How to Use GLAAAC.org

Contents

1. Introduction

This manual explains how to get started on using the GLAAAC.org web site for Board Members, Commissioners and Coaches.

The web site is organized as tabs and pages. Tabs are listed across the top of the site in your browser. Pages are then subordinate to the tabs and are listed down the left hand column of the site.

Unless you have registered via a registration program on the GLAAAC.org web site, such as joining the Senior league, you will not be able to become a member of the site without having the site webmaster do this for you. To become a member you need to send an email message to the webmaster whose contact information is listed on the Contacts page under the Association tab. Please specify in the email why you need to become a member of the site, e.g. new Commissioner of such and such organization.

Once you are entered as a member in the web site database then you will receive a message from the webmaster informing that your email is now in the database. This email will instruct you to update your information in the database. This is important as from this point forward you are responsible to keep your contact information up to date. To do this you need to go to the GLAAAC.org web site. Once there select the page listed on the left hand column entitled Edit My Account. It should be the last item in the column. You will then be

shown a place to enter your username and password. Your username is your email and at this point you have no password. Please enter your email and select Submit.

At this point an email will be sent from leagueathletics.com to your email account. If you have a junk mail filter this email may be redirected there so please look in your inbox first and then your junk mail folder second. Once you find the message it will have your temporary password. Now go back to the page Edit My Account and enter your email and temporary password. You should now see your member entry in the database and you are free to update along with changing your password. If later on you change email accounts you will need to Edit My Account using your old email and then once in change the email to your new email address.

Messages sent from the web site, such as from other members or the GLAAAC leadership will use the email addresses in your member profile. I mention addresses because you can have more than one but the first one listed is the one used for your username. On the email line of your profile you can enter more than one email separated by commas. When a message is sent to you it will go to all of these email addresses. Remember these messages are coming from leagueathletics.com and so you will need to make sure each email account listed allows the message through to the respective inbox.

2. Board Members

Board Members include the President, Vice President, Treasurer and at-large Board Members. All Board Members are listed on the Contacts page which is accessible from the Association tab. Depending on how you listed your contact details in your member profile determines what about you is listed on the Contacts page, i.e. if you designated your address as public then it will be listed here.

The web site has three different types of users, Administrators, Managers and General Users. As this is a sports site Managers are meant to be Managers of a team and in our case we have two 'teams' for GLAAAC business: the Board team and the Commissioners team.

Board Members are in general designated as Managers for both the Board and Commissioners teams. Managers are able to Add/Edit Team Bulletins, Post Team Events, Add Team Documents and Team Photos, and Email Team Members.   In order to use any Manager functions you must have entered the site via the Admin tab as a Manager by using your Manager Password. If you are able to enter the site as an Administrator by using your Administrator Password then you are able to do the above but also able to do the following:

- Add/Edit Member Bulletins,
- Post General Events,
- Add Public or Private Documents and Photos which, if Public, are accessible to all site visitors via the Association tab on the Documents page, and
- Email all or some Members.

Managers are able to access the web site in two distinct ways; one is as already discussed for updating ones member's information while the other is via the Admin tab. The username for the Admin tab is your member name, e.g. John Doe, and the password will have been given to you separately. You are not able to change this password.

Once a Manager has entered the Admin part of the site you will be presented with instructions on how to do previous mentioned functions. This instruction will not try to repeat that and instead concentrate on how to communicate with team members, i.e. the Board or Commissioners.

Once you have entered as a Manager via the Admin page you can now use the aforementioned functions for a team by going to the team area.

To get to the team area you must select the All Group/Team Information tab. Make sure the Season drop down selection says GLAAAC. Next make sure the League drop down says Officials. Finally set the Team drop down to whichever team you wish to interact with. At this time there are two possible teams, the Board or the Commissioners.

No matter which team you select the functionality is the same. Both display schedules, calendars, bulletins, team specific documents and rosters. The manual describes how to use each of these features. It does not describe email. To use the email function for a team go to the Roster page for the team you selected above under the All Group/Team Information tab. You will see a choice at the top and bottom of the roster called Email the Team. By selecting that you will be given an email form which will have the entire team members addresses filled in. This message, when you send it, will come from leagueathletics.com but will have a Reply-To address as you specified in the form. This Reply-To address should be yours.

Do not copy these email addresses into another program as each of our members have the ability to change them at any time and this will put you out of sync with their preferred communication method. Furthermore, a number of members will be using multiple email methods for communication which they can change as needed, such as when they are on vacation or not on vacation, which you would also be out of sync with. Finally, some of them have selected some level of privacy which by copying you would be abridging.

Any rejected messages because of a delivery problem will be sent to your Reply-To email account. You may receive a few of these from cell phone numbers which can happen and thus is nothing to be concerned with as the Member will tend to have other email addresses listed also so they are bound to receive the message from one of these.

3. Commissioners

Commissioners can be either a Board Member or not. If you are a Board Member then please reference the section for Board Members.

Commissioners can make use of two part of the web site, the general part accessible from the Association tab and the Commissioners Team part accessible via the All Group/Team Information tab. The information available for the team of Commissioners can be either public or private to the team with team bulletins being public while team documents and team roster communications, such as email, are private.

To access the team first go to the All Group/Team Information tab. Make sure the Season drop down selection says GLAAAC. Next make sure the League drop down says Officials. Finally set the Team drop down to Commissioners.

The Bulletin and Schedule information is available publically as well as the Roster list but team Documents and the ability to email the entire Roster is restricted to members of the Commissioner team. To be able to access these features you will need to log in to the Commissioner area with your browser. Now select the Roster page from the left hand column. At the bottom of the Roster page after the last Commissioner name you will see a dialogue box stating Access Commissioners: followed by an entry field and then a box stating login. Enter the Commissioner Team password you have been sent in the field and press login. You will now see the Roster page change where contact information is available for various Commissioners if they made their information available to other Roster members. You will also see a couple selections for printing the Commissioners list or emailing them.

If you email the Commissioners you will note that you are presented with an email form. You do not see the addresses of the other Commissioners as they are private for this purpose. If you wish to obtain an email address from a Commissioner you must ask them for it as the site will not provide it.

4. Coaches

   Functionality for Coaches will be added during the 2008 season.