

How To Use Your Manager Privileges

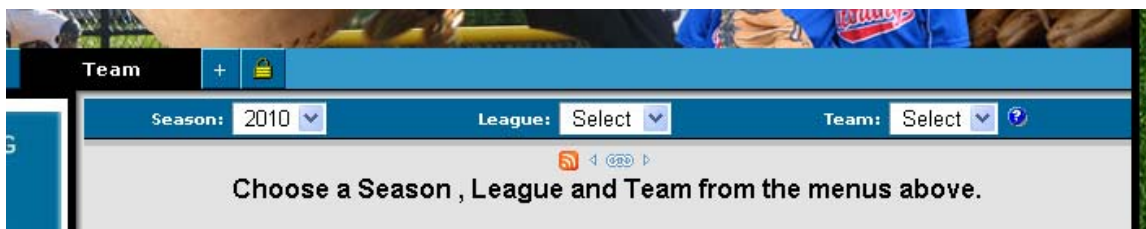
Using the League Athletics system to manage your team is as easy as using any email system. There are just a few steps that you need to follow.

A. First, you need to know some ground rules:

1. The **MANAGER** password is for **YOUR** use **ONLY!** It is **SPECIAL** and **CONFIDENTIAL**. **DO NOT SHARE THIS PASSWORD WITH ANYONE INCLUDING OTHER COACHES, PARENTS, BOARD MEMBERS, ETC.** Anyone who needs this password will get it from the Webmaster.
2. The Manager password is separate from your Parent/Guardian password that you used to register or edit your Member information.
3. The Manager password allows you to:
 - a. Review a detailed Roster
 - b. Email your team
 - c. Enter game results
 - d. Enter game stats – Pitch counts
 - e. Schedule Practices
 - f. Reschedule Games
 - g. Review Umpires for your game (optional)
 - h. Upload Pictures
 - i. Post News to your Team's Page (Announcements, Game review, etc.) with Email out feature.

B. How to VIEW your Team's page: (Open to the Public)

1. Open your Internet Browser (Internet Explorer or Firefox) and navigate to the Organization's home page.
2. Select **Team** from the Top Menu, Select your **League**, Select Your **Team**.

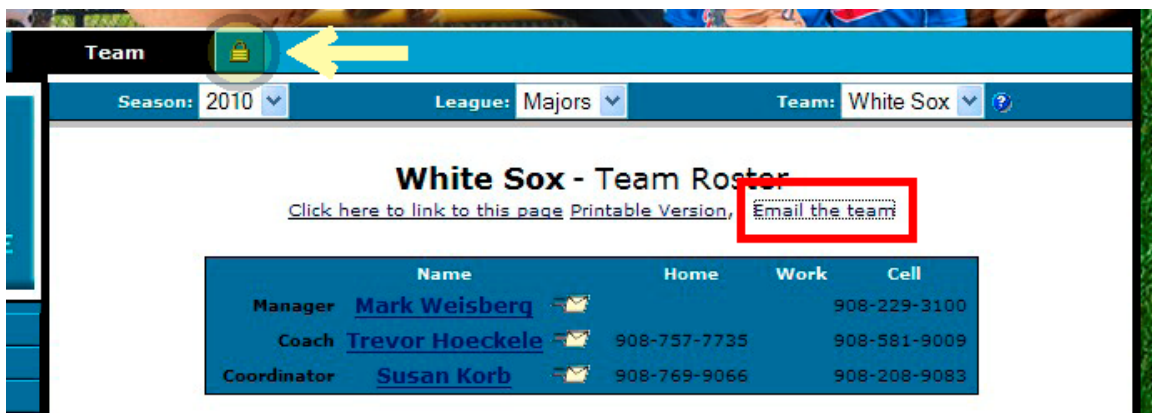


3. The Menu on left will now allow you to see several features (News, Contacts, Schedule, Roster, etc.) – Try all of them to get familiar of what everyone can see.



C. How to ACCESS your Team's page: (Managers Access Only)

1. Open your Internet Browser (Internet Explorer or Firefox) and navigate to the Organization's home page. Click on **Yellow Lock**.



2. Enter your **Full Name** (First Last) with a space between



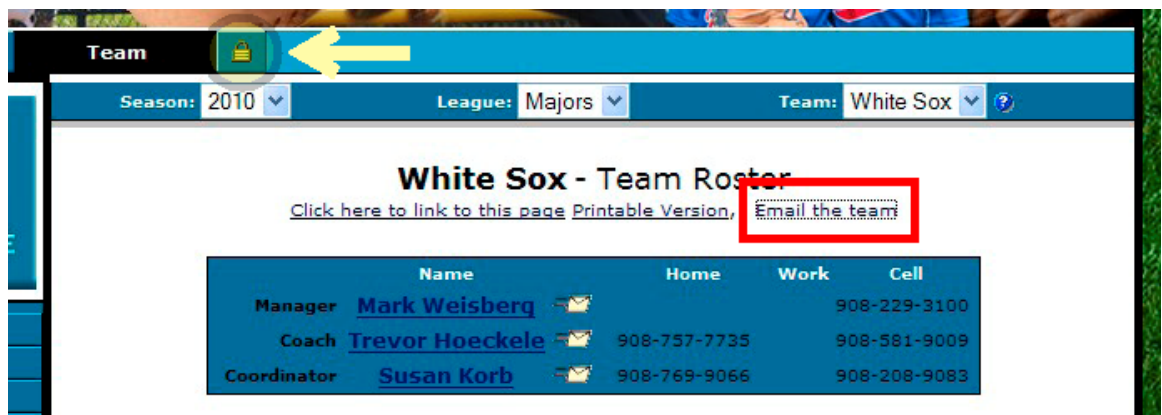
A screenshot of a web form titled "Restricted Area". It contains two input fields: "Your Full Name:" with the text "Peter Smith" and "Password:". Below the fields are two buttons: "Submit" and "Reset".

3. Enter **Manager password**. (Sent to you separately)
4. Click on **Team** from Top Menu. Note that the system will remember your team selection from the last session.
5. From here you will have access to *additional* Manager functions on the Left Menu by clicking on the Yellow Lock again.
6. From this level of security you will be able to enter Game Results, Stats, Post Team Bulletins (and email), Upload Pictures, etc. *Note that under Support there is a link the Manager's Manual – THIS IS YOUR GUIDE!*




D. How to E-Mail your Team:

1. After you have logged in with your Manager password, select **Roster** from the Left Menu.
2. You will now see a detailed Roster. *Note that only Managers see this level of detail.* You can also print out a roster by clicking on "**Printable Version.**"

Note that your Roster phone number is shown for team members to see. There is an email link next to your name, so team members can send YOU email from the system (hiding your email address.) You don't need to give out your email address or phone number. It is all here!



A screenshot of the "White Sox - Team Roster" page. The page has a blue header with "Team" and a yellow arrow pointing to a lock icon. Below the header are dropdown menus for "Season: 2010", "League: Majors", and "Team: White Sox". The main content area is titled "White Sox - Team Roster" and includes a link "Click here to link to this page Printable Version, Email the team" where "Email the team" is highlighted with a red box. Below this is a table with columns for Name, Home, Work, and Cell.

	Name	Home	Work	Cell
Manager	Mark Weisberg 			908-229-3100
Coach	Trevor Hoeckele 	908-757-7735		908-581-9009
Coordinator	Susan Korb 	908-769-9066		908-208-9083

3. Select “**Email the Team**” and following the steps below.

The screenshot shows a web form titled "Email Team". It contains several input fields and a text area, each with a numbered step indicator:

- From:** Step 1. Input field containing "First Last" with a note "(name that will appear as the sender)".
- Reply To:** Step 2. Input field containing "youremailaddress@domain.com".
- To:** Step 3. Input field containing "Your Team's Email Addresses".
- CC:** Empty input field.
- Subject:** Step 4. Input field containing "Make Sure You Enter A Subject".
- Attachments:** A "Choose File" button and the text "No file chosen". Below it, a note says "Use the Browse button to select up to 10 files to upload and attach."
- Message:** A rich text editor with a toolbar (bold, italic, underline, font color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert image, insert video, insert audio, insert table, insert link, insert unlink, insert quote, insert code) and a text area containing "5 Your Message Goes Here".

A "Submit" button is located at the bottom left of the form.

1. Make sure you enter your first and last name. This should already be filled in.
2. Enter the email address that you want everyone to response to (Required).
3. A list of the team’s Guardian/Parent email addresses will show here. Note that the system sends out email one at a time. So, no one will see each others email address.
4. Make sure you put in a Subject! Some email systems will filter out email as SPAM without one.
5. Lastly, enter your message – you can format the message and include attachments if necessary.

All bulletins and email messages are logged and cc'd to the Webmaster. If you are deemed as abusing your Manager Privileges your access rights will be removed.