

Quick Start Guide

This document gives instructions on the most common tasks you will perform on the Beverly Girls Softball Site. There is a full user guide in the site, which you can download for more information.

Basic Rules for Using the Site

What can I do with my new login?

- Add a picture to my team page
- Add an article to my team page
- Add and cancel practices
- Cancel a game
- Add an event (like your picture time)
- Add your assistant coaches.
- Edit Players information

What you can't do

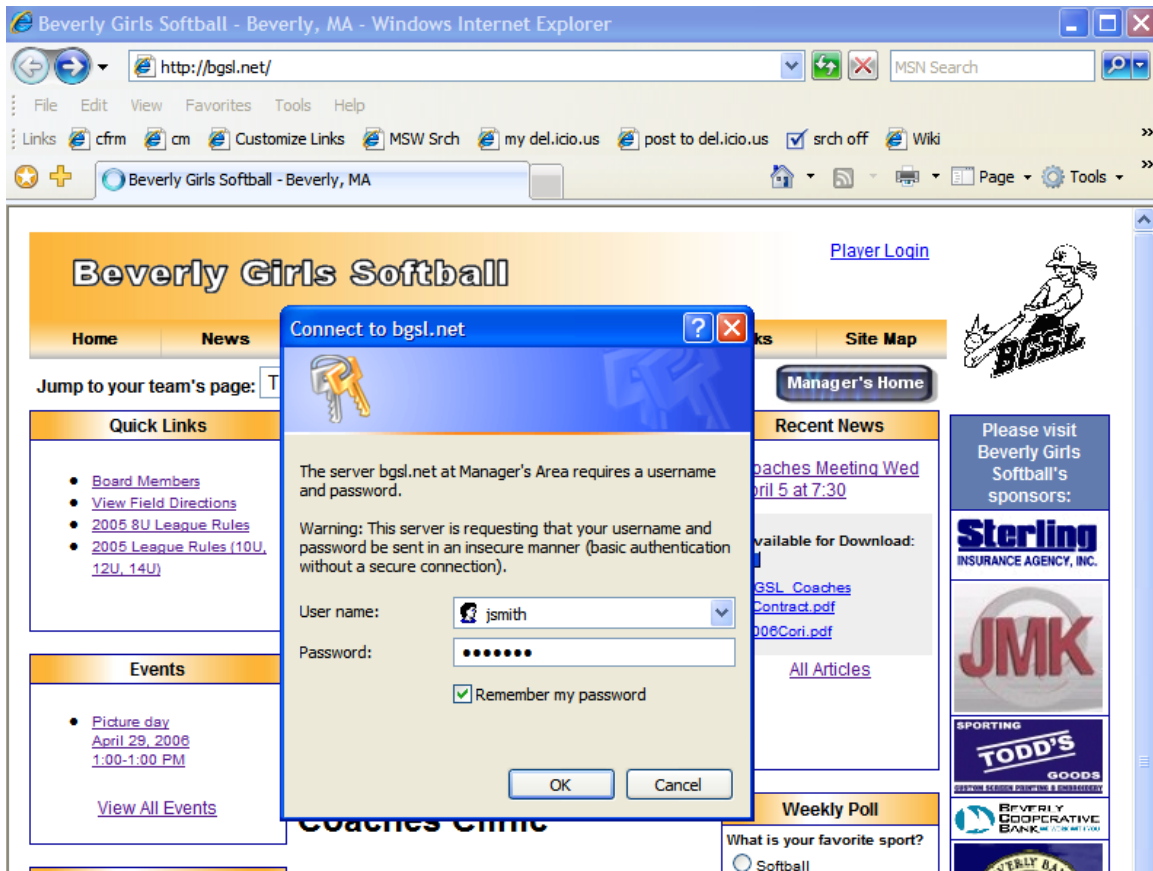
- Add a game score. You'll still need to send those to your league president.

What we're asking you not to do

- Please don't use player's last names in the articles or pictures.
- Add a player. While you do have the ability to add a player please do not add them. Because you do not have view of all the players, the player may already be in the system and assigned to the wrong team. Instead please email webmaster@bgsi.net or league president and we'll take care of it.
- Post an article to the front page. When you post an article there are a number of check box choices. Please do **not** check "Make this a cover story" and please do check to have this story only appear on your teams page.

Logging In

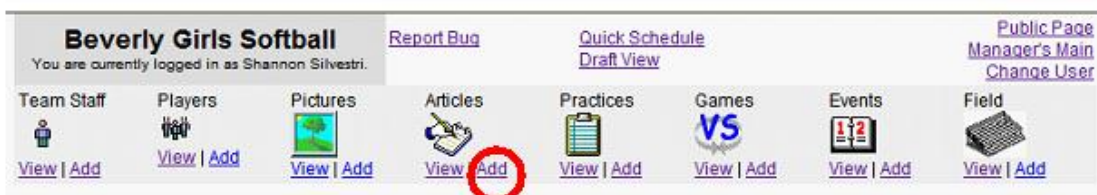
Click on the "Manager's Home" button. A pop up window will ask you for your username and password. Enter the information provided by your league president.



Articles

Posting an article

In the top Icon Bar click on the "Add" link under the "Articles" section.



You will now write your article in the "Add Articles" form.

1. Remember to make sure "Make this a cover story" is unchecked
2. Check the box to make the article only appear on your team's page.
3. Check your team's page.
4. Please don't user player's last name in the article.

Add Articles

Title:

Author:

Make this page the Cover Story

Article Text:

Select which teams this article applies to (check all that apply):

Check this box if you would like this article to appear ONLY on the team pages you select below. This will prevent your article from showing up under 'Recent Articles' on your site's cover page and on your site's 'News' page. (note: This box will be ignored if you have selected 'Make this page the Cover Story')

Select All

Mets 10U

(Note: After you click "Submit" you will be taken to the "View Articles" page where you can verify that your article was added successfully.)

Edit an existing article

Click on the "View" link under the "Articles" Section. This will bring you to a list of all your articles.

Beverly Girls Softball [Report Bug](#) [Quick Schedule](#) [Public Page](#)
 You are currently logged in as Shannon Silvestri. [Draft View](#) [Manager's Main](#)
[Change User](#)

Team Staff View Add	Players View Add	Pictures View Add	Articles View Add	Practices View Add	Games View Add	Events View Add	Field View Add
--------------------------------------------------------------	-----------------------------------------------------------	------------------------------------------------------------	------------------------------------------------------------	-------------------------------------------------------------	---------------------------------------------------------	----------------------------------------------------------	---------------------------------------------------------

To edit or delete an article, click on the links under the "Actions" setting for that article. This will bring up the article form and allow you to edit it.

View Articles				
Name	Summary	Date	Type	Actions
Welcome New Players	It's time for the Mets to start another season. T	04/11/06	Team Only	Edit Delete

Adding a practice

To add a practice click on the “Add” link under the “Practices” heading of the icon bar.

Beverly Girls Softball [Report Bug](#) [Quick Schedule Draft View](#) [Public Page Manager's Main Change User](#)

You are currently logged in as Shannon Silvestri.

Team Staff [View](#) | [Add](#)
 Players [View](#) | [Add](#)
 Pictures [View](#) | [Add](#)
 Articles [View](#) | [Add](#)
 Practices [View](#) | [Add](#)
 Games [View](#) | [Add](#)
 Events [View](#) | [Add](#)
 Field [View](#) | [Add](#)

On the following form you have the option of creation a single practice or a recurring practice. Since we have a set Saturday practice for the entire season the best choice is to set a recurring practice.

Add Practices

[Add Recurring Practices](#)

Practice Date: Apr 13 2006

Schedule practices for: * Mets 10U

Field: Andover HS JV Field

Start time: 1:00 PM

End Time: 1:00 PM

Tips:

- Practices appear on a team's page, accessed by selecting team from the list in dropdown labeled "Jump to your team's page".

On the Recurring Practice page, you select your team then set the field, the start time, end time, start date and end date. Then select the “Continue” button. When you finish, all the practices will appear on your team’s calendar.

Add Recurring Practices

Schedule practices for: * Mets 10U ▾

Field: Centerville School ▾

Start time: 1:00 ▾ PM ▾

End Time: 2:30 ▾ PM ▾

Schedule this practice every Saturday ▾

From: Apr ▾ 13 ▾ 2006 ▾

To: Jun ▾ 13 ▾ 2006 ▾

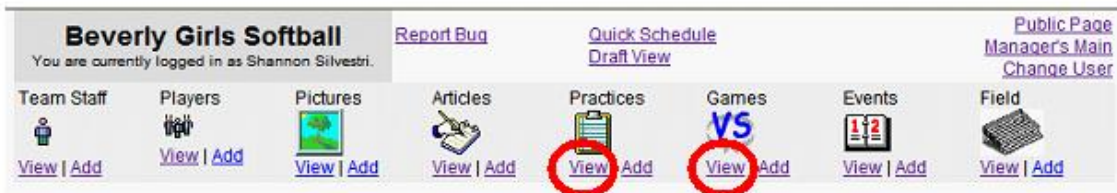
[Continue >>](#)

Tips:

- Practices appear on a team's page, accessed by selecting team from the list in dropdown labeled 'Jump to your team's page'.

Canceling a Practice or Game

To cancel a practice on or a game click on the “View” link under the “Practices” or “Games” section of the icon bar.



This will show you a list of all your practices or games. You can edit, delete or cancel the game or practice. Please do not delete a game, because that removes it from the system. Instead you want to cancel a game or practice. That will also post a message on your team page that the practice or game has been canceled.

View Games

View Team or Division Calendar: [Show Officials & Notes](#)

Select All 16 games found

Away	Home	Type	Field	Date	Time	Actions
<input type="checkbox"/> Marlins 10U	Mets 10U	Regular	Centerville School	06/11/06	3:00-5:00 PM	Edit Delete Cancel
<input type="checkbox"/> Mets 10U	Dodgers 10U	Regular	Park Street	06/9/06	6:00-8:00 PM	Edit Delete Cancel
<input type="checkbox"/> Mets 10U	Padres 10U	Regular	Park Street	06/8/06	6:00-8:00 PM	Edit Delete Cancel
<input type="checkbox"/> Devil Rays 10U	Mets 10U	Regular	Centerville School	06/4/06	3:00-5:00 PM	Edit Delete Cancel
<input type="checkbox"/> Mets 10U	Red Sox 10U	Regular	Park Street	05/30/06	6:00-8:00 PM	Edit Delete Cancel
<input type="checkbox"/> Mets 10U	Cardinals 10U	Regular	Centerville School	05/26/06	6:00-8:00 PM	Edit Delete Cancel
<input type="checkbox"/> Yankees 10U	Mets 10U	Regular	Bartlett Gardens	05/23/06	6:00-8:00 PM	Edit Delete Cancel
<input type="checkbox"/> Orioles 10U	Mets 10U	Regular	Bartlett Gardens	05/21/06	3:00-5:00 PM	Edit Delete Cancel
<input type="checkbox"/> Mets 10U	Nationals 10U	Regular	BHS SB Field	05/19/06	6:00-8:00 PM	Edit Delete Cancel
<input type="checkbox"/> Blue Jays 10U	Mets 10U	Regular	Park Street	05/12/06	6:00-8:00 PM	Edit Delete Cancel
<input type="checkbox"/> Mets 10U	Braves 10U	Regular	Park Street	05/9/06	6:00-8:00 PM	Edit Delete Cancel
<input type="checkbox"/> Dodgers 10U	Mets 10U	Regular	Centerville School	05/7/06	3:00-5:00 PM	Edit Delete Cancel
<input type="checkbox"/> Mets 10U	Marlins 10U	Regular	Lindsey Field	05/5/06	6:00-8:00 PM	Edit Delete Cancel
<input type="checkbox"/> Padres 10U	Mets 10U	Regular	BHS SB Field	04/30/06	3:00-5:00 PM	Edit Delete Cancel
<input type="checkbox"/> Mets 10U	Devil Rays 10U	Regular	Park Street	04/25/06	6:00-8:00 PM	Edit Delete Cancel
<input type="checkbox"/> Red Sox 10U	Mets 10U	Regular	Centerville School	04/23/06	3:00-5:00 PM	Edit Delete Cancel

After clicking on the cancel link you will be directed to the Cancel page. On this page you can enter a message and then click the "Submit" button.

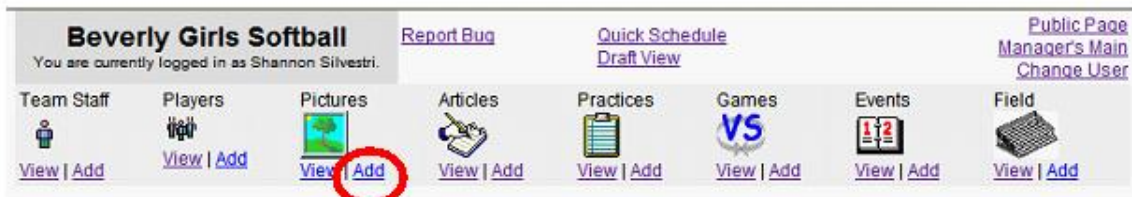
Cancel/Postpone Practice

Team Name: Mets 10U
 Field: Centerville School
 Date: June 10, 2006
 Time: 8:00-9:30 AM

Cancel/Postpone Message:

Adding a Picture

You can add pictures to your team page or to an article you create for the team. In order to add the picture you will need to have it saved on your computer. Next you should click on the “Add” link under the “Pictures” section.



On the Add Pictures form select the “Browse...” button. This will open a dialog box. You should navigate to the folder that has your picture and select the picture.

Next give the picture a title and caption. Remember to only use first names in the picture title and description.

If you want to attach the picture to an article select the check box next to the article.

Finally click on the “Add Picture” button.

Add Pictures

File to upload/store in database:

Resize/optimize picture for this site (Recommended)

Picture Title:

Caption to put under picture:

Select which Articles this Picture applies to (check all that apply):

Welcome New Players

Is this a team picture? Associate it with it's team by selecting the box below:

10U

Mets 10U

Tips:

- Cover picture will be resized to a width of 280 pixels to preserve the site's formatting.
- Picture should have extension of .jpg or .gif
- Click 'Submit' ONE TIME ONLY. Watch the progress bar on your browser to monitor progress. Depending on file size and your connection speed, upload may take several minutes.
- Size limit is 1MB. Files larger than this may cause errors.