Team Webmaster Guide

Welcome to your team website! This guide will help you get started and show you how to use your new team website. The three most common ways to get started are to:

1) **Edit your website** – Add your team name, pick a website design, and add news and announcements.
2) **Add your roster and contacts** – Add the names of your players and their jersey numbers to the website. Update their email addresses for easy team communication.
3) **Tell the team about the website** – Now it's easy to send a quick email to your entire team to tell them about your new website and how to get to it.

Upon login as team webmaster, access each section of your website using the tabbed interface.

Home | Edit Website | Roster & Contacts | Team Email | Photo Gallery | Webmasters

1. Edit Website

Clubspaces has created a simple web editor to help you update your site in a matter of minutes. Each section of the editor will update a specific part of the homepage.

- **Appearance**

  First, decide how your webpage should look:

  1. Add your **Team Name** and a **Tagline** to your header. This will display in the top section of your website.

  2. Choose a site template. Clubspaces has created a variety of template options to choose from. The template will provide your team website with a unique look, color scheme, and design. Change to a new template any time- data you have added to your website will display in any new template you select.
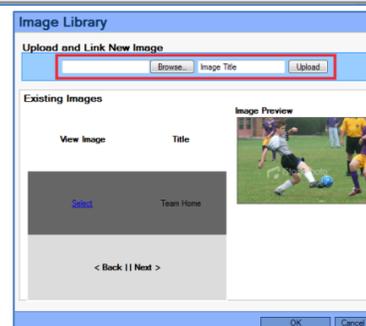
- **Main Home Page Content**

  1. Add the text and images that you would like to display in the center of your home page.

     a. To add text, type content directly into the content window. Use the content editor toolbar to format the text you add to this section.

     b. To insert an image or photo, use the **Images** link in the content editor toolbar.

     c. From the **Image Library** window, click **Browse** to locate the image on your computer, give the image a title and click **Upload**.

     d. Now you can select any images you've uploaded and insert them in this section of your webpage.

- **Home Page Announcements**

  1. Announcements appear in the side panel of your main website page. Type any desired announcements into the content section and use your toolbar to format content display.

Clubspaces
MANAGE. COMMUNICATE. CONNECT.

- ▪ **Events Calendar**
  1. The events calendar appears on your homepage as a preview of upcoming events and also as a full calendar page where all team events can be accessed.
  2. Create events by name and date/time and they will be updated in both places.
- ▪ **Sponsors**
  1. Use this section to add any team sponsors you would like to display on the website. Type sponsor names in this section, or add sponsor logos and images using the image library as described above.

2. Add your Roster and Contacts

Build a player roster with names and emails for all of your players. The player roster allows the team webmaster to easily send emails and reminders through the website.

- ▪ The team webmaster has the option to display **OR** hide player names and numbers on the website. Roster email addresses will **NOT** be displayed on the site.

- ▪ From the Roster & Contacts tab, you may also send **Game Reminders** based on the team's game schedule. Make sure all team members know the game schedule and everyone shows up on time!
  - o Your team site displays your game **Schedules** and any **Standings** that have been setup on the league site. These are updated automatically for you if/when league schedules are changed.

3. Team Email

Team email is an easy way to communicate with team members, coordinate team events & activities and send out reminders.

- ▪ **Compose a Message**
  1. From the Team Email tab, Click Send New Email.
  2. Choose your intended recipients. You may email all roster contacts, select specific members and/or enter additional address below.
  3. The email will originate from your Clubspaces site mailer and will include your own email address to accommodate any replies or returned messages.

4. The email will automatically include a link to the team site.
5. Choose to send your email now, or store your email as a draft for use later on.

Photo Gallery

The photo gallery is an interactive feature that includes a slideshow on the team homepage and access to the entire gallery of approved photos. Any team webmaster can upload photos, and visitors to your team site may also submit their own photos to the gallery. Visitor submissions are only displayed after approval of a team webmaster.

- **Create Galleries and Upload Photos**
  1. From the Photo Gallery tab, click **Upload a Photo**. A default gallery folder has been created for you so photos can be uploaded immediately. You may create additional folders (using Add Gallery) if you wish to store specific groups of photos separately.
  2. Click **Add Photos** to begin uploading.

  3. You may upload up to 5 images at a time. A title is required for each image and will serve as a caption for the photo. When you are done uploading, click **Save** to close the photo gallery window.
- **Approve submitted photos**
  4. As members upload their own photos, they will be displayed in **Photos Awaiting Approval.** Click Show if you wish to include them in your gallery.

- **Send Photo Reminders**
  5. Remind your parents and players to submit their own photos from games and team events to your gallery. These reminders can be setup in advance for automatic distribution so that reminders are received after every game or team event.

Add Additional Webmasters

A team webmaster account can be created for any other individuals who edit the website or to use any of the website tools. If you wish to provide access to other team officials or parents, add their name and email to the webmasters section. An email will be sent to them automatically and prompt the new webmaster to create a password to setup their account.

Advanced Web Editing Option

A link to an advanced version of the website editor is available from the Home tab. This option is recommended for more experienced users or those who may already be familiar with the Clubspaces web editor.