


# Frankfort Baseball 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:

- [Log In as a Manger](#)
- [View Your Roster](#)
- [Add or Edit a team bulletin](#)
- [Email Your Team](#)
- [Edit game results](#)
- [Upload a document](#)
- [Upload photos](#)

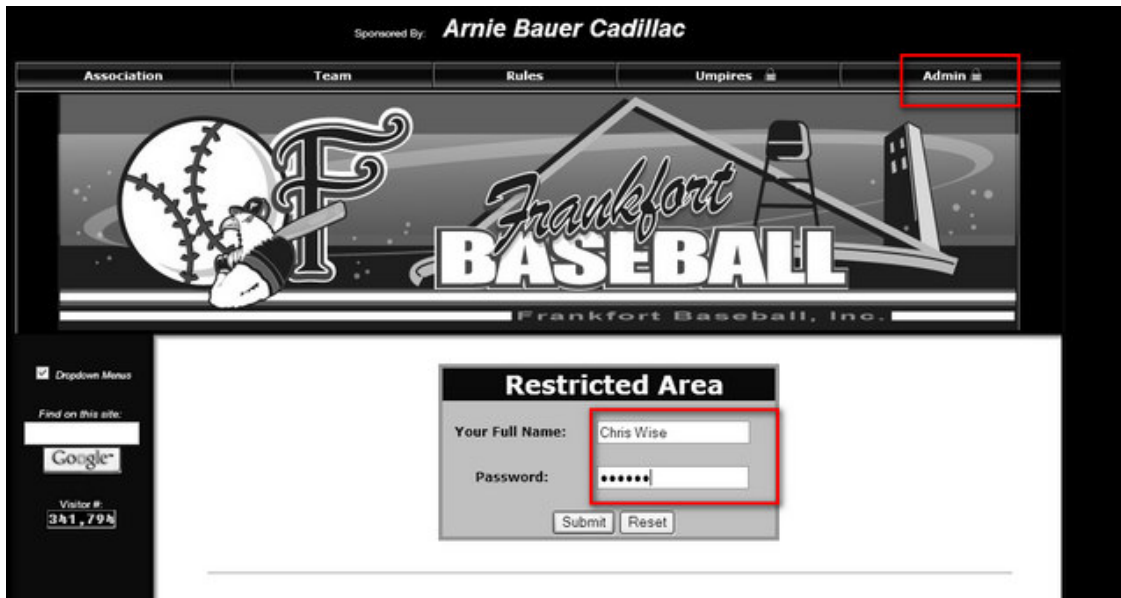
All of the above features will be available to you after you are signed in under the "Admin" section of your site. Also, additional field specific help is available on each form by clicking the blue help dots  to the left of each field. Good luck with your team and have a great season.

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## [Log In as a Manager](#)

To Log in as a Manager using the Manager password that was assigned to you follow these simple instructions.

1. Go to [www.frankfortbaseball.com](http://www.frankfortbaseball.com)
2. Click on the "Admin" tab toward the upper right of the Page
3. Enter your name "First Name" space "Last Name"
4. Enter the password provided to you
5. Click on the Submit Button



Sponsored By: **Arnie Bauer Cadillac**

Association Team Rules Umpires **Admin**

**Frankfort BASEBALL**  
Frankfort Baseball, Inc.

Dropdown Menus

Find on this site:

Google

Visitor #  
341,794

**Restricted Area**

Your Full Name: Chris Wise

Password: .....

Submit Reset

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## [View Your Roster](#)

You may see your team roster using two methods one as a parent of a player on the team the other as a Manager.

### **As a Manager:**

1. Login as a manager as described above
2. Select "Team" from the menu tabs from the at the top of the page, select season, league and team at the top of the page
3. Choose the Roster menu at the left

### **As a Parent:**

1. Select "Team" from the menu tabs from the at the top of the page, select season, league and team at the top of the page
2. Choose the Roster menu at the left
3. Enter your email address. This must be the email address on your member profile. This is the one that you registered with.
4. Enter your password. This must be the password on your member profile. This is the one that you registered with.

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## [Email Your Team](#)


1. Login as a manager as described above
2. Select "Team" from the menu tabs from the at the top of the page, select season, league and team at the top of the page
3. Choose the Roster menu at the left
4. When the Roster is visible, click on the "Email the Team" link at the top of the roster
5. In the "From" field enter your name
6. In the "Reply To" field enter your email address
7. Enter a subject
8. Enter your message
9. Click the "Submit" button

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### 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 "Team" 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" **Respond to should be your email address**  
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 top 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 "Team" 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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### 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.