

Oak Grove Athletic Association
Web Site Instructions
For Team Manager / Head Coach

<http://www.ogaa.net>

Revision 1.0
August 26, 2008

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1 - Introduction

Each team will receive a Team Manager password for their team.

This password allows the team manager and head coach (or designee) to perform web site functions for their team only.

This document provides instructions on how to perform the web site functions available with a Team Manager password. The following is a list of available functions:

- Post message on team page
- Send email message to team
- Add game results and write-ups
- Upload documents to team page
- Create picture album
- Update team member contact information

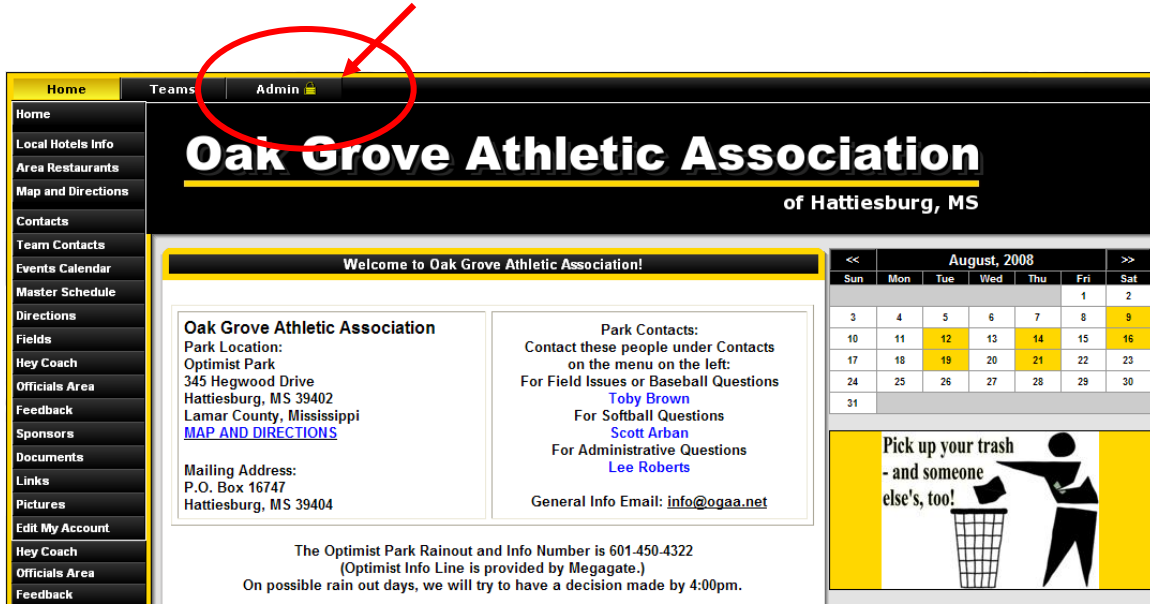
IMPORTANT SECURITY POLICY:

Only the team manager, head coach, and his/her designee should possess their Team Manager password. In some cases, a head coach may give the Team Manager password to an assistant coach. Parents should not be given the Team Manager password under any circumstances. Any team found to be in violation of this security policy will have their Team Manager password disabled.

2 - How to Login

Before any Team Manager functions can be performed on the web site, you must login to the administration page on the web site.

To login, click the Admin tab on the top of the web site home page.



Home Teams **Admin**

Oak Grove Athletic Association

of Hattiesburg, MS

Welcome to Oak Grove Athletic Association!

Oak Grove Athletic Association
Park Location:
Optimist Park
345 Hegwood Drive
Hattiesburg, MS 39402
Lamar County, Mississippi
[MAP AND DIRECTIONS](#)

Park Contacts:
Contact these people under Contacts
on the menu on the left:
For Field Issues or Baseball Questions
[Toby Brown](#)
For Softball Questions
[Scott Arban](#)
For Administrative Questions
[Lee Roberts](#)
General Info Email: info@ogaa.net

Mailing Address:
P.O. Box 16747
Hattiesburg, MS 39404

The Optimist Park Rainout and Info Number is 601-450-4322
(Optimist Info Line is provided by Megagate.)
On possible rain out days, we will try to have a decision made by 4:00pm.

August, 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Pick up your trash
- and someone
else's, too!

Enter your first name and last name followed by your Team Manager password and click the submit button.

Restricted Area

Your Full Name:

Password:

Your Team Manager administration menu will appear on the left side of the page.

Home Teams Admin

Oak Grove Athletic Association

of Hattiesburg, MS

NEW FEATURES

As new features are added to the LeagueAthletics.com system, this page will be updated. Please check this page often.

Please feel free to contact us via Support Ticket or by phone at (888) 932-6747 with any questions, comments or concerns about any of the features listed here. Also visit the [Administrator's Discussion Forum](#) for past announcements and the latest questions and ideas from all LeagueAthletics.com website administrators.

Feature: **New Banner Generation tool**

Added: 7/9/08

Description:
We've added a new feature to the site that will allow for more flexibility in creating a banner for your site. This should help upgrade the look and feel of your site without having to use third party options.

3 - Accessing Team Page

Each team will have its own web page. The web page and the functionality that goes along with it will be administered with the Team Manager password.

Several of the functions described below require you to access your team page.

To access your team page, click the Teams tab at the top of the home page.



Select your team's League and team:



You will be brought to your team's home page

The screenshot displays the website interface for the Oak Grove Athletic Association. At the top, there is a navigation bar with 'Home', 'Teams', and 'Admin' links. Below this is a large header with the text 'Oak Grove Athletic Association' and 'of Hattiesburg, MS'. A secondary navigation bar contains filters for 'Season: Fall Ball 2008', 'League: 11-12 Year Old', and 'Team: Braves'. The main content area is titled 'Braves' and features a red circle around the 'Add New Bulletin' link, with a red arrow pointing to it. Other elements include a sidebar menu with options like 'Bulletins', 'Contacts', 'Schedule', 'Calendar', 'Roster', 'Results', 'Standings', and 'Multi-Schedule', as well as links for 'Subscribe to Braves's RSS News Feed' and 'Click here to link to this page'.

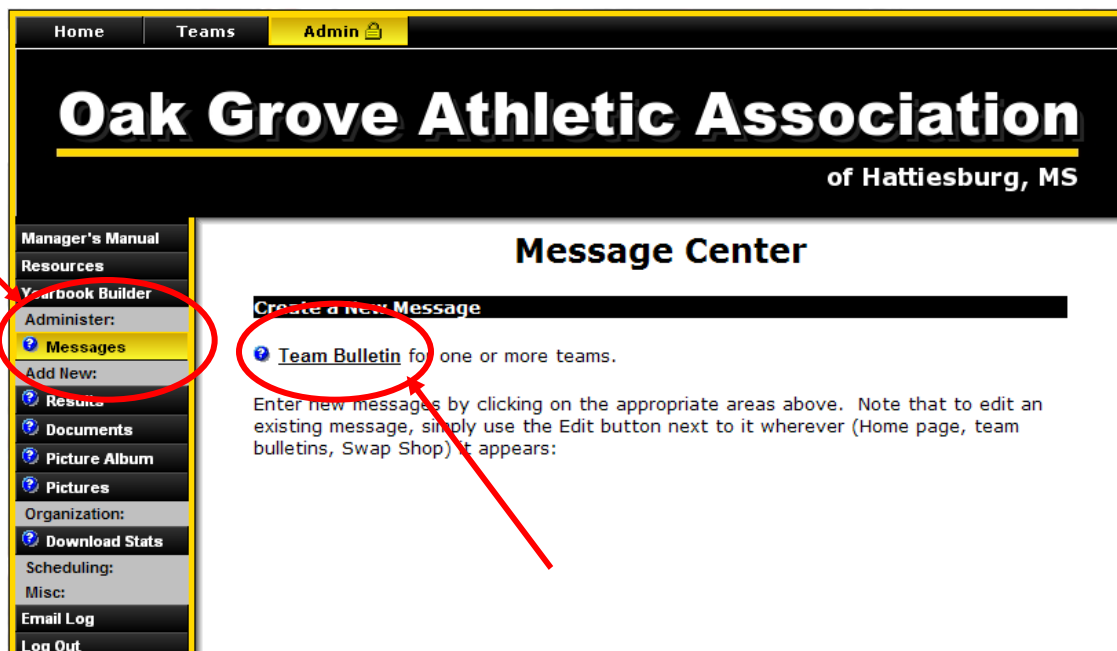
4 - Post Bulletin on Team Page

Posting messages on the team page is a tool for the team manager or head coach to communicate with the team. Messages can be added to the team page and the same message can be sent as a broadcast email to the entire team at the same time.

First, login to the administration area on the web site. See How to Login instructions above.

To post a message on your team web page, click the Messages tab on the administration menu. An alternative way to send a message is to go to the team's home page (above) and click on Add New Bulletin.

NOTE: Messages and Bulletins are the same thing.



Select the Team Bulletin link:

On the New - Bulletin page:

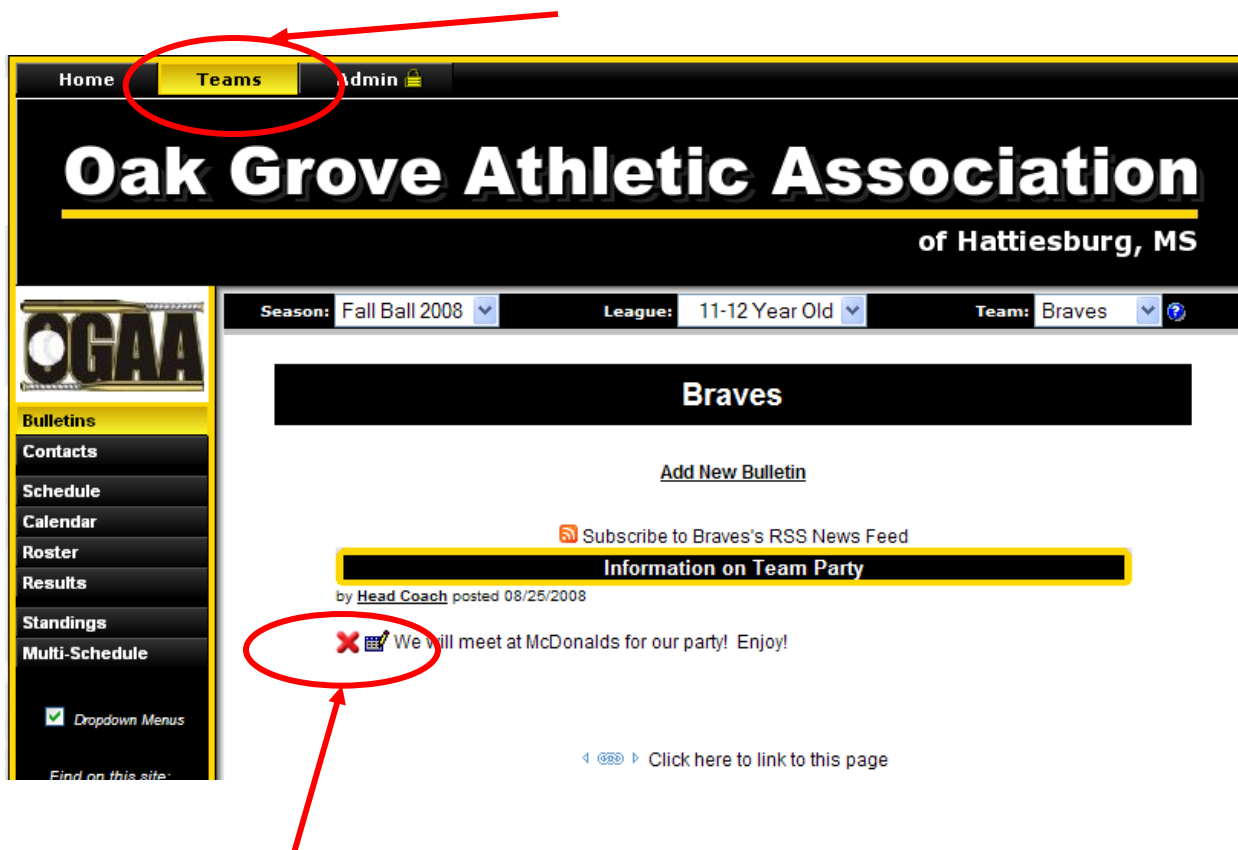
1. Confirm your name and email address is correct. You only need the email address if you are going to broadcast this message in addition to posting.
2. Enter expiration date for message. Message will automatically be removed from team page after this date.

3. Enter message title.
4. Enter message.
5. If you plan to email this message to the team, click on the check box by Email broadcast. You will have options for sending the email. Check the appropriate box or boxes. If not checked, no email will be sent and the message will only be posted on the team home page.
6. Click Submit to send or Reset to start over.


The screenshot shows a web interface for creating a bulletin. On the left is a navigation menu with items like 'Manager's Manual', 'Resources', 'Yearbook Builder', 'Messages', 'Results', 'Documents', 'Picture Album', 'Pictures', 'Organization', 'Download Stats', 'Scheduling', 'Misc', 'Email Log', and 'Log Out'. The main content area is titled 'New - Bulletin' and contains the following fields and options:


- Author:** A text box containing 'Head Coach' and a label '(Your real name)' with a red arrow pointing to it.
- Respond to:** A text box containing 'email@worldwideweb.net' and a label '(email@url.com)' with a red arrow pointing to it.
- Publish On:** A date picker showing '08/25/2008' with a label '(MM/DD/YYYY)'.
- Expires After:** A date picker showing '09/08/2008' with a label '(MM/DD/YYYY)' and a red arrow pointing to it.
- Title:** An empty text box with a red arrow pointing to it.
- Rich Text Editor:** A large text area with a toolbar containing various formatting options (bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, undo, redo, insert image, insert link, insert table, source code). A red arrow points to the text area.
- Picture File:** A checkbox (unchecked) and a 'Browse...' button.
- Caption:** An empty text box.
- Season:** A dropdown menu showing 'Fall Ball 2008'.
- Recipient Team(s):** A dropdown menu showing 'Baseball', '11-12 Year Old', and 'Braves'.
- Email Broadcast:** A checkbox (checked) with the label '(check for broadcast options)'. Below it are three sub-options:
 - Include text message addresses in broadcast.
 - Parents
 - Team MembersA red circle highlights the 'Parents' and 'Team Members' options, and a red arrow points to the main 'Email Broadcast' checkbox.
- Buttons:** 'Submit' and 'Reset' buttons at the bottom.

Now go to the Team tab to see your posted message.



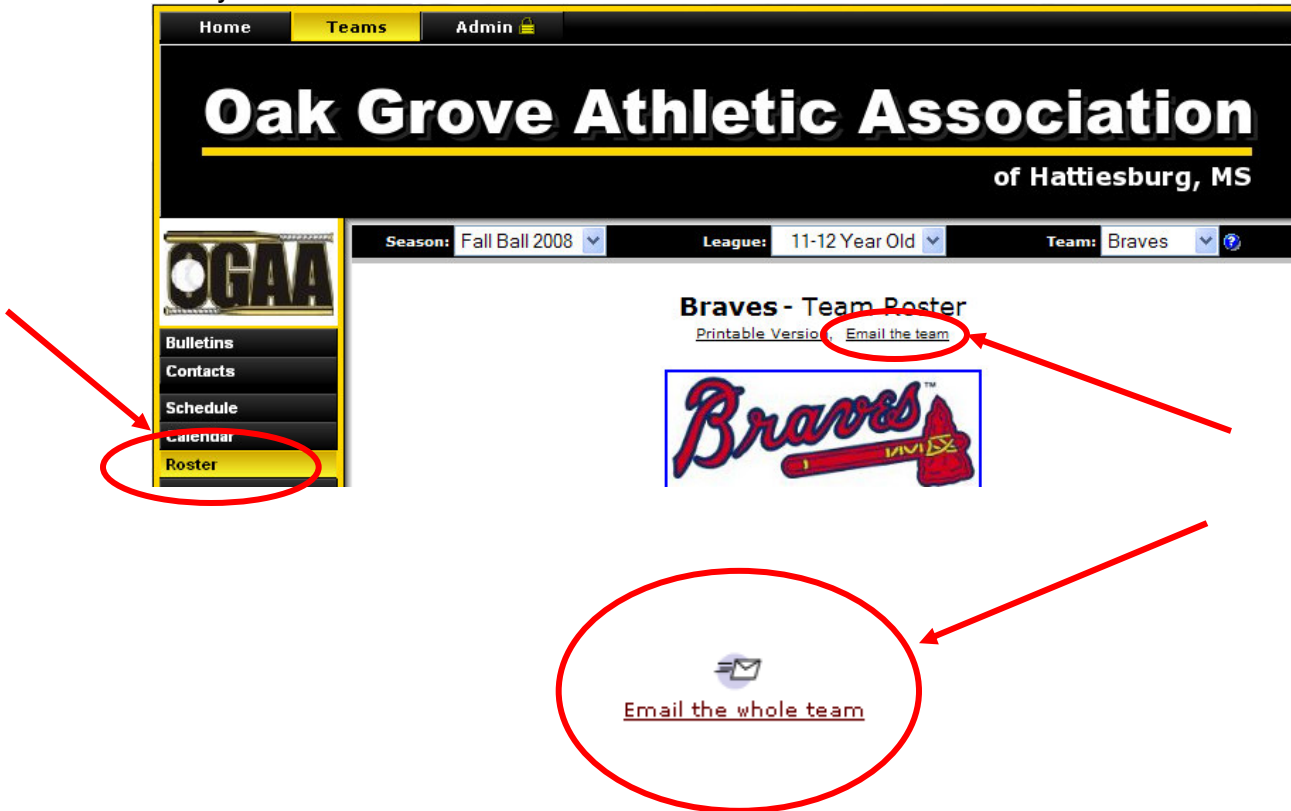
If there is more than one message, a Headlines section will automatically appear and the visitor can click on the headline to quickly scroll down to the message

To **edit** an existing team bulletin, click on the edit icon to the left of the bulletin text.  Note: You must login to the admin area to be able to edit a team bulletin message.

To manually **delete** a team bulletin message, click the X icon to the left of the bulletin text.  Note: You must login to the admin area to be able to delete a team bulletin message.

6 – Rosters & Member Information

Team Managers and Head Coaches have the ability to email the team without setting up distribution lists. This email provides a virus-free way to communicate with your team.



Member privacy is very important and the website has an override setting to prevent member information from becoming public. For your information, member information has 3 settings. These settings are set up by the members and can be updated by the team managers or website administrator upon request.

The 3 settings used for member data are:

- 1) Public – the data is available to the general public (only if the override is turned off or a team manager/coach wants it available from the Team Contact page)
- 2) Roster – the data is available only to the team
- 3) Private – the data is only available to the member family

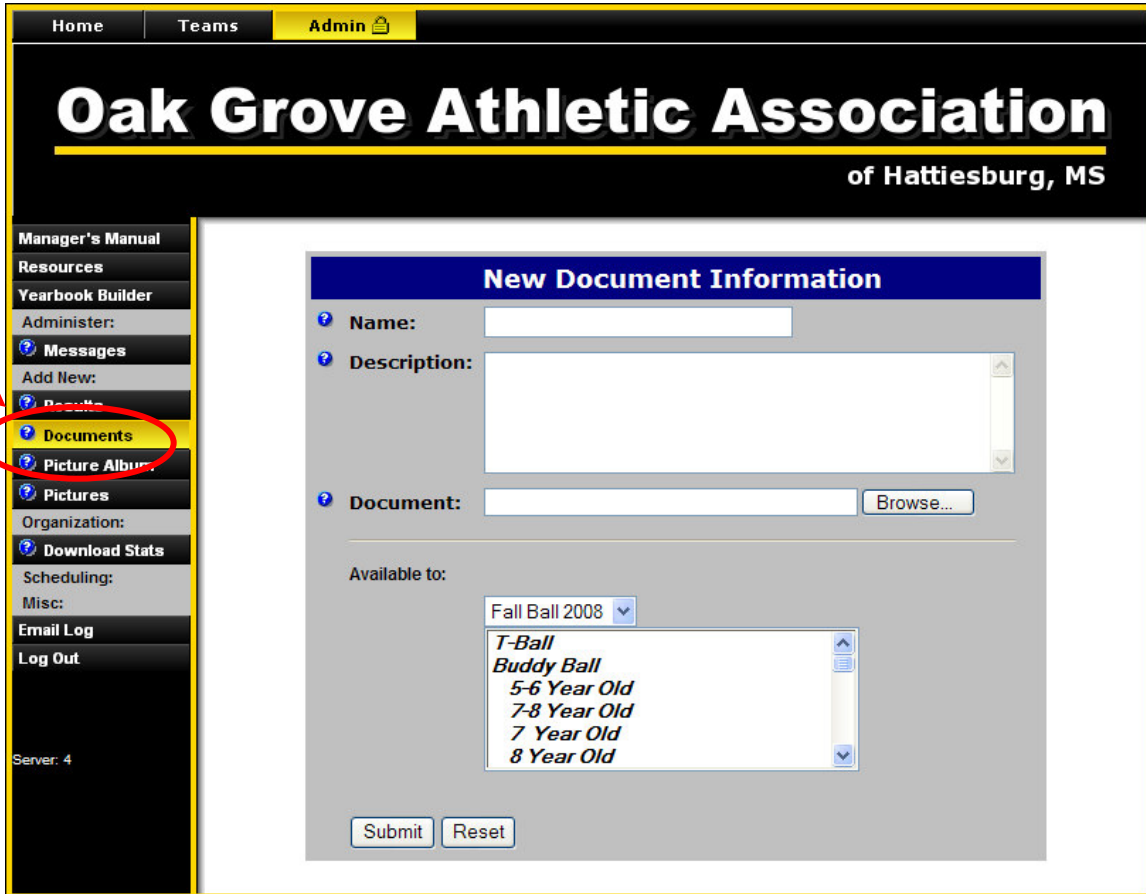
Email addresses are never shown to the public even with a public setting. A public setting creates a link on the Team Contact page and on the Team Home page that allows the general public to send an email to that contact. The contact's email address is not shown and provides a safe way to be contacted by other teams or associations.

Automatic email notification is available for practices/games or both. If reminders are used, an email will be sent at appx 1:00 am for the following days event. For example, an email sent Monday morning at 1:00 am will be for Tuesday's event. An email sent Tuesday morning at 1:00 am will be for Wednesday's event, etc. These are not retroactive. If an event is entered Monday morning for an event Monday night, no email notification will be sent.

Another notification option for members is an automatic text message that is sent to a member's cell phone appx 1-1/2 hours before the game and/or practice. A member must enter the cell phone number and choose their phone provider. The website does not charge for these text messages, but the member will incur any applicable charges from their cell phone provider (unless you have unlimited). This setup should only be done by the member unless a team manager or website administrator has permission in writing.

7 - Documents

Examples of documents you may want to post for the team are: tournament brackets, team code of conduct form, team roster. These are only available to your team.



8 – Posting General Event

A pizza party or team event can be posted on the team’s calendar. However it is recommended that the use of a bulletin or email to the team is a better tool for team events.

9 - Pictures

Post pictures of your team here. These are only available to your team

The screenshot shows the 'Oak Grove Athletic Association of Hattiesburg, MS' website. The top navigation bar includes 'Home', 'Teams', and 'Admin'. The left sidebar contains various links, with 'Pictures' highlighted in yellow and circled in red. The main content area displays the 'Picture Information' form with the following fields:

- Posted By:** Head Coach
- Post Date:** 8/26/2008 9:42:17 PM
- Description:** (empty text area)
- File Name:** (empty text field with a 'Browse...' button)
- Season:** Fall Ball 2008
- Team:** Braves

At the bottom of the form are 'Submit' and 'Reset' buttons. Below the form, there is a section for COPPA Compliance, followed by instructions on uploading photo files and a note about image resizing.

COPPA Compliance:

The Federal Trade Commission has implemented the Children's Online Privacy Protection Act of 1998 (COPPA). The main goal of the COPPA and the rule is to protect the privacy of children using the Internet. Publication of the rule means that, as of April 21, 2000, certain commercial Web sites must obtain parental consent before collecting, using, or disclosing personal information from children under 13.

We recommend not posting identifiable photos of children on the web site, unless you have permission from the parent. Do not include a player's full name in the photo caption, or post a photo where a nameplate is visible.

For Complete Information:
<http://www.ftc.gov/ogc/coppa1.htm>

Uploading Photo Files:

Use the Browse button to display a file dialog box that you can use to locate your picture file (.JPG files only) on your computer. Once you locate the file and submit the form, the picture will be uploaded to the web site and added to the list along with your description.

Pictures wider than 580 pixels will be resized to that width. Pictures taller than 600 pixels will be reduced to that height. If you can, try to crop out unnecessary parts of the picture. Also, please use your best judgment when submitting material for display here. We don't want to have to censor anyone.

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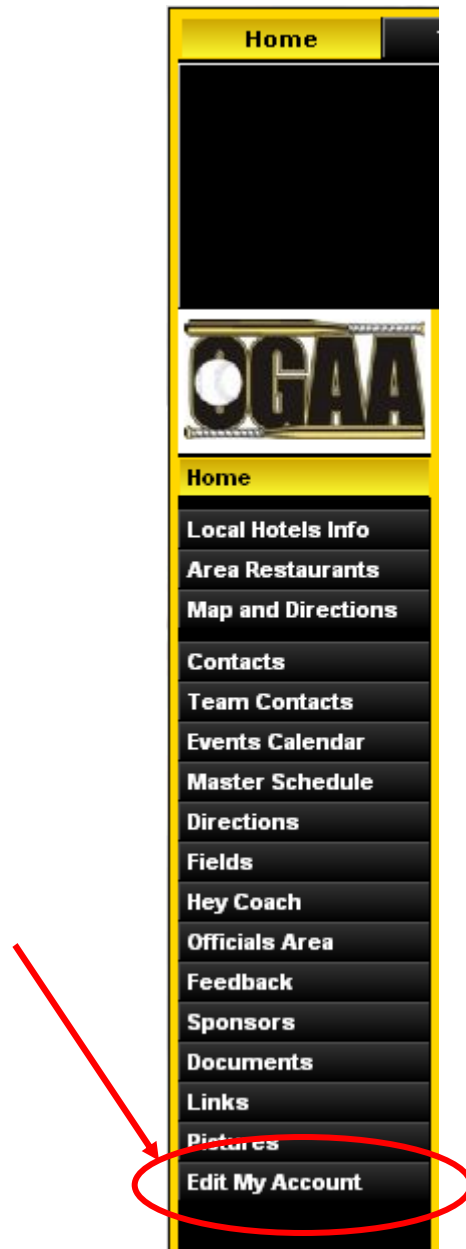
For Complete Information:

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10 - Update Contact Information

It is very important that all Coaches have accurate contact information (home address, phone number and email address). The head coaches and other board members use this contact information to communicate important news and information throughout the season.

Each Coach has the responsibility to update their own information (use the "Edit My Account" feature on the main OGAA website.



11 - Passwords

These are the different types of passwords and their use.

- 1) Administrative Password – Used by website administrator and certain board members. Provides access to all aspects of website
- 2) Team Manager/Head Coach Password – Provides communication tool for each team. These are set up and distributed by the website administrator to each team and are changed every year.
- 3) Team Password – Provides access to team roster, documents and pictures. Each team has its own unique password which is set up and distributed by the website administrator to each team manager. These are changed each year.
- 4) Individual Password – Provides access to family registration and family member information. A member who is signed on with their individual password can access their team information (in #3 above) without the team password. These are set up by either the individual or by request through the website administrator, are controlled by the member and stay static as long as the member stays with the association.