Team Coach's Manual

Welcome to the NCBBSB Coaches' Manual. This pamphlet is designed to make it easier for you to use the different features associated with your club's website. 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 or Edit a team bulletin
- Edit game results
- Edit player statistics
- Upload a document
- Upload photos

You must first sign in under the "Admin" section of your site. Then select season and team to get to your team page.
Note: Field specific help is available on each form by clicking the blue help dots ❷ to the left of each field.
GOOD LUCK!!

Add a New Bulletin
This is best way to contact your team! Bulletins are displayed on your team's home page with the newer bulletins displayed at the top of the page. You can select to email new bulletins to players and parents using the "Broadcast Email" feature.
1. Click on the "Add a New Bulletin" hyperlink
2. 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)
3. Enter the title and write your bulletin.
4. 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)
5. Click "Submit" to complete

Note: To edit an existing bulletin, just click on the "Edit" icon 📝 next to the bulletin on your team's page

To delete an existing bulletin, just click on the "Delete" icon ❌ next to the bulletin on you team's page

OR, 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 Game Results:
This section will allow you to enter or change a score as well as any other information about a game.
1. Select "Results" from the menu pages at the left
2. Click on the "Edit" icon 📝 to the right of the game
3. Enter score, any additional result changes and game commentary
4. Click submit.

Edit Player's Statistics:
This feature will allow you to enter or edit player's statistics for a particular game. For some divisions, this is mandatory.
1. Select results from the menu pages at the left
2. On the team results page, find the game you wish to edit and click on the "Edit Game Statistics" icon Σ to the right of the game (the icon will be green Σ if stats have already been entered and black if no stats have been entered thus far)
3. After clicking the icon, you will be presented with a spreadsheet with all players and input fields for all statistical categories across the page. At the top of the page will be tabs for different positions (pitchers (P), catchers (C), 1B, etc.)
4. Enter any statistical data for each player as appropriate and be sure to check the "ATN" box for all players who attended the game, regardless of whether they had any data reported.
5. Click "Submit" to confirm change

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. Select "Documents" from the menu pages at the left
2. Enter the name of document as you would like it appear on website
3. Type a brief description – 2 to 3 sentences at most
4. Select "Browse" to find the file on your computer.
5. At bottom, select your team under "Available To" list
6. Click "Submit" to confirm upload of your file to your team's document page.

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. Select "Pictures" from the menu at the left of the screen
2. Enter a brief description/caption for the photo
3. Use "Browse" to locate the image file to upload on your computer
4. Click "Submit" to confirm photo upload.

Note: Be sure to note here any families that have denied NCBBSB from posting photos of their player(s).

_____ , _____, _____ , _____

Note: You must only use last names in your captions describing play!

For help, email Susan Moran at suemoran@optonline.net or call 966-1331 for help.

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Please use these parameters to login to your team page or member listing page.

Season:	Spring 2009
Division:	
Team:	
User Name:	
Password:	