

AHYAA Manger's Manual

Updated 4/15/12

As a Manager for your team, you have special access to update team information. ***Please note that Team Rosters and any team document you upload are private to your team – any other information in your team section is viewable by the public.***

Login

To perform all of these functions, **you need to login as a manager** using the admin login in the upper right corner of the screen. You should have been set-up as a manager so if you can't access any of these functions, please contact your division rep.



The screenshot shows the AHYAA website interface. At the top right, there is a search bar and a "LOG IN" button. A yellow arrow points to the "LOG IN" button. Below the search bar, there is a banner for "DICK'S SPORTING GOODS IS A PROUD PARTNER OF AHYAA" with the website URL "www.DicksSportingGoods.com". The main content area features the AHYAA logo and the text "Arlington Heights Youth Athletic Association". Below this, there is a navigation menu with tabs for "AYHAA Home", "Teams", "Online Registration", "Baseball", "Softball", "Football", and "Cheerleading". The "Teams" tab is selected. The main content area displays a welcome message and a "REGISTER NOW" button. There is also a section for "Upcoming Events" listing events for April 19, 2012 and May 5, 2012.

Enter Game Results

Note: You are only able to Enter Results after the game date/time has passed. You won't see any future games listed under 'Results'. The winning team should enter the game results.

1. Make sure you are signed in as manager/admin.
2. Select "Teams" from the menu tabs from the at the top of the page and then select season, league and team at the top of the page to choose your team.
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.

Team Bulletins/Message

Bulletins/Messages are displayed on your team's home page with the newer bulletins/messages displayed at the top of the page. You can optionally email new bulletins to players and parents using the "Broadcast Email" feature. Please note that Team Bulletins can be viewed by other teams in your league.

The screenshot shows the AYHAA website interface for the Mariners team. The top navigation bar includes links for AYHAA Home, Teams, Online Registration, Baseball, Softball, Football, and Cheerleading. Below this, there are dropdown menus for Season (2012 Spring), League (Boys Majors Central), and Team (Mariners). The main content area features a 'Mariners' header with 'GET RSS FEEDS' and 'LINK TO THIS PAGE' buttons. A yellow arrow points to the 'ADD MESSAGE' button in the left-hand menu. Below the header, there is a 'WELCOME' section with a message and a 'Next 10 Events' table.

Date	Type	Event / Field
Fri, 4/20 5:30p	Practice	Hasbrook East
Mon, 4/23 5:30p	Practice	Pioneer #2
Sat, 4/28 12:00p	Practice	Hasbrook East
Wed, 5/2	Practice	

1. Make sure you are signed in as manager/admin
2. Go to your team page
3. Click on the "Add Message" button
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 – remembering that most younger players won't have their own email address)
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 your 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.

Upload Document

This feature will allow you to upload a document from your computer to your team's page. This is can be used to post any document (e.g. field striping schedule) that you would like only your team to have online access to. Your team's document access page is password protected.

1. 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.

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.

Email Team

To email your team, go to your Team Roster page and click on the “Send Email” icon.

EVERY SEASON STARTS AT
DICK'S
SPORTING GOODS

IS A PROUD PARTNER OF AHYAA | www.DicksSportingGoods.com

AHYAA
Arlington Heights Youth Athletic Association

AYHAA Home | **Teams** | Online Registration | Baseball | Softball | Football | Cheerleading

MARINERS | Season: 2012 Spring | League: Boys Majors Central | Team: Mariners

LINK TO THIS PAGE | PRINT THIS PAGE | PRINT BIO SHEETS | **SEND EMAIL**

Mariners - Team Roster

Add General Event to Your Calendar

Facilities: | Scheduling: | Tools: | Miscellaneous: | Support: | Log Out

Dropdown Menus

Visitor #: **8,538**

Configuration

- General Settings
- Appearance
- Home Page
- Components
- Horizontal Menu Tabs
- Vertical Menu Pages
- Billing Info / Payment
- Security / Passwords
- Merchant Accounts

Messaging

- Home Page Marquee
- Welcome Message
- Home Page News
- **Team Bulletins**
- Coach Bulletins
- Officials Bulletins
- Exchange Item
- **Email Members**

Members

- Add Member
- Lookup Members
- **Email Members**
- Registration System
- Family Balances **NEW**
- Impersonate Member
- Import Members
- **Export Members**
- Find Duplicates **NEW**

Teams

- Seasons
- Divisions & Teams
- Assign Rosters
- Post Team Bulletin
- Enter Game Results
- Team Registration
- Define Player Statistics
- Download Player Stats

Facilities

- Add New Facility
- List / Edit Facilities
- Close a Facility
- **Facility Manager**
- Facility Schedule

Scheduling

- Add Game or Practice
- Generate Schedule
- Recurring Games
- **Master Calendar**
- **Add General Event(s)**
- Event Maintenance
- Import Schedule
- Export Schedule
- Define Officials Rules

1. Make sure you are logged in to the admin
2. Click on 'Add General Event(s) under the 'Admin/Scheduling' menu
3. Enter relevant information such as start date, end date, etc.
4. Click on 'Submit'

Please note that these events will be list on YOUR TEAM CALENDAR ONLY but your team calendar can be viewed by anyone going to your team page – you don't need a password to access your team calendar.

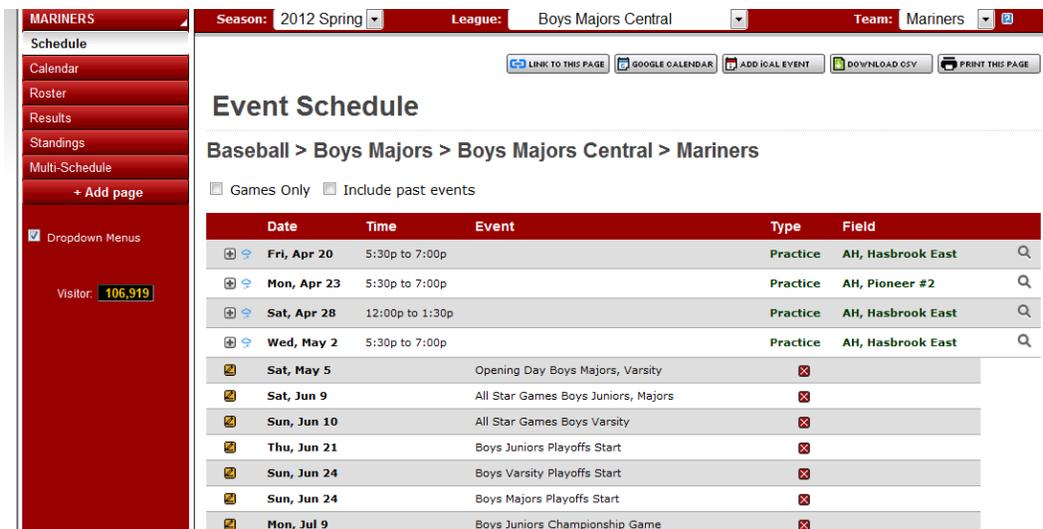
Edit a General Event YOU Added to Your Calendar

Please note that you can only edit a general event that you added

1. Login with your manager password
2. Go to your Team Page
3. Select 'Schedule' from the left side navigation
4. Click on the calendar icon for the event you want to modify
5. After making the changes, click on the 'Submit' button

View RSVPs for an Event

1. Make sure you are logged in as a manager
2. Go to your team page
3. Click on Schedule
4. Click on the Magnifying Glass icon on the far right.



Event Schedule

Baseball > Boys Majors > Boys Majors Central > Mariners

Games Only Include past events

Date	Time	Event	Type	Field	
Fri, Apr 20	5:30p to 7:00p		Practice	AH, Hasbrook East	🔍
Mon, Apr 23	5:30p to 7:00p		Practice	AH, Pioneer #2	🔍
Sat, Apr 28	12:00p to 1:30p		Practice	AH, Hasbrook East	🔍
Wed, May 2	5:30p to 7:00p		Practice	AH, Hasbrook East	🔍
Sat, May 5		Opening Day Boys Majors, Varsity	✖		
Sat, Jun 9		All Star Games Boys Juniors, Majors	✖		
Sun, Jun 10		All Star Games Boys Varsity	✖		
Thu, Jun 21		Boys Juniors Playoffs Start	✖		
Sun, Jun 24		Boys Varsity Playoffs Start	✖		
Sun, Jun 24		Boys Majors Playoffs Start	✖		
Mon, Jul 9		Boys Juniors Championship Game	✖		

View Job Codes

To view the parent job codes:

1. Go to your roster page
2. Click on the player's name

If you can't click on the player's name, contact your division rep as something needs to be set-up within the system.