

# 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:

- [Add or Edit a team bulletin](#)
- [Post a general event](#)
- [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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## [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"  
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 bottom of the "Roster" page. This gives you a private alternative to posting a public bulletin.**

[back to top](#)

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## [Post a General Event:](#)

This feature will allow you to post events on your teams "Event Calendar" and "Schedule" page for a specified period of time. This is a great tool for adding an

event such as an additional practice, trip or meeting

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. Next, select "General Event" from the menu pages to the left of the screen
4. Fill in the information for your general event  
Note: You must enter a start date and a title. If no end date is entered, the end date will be the same day as the start date
5. Under the recurrence section, you may leave the values blank if this is a one time general event
6. Click submit to confirm general event

[back to top](#)

[Upload Document:](#)

This feature will allow you to upload a document from your computer to your teams page. This 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.

[back to top](#)

[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.

[back to top](#)