

CCHA Web page – Team Page Maintenance

www.chaskahockey.org

Team Page Maintenance

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

- Coach's/Manager's Message
- Calendar
- Scores
- Team Pictures
- Team contact info – Coaches and Managers

You will be responsible for keeping this information updated. To modify this information, click on the 'Admin' link at the top of the team page. To access the individual functions, click on the desired tab on the top of any of the team administration pages. The team administration functions are password protected. Your username and password are:

Username _____ (that's a lower case t, not a plus sign!)

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 sign.
- 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 website coordinator (webmaster@chaskahockey.org) for a new password
- Your password will be saved until you shut down your browser

Coach/Manager Contact Information

Please get permission to list phone number(s) and email on your team website. When you enter the information on the team admin page (Coach/Mgr tab), the email address displayed on the website is a buffer between the site and the real one.

The information listed on the 'Coaches/Managers' page will be added by the website coordinator after it is entered on the team site.

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 has entered his/her email on the team page. The coach's/manager's message is also updated on the team page. There is also an option to add a message without sending out an email to your team. Please do not add any specific dates your team will be out of town or other information you don't want available to the general public. Use the team calendar to post hotel confirmation deadlines, scrimmages, etc.

Calendar Viewing

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

Password _____

The calendar password will be remembered for 31 days after it is used on a computer so it won't be have to reentered every time. Past experience shows parents will forget what the password is after the 31 day timeframe. When you distribute it the first time, advise them to write it down for future reference.

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. 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. NOTE: practices/games that are added from the master calendar can not be deleted, but the description can be modified. Be careful if you change anything on the description for these events, i.e. shared practice notations, etc.

Scores

The team scores web page is an unofficial record of the team's performance. It allows team members and others to track a team's win-loss progress. The team scores are also displayed on the home page ticker 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 of the 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 Picture Upload

Before uploading a picture, make sure it is consistent with the CCHA Privacy Policy (see website under 'Policy/Procedures')

Restrictions

- Maximum file size is 20k bytes
- Maximum picture dimensions are 240 (wide) by 160 (high)
- JPEG files must have an extension of .jpg

Tips

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