilities schedule report</u> that list all events for a particular facility. This is useful for determining if a facility is over- or under-booked.

To create your schedule, you'll typically begin by entering events via the Event Information form or the Recurring event generator. These tools are described in detail in the following chapters.

ENTERING A NEW GAME / EVENT

This is what you will see if you are entering adding a new Event (we call it an event because you can enter a game, practice or other) but the tab says new games.

Association	Teams	Nutmeg	Admin 🔒

Wilton Soccer Association

Mon Aug 22 20

New - Game Information

(MM/DD/YYYY)

Date: 08/29/2005 📅   **Start:** 1:00p **Finish:** [   ]

Location: Wilton, Ambler Farms [▼]   <- New Location

Category: Game [▼]   **Other:** [   ]

Confirmed: ☐   **Cancelled:** ☐   **ID:** [   ] (optional)

Team: [▼]

Opponent: [▼] (Organizational)

Outside: Other----> [▼]   **Other:** [   ]

Note: [   ]

Officials:

[Submit] [Reset]

Menu:
- Admin Forum
- Site Manual
- F.A.Q.
- Resources
- Support Ticket
- Administer:
- Messages
- Add New:
- Results
- Documents
- Picture Album
- Pictures
- Organization:
- Download Stats
- Facilities
- Scheduling:
- New Game
- Recurring Games
- General Event
- Calendar
- Facility
- Log Out

Adding a new Event (we call it an event because you can enter a game, practice or other) but the tab says new games.

As mentioned previously, you begin scheduling by adding games/events. To do this, click the "New Game" choice on the Admin menu (after you have logged in). This will bring up the Game Information form where you can enter the following information:

- **Date:**
  Enter the date of the game/event using the form "mm/dd/yyyy" or "mm-dd-yyyy."
  Note: This field will default to the date that was last entered using this form.

- **Start:**
  Enter the start time of the event using the form "hh:mm." If the time is in the morning, this is all that's needed. If it's in the afternoon, you need to add a "p" to the

end or use 24-hour time instead. Note: This field will default to the start time that was last entered on this form.

- **Finish:**
  Enter the time the event is over using the same form as above, that is, "hh:mm." Again, If the time is in the morning, this is all that's needed. If it's in the afternoon, you need to add a "p" to the end or use 24- hour time instead.

- **Team:**
  Select the name of the home team for the event from the drop-down list of association teams that have already been defined. See the <u>Teams</u> chapter for information about adding teams. If this is an inter-organizational event, such as a house game or practice, you can select the away team from the Home Opponent list below or just put the name of the Town you are playing in the Other category. Please do not re-enter this event for opponents from your own organization. The web site will break out individual team schedules for you based on the master schedule. If you enter a home team and a home opponent on this form and submit it, the event will appear on the schedules of both teams.

Also note that you should NOT select league names from the list. These are designated with an asterisk at the beginning of their names. They are here only to distinguish the various teams defined for your organization.

Location:
Select the location of the event from the drop-down list. See the <u>Facilities</u> chapter for information about adding facilities.

- **Category:**
  Select the category of the event. The standard categories built into the site are "Tryout," "Practice," and "Game." You can add to this list by entering new categories in the Other field to the right of the "Category" list box.

- **Other   (Category):**
  If the category you want is not in the list box mentioned above, you can enter your own category by typing it into this field. After you submit this form, whatever you typed here will show up in the "Category" list on subsequent forms so try and restrict you listing to just the name of the Other town you are playing. Be careful when adding new categories. If you create too many, the list will be hard to understand and navigate. If you later decide to eliminate a category that you've added, it won't be easy. First, you'll have to find all events that use the category, and then either change or delete them all. This can be a very daunting task so think carefully about adding new categories.

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  Also, a very important note to observe is that game results are only shown for events that have the words "game" or "tournament" somewhere in their names. Everything else is ignored so be sure to include one of these words somewhere in your new category names if you want them to show up on results pages.

- **'Notes:**
  Use this field to enter event notes for the event. You're limited to 32 characters, but you should try to keep the notes as brief as possible as they will cause schedules to expand in width by the length of whatever text you type here. If you add too much data, team schedules may end up being wider than can be printed on standard paper.

- **Home**   **(Opponent):**
  If this is an inter-league (or association) event, such as a "house" game or practice, select an opponent team from the list of association teams. As noted above under <u>Team</u>, you should not re-enter this event as a separate event for this team. The web site will break out individual team schedules for you based on the master schedule. If you enter a home team and a home opponent on this form and submit it, the event will appear on the schedules of both teams.

  Travel (Opponent):

  Select the name of an outside (non-association) opponent from the list of previously entered opponents. If the opponent is not in the list, you can use the Other field to the right of this one to enter new outside (or travel) opponents.

  Other (Opponent):
  Use this field to enter new outside (travel) opponents. Names you enter here will appear in the "Travel" list in subsequent forms. Be careful when adding new opponents here. If possible, use as generic a name as possible for each. For instance, it's probably best to use the name of the opponent's club or town alone, rather than a specific team. This way, you can reuse the opponent name for various league or division games with different teams within your organization. Otherwise, you'll end up with a large amount of opponents that are very hard to understand and navigate.

Adding recurring events:

The Recurring Event tool makes it possible to easily add a series of events that occur on a recurring basis. If your teams have regular practices or games, this can save you lots of time setting up your schedule. A word of caution: You'll need to be careful when using this tool. If you make a mistake and generate a bunch of faulty events, you'll have to delete them one by one. There is no mass delete or undo tool available on the site.

To use the Recurring Event tool, click the "Recurring" choice on the Admin menu. This will bring up the Recurring Event form where you'll need to fill in the following information:

- **Every:**
  The two fields at the top of the form allow you to specify how often the events occur. The first field is where you type the frequency as a number. The second lets you select the units of the frequency. If, for instance, your practice occurs every two weeks at a certain field, you would type a "2" in the first field and then select "Week(s)" from the drop-down list.

- **Date Range:**

  Use these two fields to specify when to start and stop generating events. The first field specifies the date to start generating events and the second specifies when to stop. Enter dates using the form "mm/dd/yyyy" or "mm-dd-yyyy."

- **Time:**

  Enter the start and finish times for the event using the form "hh:mm." If the time is in the morning, this is all that's needed. If it's in the afternoon, you need to add a "p" to the end or use 24-hour time instead.

- **Team:**

  Select the name of the team that will have the regularly scheduled practice or game from the drop-down list. Note: Please don't select league names from the list. These are designated with an asterisk at the beginning of their names. They are here only to distinguish the various teams defined for your organization and should not be selected as   a   team.

- **Opponent:**

  Optionally select the name of an opponent team if the team selected above regularly plays another team. Note that only association teams are listed here. Leave the field with the default "NA" choice to generate events with blank opponents. These can be filled in later using the Event Information form. Note: Please don't select league names from the list. These are designated with an asterisk at the beginning of their names. They are here only to distinguish the various teams defined for your organization and should not be selected as a team.

- **Location:**

  Select the location of the event from the drop-down list. See the Facilities chapter for information about adding facilities.

- **Category:**

  Select the type (or category) of the event from the drop-down list of event categories.

- **Notes:**

  Use this field to enter any notes about the event up to 32 characters.

Once you complete the form and press the Submit button, the events within the date range will be created. You can view and edit them using the Calendar and Event Information form covered elsewhere in this document.

Example: To generate alternating practices, where a team plays on one field one week and another the following week, use the Recurring form tool twice. On the first form, enter a "2" in the first field ("Every") and select "Week(s)" from the drop down. Next enter the date range and times, and then select the first playing field from the Location drop-down. Submit the form to generate the events for the first playing field. Next, invoke the Recurring Event form again. Again enter a two-week frequency and fill in the dates starting with the first event at the second playing field. Fill in the remainder of the form fields and select the second playing field from the drop-down list. When you submit the form, you'll generate the remainder of the alternating events.

Game calendar and weekly schedules:

The game calendar displays a yearly calendar with dates with scheduled events highlighted for your reference. Weekends are highlighted in darker colors and are on the right side of each month's calendar. Weeks always start on Mondays. To change to a different year, select it from the Year drop-down list at the top of the page. You can click any date to bring up the weekly schedule and move to the selected date.

The weekly master schedule shows all the events for a given week. The date range is displayed at the top and bottom of the page with links to the left and right for moving to the previous and next weeks respectively. There are also links at the top and bottom for creating new games and for creating a printable version of the page without borders. The body of the page lists all the events broken down by day and location. Each event has an Edit button to its left and a Delete button on its right side. If you click the Edit button, the Event Information form will be displayed with the event's information ready for you to edit. You can use the Delete button to remove an event from the schedule after being asked if you really want to do this.

Facility schedule report:

This report displays all the events currently scheduled for a particular facility. This can be useful for determining if a facility is either over- or under-booked. You'll be able to see all the playing times for each date listed in order. This should make it easy to spot conflicts or gaps in the schedule.

To bring up the report for a particular facility, click the "Facility" choice on the Admin menu. This will bring up a simple form where you select the name of the facility from a drop-down list and press the Submit button. Once you do this, the report will be displayed.

The report shows the facility's name and location at the top along with a link for creating a new game. The body of the report shows all the events broken down by date and time. Each event has an Edit button to its left and a Delete button on its right side. If you click the Edit button, the Event Information form will be displayed with the event's information ready for you to edit. You can use the Delete button to remove an event from the schedule after being asked if you really want to do this.

Sending e-mails

When you hit the message tab, you will see the following:

Association	Teams	Nutmeg	Admin 🔒	

Wilton Soccer Association

Admin Forum
Site Manual
F.A.Q.
Resources
Support Ticket
Administer:
📄 **Messages**
Add New:
📄 **Results**
📄 **Documents**
📄 **Picture Album**
📄 **Pictures**
Organization:
📄 **Download Stats**
📄 **Facilities**
Scheduling:
📄 **New Game**
📄 **Recurring Games**
📄 **General Event**
📄 **Calendar**
📄 **Facility**
Log Out

New - Bulletin

❓ Author: | John Smith | (Your real name)

❓ Respond to: | | (email@url.com)

❓ Date Created: | 08/22/2005 📷 (MM/DD/YYYY)

❓ Expires After: | 09/06/2005 📷 (MM/DD/YYYY)

❓ Title: |

❓

| **Preview** | HTML |

Arial ▾ | 8 ▾ | **B** *I* U | ≡ ≡ ≡ | ≣ ≣ ≣ ≣ | 🖍 🅰 — 🖼

❓ Picture File: ☐

❓ Caption: |

❓ Email Broadcast: ☐ to:

Season: | Fall ▾

❓ Recipient Team(s): | Travel
Boys
Boys U-11 A

☑ **Parents**
☑ **Team Members**

Submit Reset

However, none of the e-mails are listed in the site at this point as we are waiting for the travel listing to be provided. So for now you need to use your current e-mail listings from your own computers. Typically you would choose the parents of the teams to ensure those in charge of the players know what is going on. Hopefully, we will be provided with the player information soon. Once we get it, it will allow you to make rosters of the team and control e-mail, allowing any changes or bulletins to be sent to the appropriate parties.

Please practice with the site to get use to it and please advise all parents of the new web site address.

Regards

Ron Contino