



Website Manual for Coaches www.miltonsoftball.com

Welcome to the Website Manual for Coaches for Milton Girls Softball. This document is designed to make it easier for you to use the different features associated with your team's web page. 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/Edit a team bulletin
- Edit member information (one of your players)
- Post a general event
- Upload photos
- Upload a document

All of the above features will be available to you after you are signed in under the "Admin" section of your site. To do this, go to www.miltonsoftball.com. Click on the  button on the right side of the page (next to the Clinics button). Enter your login (email address) and your password (the same one you used to register).

View My Team Roster and Email My Team

When you are logged in, go to Teams and select the current Spring Season from the Drop Down Menu. Next, select the Division your team is associated with and then finally your team. When you arrive at your team's home page, you will have access to several links (see screen shot on the right). You can access your team roster, view contact information for each player and also email the entire team. *Please note: the team roster is only available to the coaches and not for the general public. If you do not see the Roster link on the left side of your page, please make sure you are signed in using your coaches' password.*

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 "Teams" 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" button on the top of the bulletin.

To delete an existing bulletin, just click on the "Delete" button on the top of the bulletin.

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.

Edit Member Information

This feature will allow you to change information about players on your team. This should be used in the case of address, telephone or e-mail changes as well as notes (i.e. left handed) or position changes.

1. First make sure you are signed in as manager/admin
2. Select "Teams" 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. Select roster from the menu pages to the left of the screen
4. Find the player whose information you wish to edit and click the "Edit" icon  next to his/her name
5. Edit his/her information
You will not be able to change the players' date of birth
6. Click submit to confirm changes

You may also edit the parent's information by clicking the parent's name under the player's name on the roster page

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

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.

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 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.

Support

If you have any questions or have issues managing your team page, feel free to email us at **wecare@miltonsoftball.com**.

Enjoy!