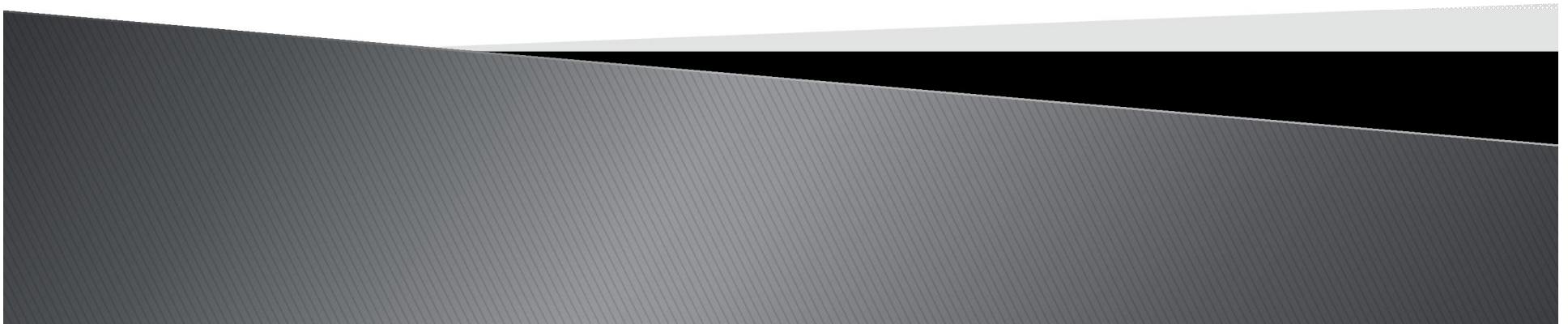


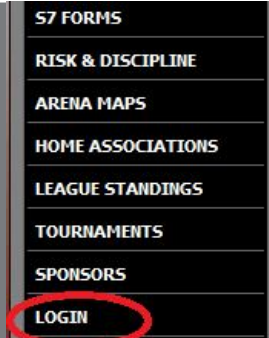
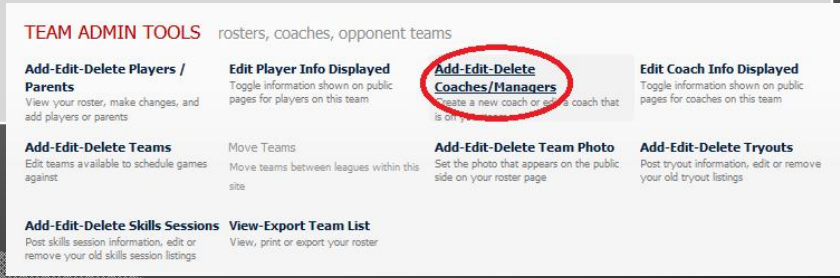
Team Web Admin Guide

S7 Hockey



S7 Web Admin Guide

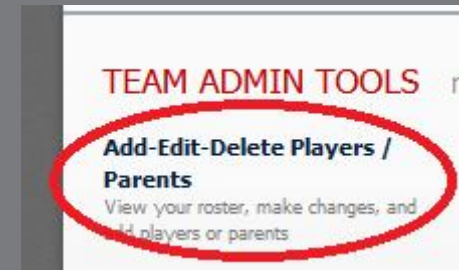
The following functions are the basic features... this guide will be updated with additional information and tips regarding more advanced functions in the future... in the meantime if you have difficulties with a module that is not explained in this guide, do not hesitate to contact your S7 webmaster at web@silversevenhockey.com

Login	All Head coaches were sent via email the login / password for their team website. Use the Logon access located at the bottom of the S7 website left navigation menu.	
Updating Team Staff	Click <u>Add-Edit-Delete Coaches/Managers</u> located under Team Admin Tools , add the information required to add the Assistant Coaches, Trainer and Team Manager. *All head coaches were previously added.	

S7 Web Admin Guide

Creating Team Roster

Click Add-Edit-Delete-Players / Parents under **Team Admin Tools**. Any players that pre-registered for tryouts online, have an existing player record created you can add to your Team roster. Any players that did not pre-register online, you need to add their record including the Date of Birth.



S7 Web Admin Guide

Creating Team Events

To post an upcoming event for your team on the team's schedule, click Add-Edit-Delete-Event under **Communication Tools**.

The screenshot shows the 'Communication Tools' section of the S7 Web Admin interface. The navigation bar at the top includes 'ADMINISTRATION FAVORITES', 'COMMUNICATION TOOLS' (selected), 'TEAM ADMIN TOOLS', '25 SCHEDULE TOOLS', and 'STATISTICS TOOLS'. The 'COMMUNICATION TOOLS' section contains several links: 'Add-Edit-Delete News Article', 'Add-Edit-Delete File', 'Send Email Announcement', 'Add-Edit-Delete Event' (circled in red), 'Create Webpage', 'Edit-Delete Webpages', 'Add-Edit-Delete Photo Gallery', 'Add-Edit-Delete Ads', 'Edit List Of Pages With Ads', and 'User Email Settings'.

<< September 2013 >>						
S	M	T	W	T	F	S
1 Practice @ Kinburn 8:30 am Ending 10:00 am	2 Practice @ Kinburn 10:00 am Ending 12:00 pm	3	4	5	6 Major Atom AA @ Kanata Blazers 9:15 am BSP - Mattamy Kingston Frontenacs @ Major Atom AA 3:15 pm BSP - Scotia Bank	7 Cumberland Grads @ Major Atom AA 8:15 am BSP - Scotia Bank

Tips:

1. Enter the location and the time in the Title (this way your team event location and time will be displayed on the schedule....easier for printed schedule...other information entered in the text editor will show when parents/players click on "SHOW DETAILS" in the Team Schedule.
2. If you want to send the event information to all parents in your team select "Check this box to e-mail Team name Subscription list"....This will e-mail the info to everyone that have sign-up to received news about your team.. Important ... if you want to use this feature make sure the parents actually signed-up. The other option, "sending to players" or "sending to parents" assuming that you have entered the e-mail addresses of parents and/or players in the Team Roster(you can do that also).

S7 Web Admin Guide

Creating a news item for your home page

Steps similar to “Creating an event”... see above.
The difference is that the news item does not show-up in the Calendar/schedule but shows on your team web page, in the Team news section.

Tips:

Use News items for information that are not related to a specific date(i.e. Your welcome Message to the Team)

Add-Edit-Delete News Article

1. Enter a title, select a date, and then enter your article into the description box.
2. When finished press save at the bottom of the page and your news article will be submitted and display instantly on your homepage.

COMMUNICATION TOOLS create, edit, share content

Add-Edit-Delete News Article

Post news articles to your team's news

Add-Edit-Delete File

Upload files to be linked from news articles, events, webpages, and more

Send Email Announcement

Email your members

Add-Edit-Delete Event

Post upcoming events to your calendar

Create Webpage

Add a webpage to this team's menu

Edit-Delete Webpages

Edit, remove, and re-order the created webpages in this team's menu

Add-Edit-Delete Photo Gallery

Add photos and create galleries for this team

Add-Edit-Delete Ads

Add sponsors to your website

Edit List Of Pages With Ads

Choose which ads to display on each team page

User Email Settings

Configure system email sent from this account. From name, email address, signature, ...