



# **Manager's Website Handbook**

# AVHA Web Page – Team Page Maintenance

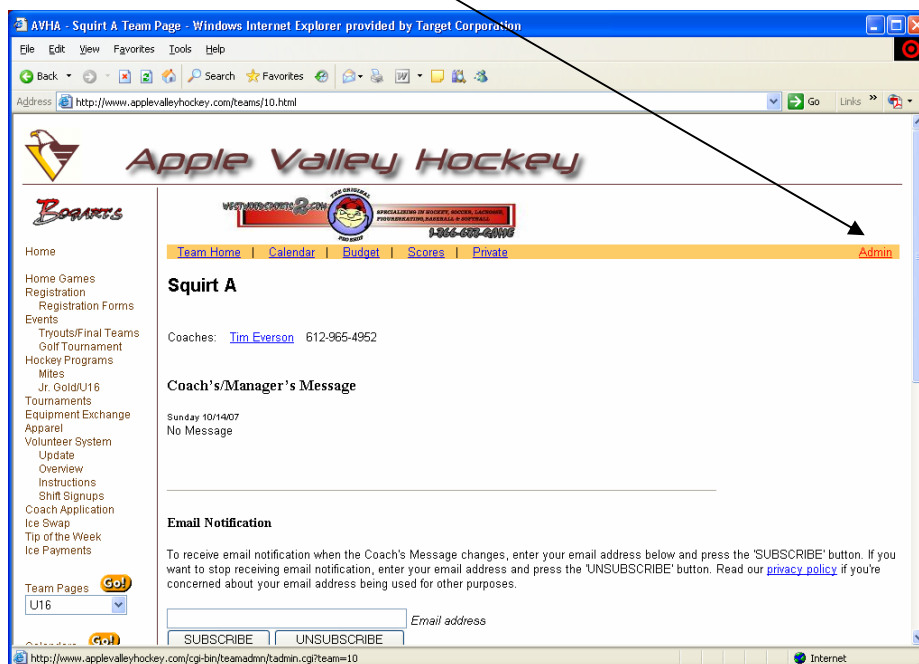
[www.applevalleyhockey.com](http://www.applevalleyhockey.com)

## Team Page Maintenance

Coaches and managers can modify the following information on the team pages:

- Coach's message/team home page
- Calendar
- Scores
- Team pictures
- Contact information

You will be responsible for keeping this information updated; to add or modify the team home page click on the 'Admin' link at the top right of the team page.



The team administration functions are password protected. Your username and password are:

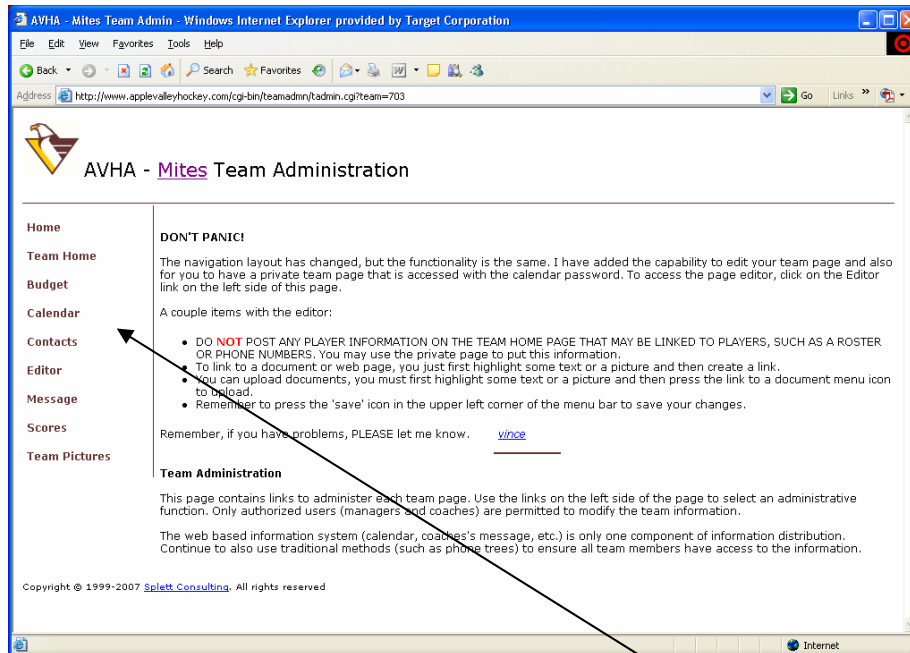
Username: \_\_\_\_\_ (that's a lower case t, not a plus!)

Password: \_\_\_\_\_

Some items about the username and password:

- Limit the distribution of the password. There should only be 1 or 2 team administrators
- The first character of the username is a lower case t, not a plus
- The username and password are case sensitive, so make sure your capitalization is correct
- If you lose your password or think an unauthorized person is updating your pages, contact the association secretary to obtain a new password ([secretary@applevalleyhockey.com](mailto:secretary@applevalleyhockey.com))
- Your password will be saved until you shut down your browser

The following will appear after clicking on the admin link and entering your password:

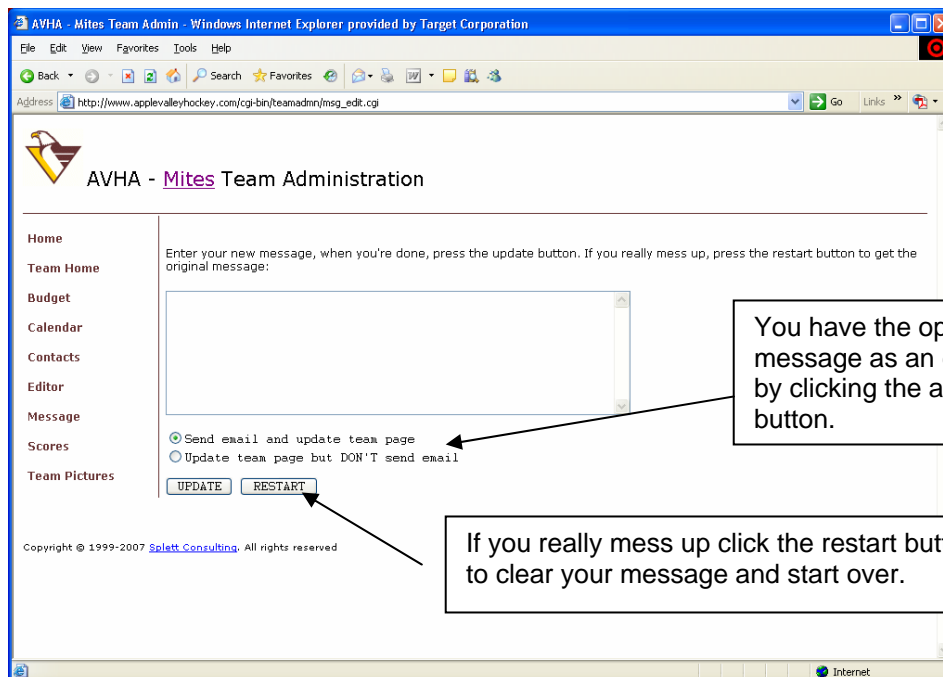


To access the individual functions, click on the desired option on the left navigation.

### Coach's / Manager's Message

The coach's/manager's message is a useful tool to communicate with your team parents for schedule changes, tips, or educational messages.

To update the message, enter it and press the 'UPDATE' button. The message is automatically sent as an email to everyone who entered his/her email address on the team page. The coach's/manager's message is also updated on the team page. **Encourage your parents to enter their email address to receive these timely email updates.**



## Editor

Is another way to add a message (but not email it) to your team home page using a "Word" like editor. Here you have the ability to use bolding, underlining, italics, etc. You also have the ability to copy and paste a document from Word; any special fonts will be removed but your formatting will hold.

Click here to paste from a Word document.

Click here to use bolding, italics, underlining, etc.

When you are done with your message click the diskette to save and post your message to the team page.

## Calendar Viewing

The team calendar lists all team events, such as games, scrimmages, practices, and parties. Clicking on a day lists additional details for that day's events. Calendars are password protected so that everyone on the Internet doesn't know when you'll be away from home. Your calendar password is:

\_\_\_\_\_ **Please distribute this to all team parents.**

The calendar password will be remembered for 31 days after it is used on a computer, so it won't have to be reentered every time.

To add a calendar event, click on the 'Add' link on the day of the event. Enter the date, type of event, time and place. Additional event information can be entered in the Description section, such as jersey colors, opponent, or treat responsibility. The description does not show up on the web calendar, but does show up on the printer-friendly calendar and when a day's details are requested by clicking on a calendar day. To change or delete an event, click on the event and a form will be displayed from which you can change or delete the event.

The 'Printer Friendly Version' link displays a calendar suitable for printing. It does not have all the extraneous web page stuff, such as the navigation bar. As mentioned earlier, the printer-friendly calendar also displays the event description.

## Scores

The team scores web page is an unofficial record of the team's performance. It allows team members and others within your association to track a team's win-loss progress. The team scores are also displayed on the home page ticker tape for 2 weeks.

To add a score, just enter the date, type of game, opponent, and final score and then press the 'ADD SCORE' button. Your team records are automatically recalculated and the score automatically shows up on the home page ticker tape. When entering a score, try to keep the opponent name somewhat short, so it fits on the ticker tape. Less than 15 letters should look good on most browsers.

## Team Pictures

The team picture upload provides a great way to capture those magic game moments. Uploaded pictures are displayed on the right side of the team page. If you upload multiple pictures, one will be randomly selected every time the team page is accessed.

To upload a team picture, just select the picture from your hard disk and press the upload button. Both JPEG and GIF file formats are supported. There is an online help file that shows an example of preparing a web-ready picture.

Tips on creating team pictures:

- Try to keep your file size low so the team page loads fast
- Crop your picture to get rid of extraneous stuff
- Use JPEG format, since these files are usually smaller than GIF files for pictures
- Reduce compression quality to acceptable levels to keep file size low
- Use a sharpen filter to make your pictures look sharp and crisp
- Adjust the brightness and contrast to avoid muddy looking pictures

Restrictions on team pictures:

- Maximum file size is 96K bytes
- Maximum picture dimensions are 240 pixels (wide) by 160 pixels (high)
- JPEG files must have an extension of .jpg

If you would like your picture to rotate on the AVHA Home Page send your photo to the association Secretary via email at <mailto:secretary@applevalleyhockey.com>.

## New Stories

Everyone (coaches, managers, and parents) is encouraged to submit news stories. The link is at the bottom of the left hand navigation or the 'Submit Story' button above the scores on the home page. It doesn't have to be fancy, just a quick game summary, success story, or anything you would like highlighted on the AVHA website home page. All stories are evaluated and edited before being published on the web page.