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

http://www.ogaa.net

Revision 1.0
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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
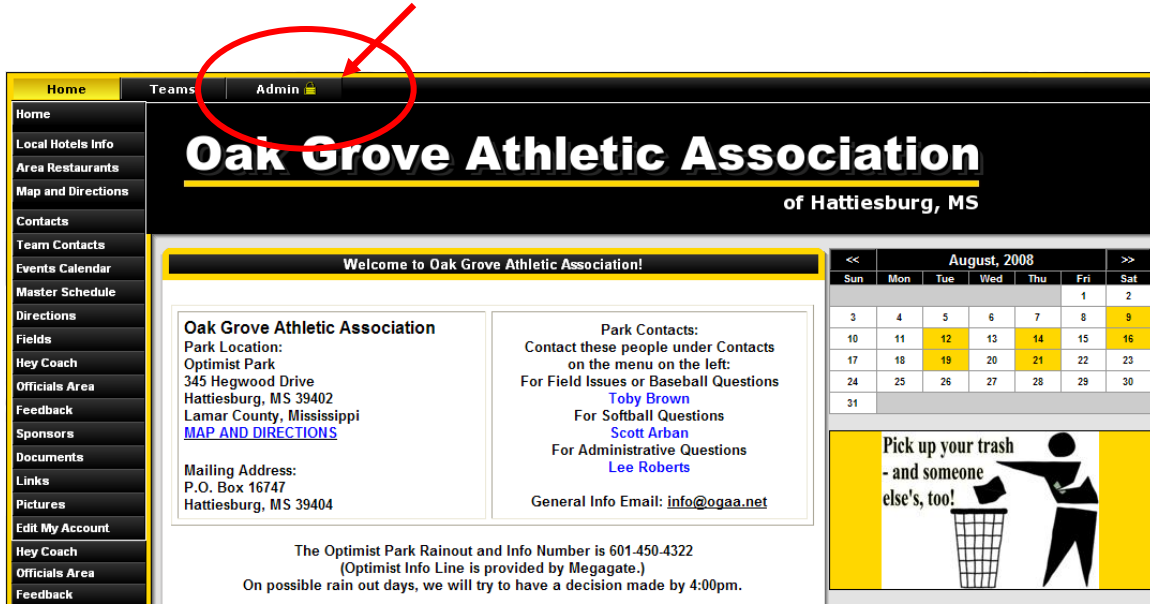- Create picture album
- Update team member contact information

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.

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

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

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

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.
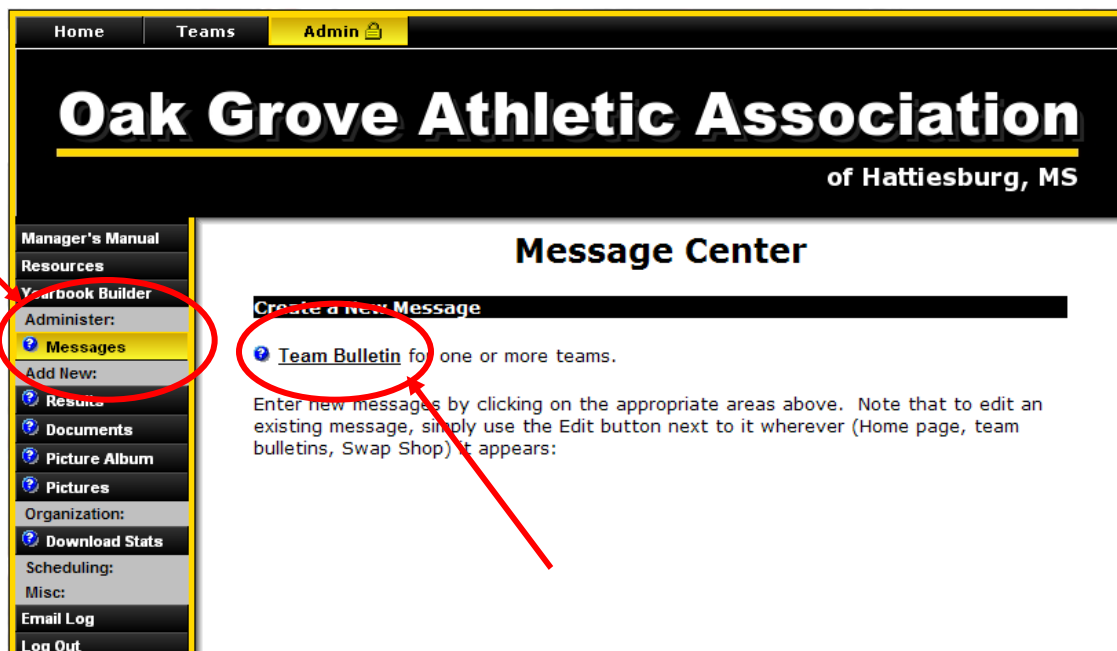
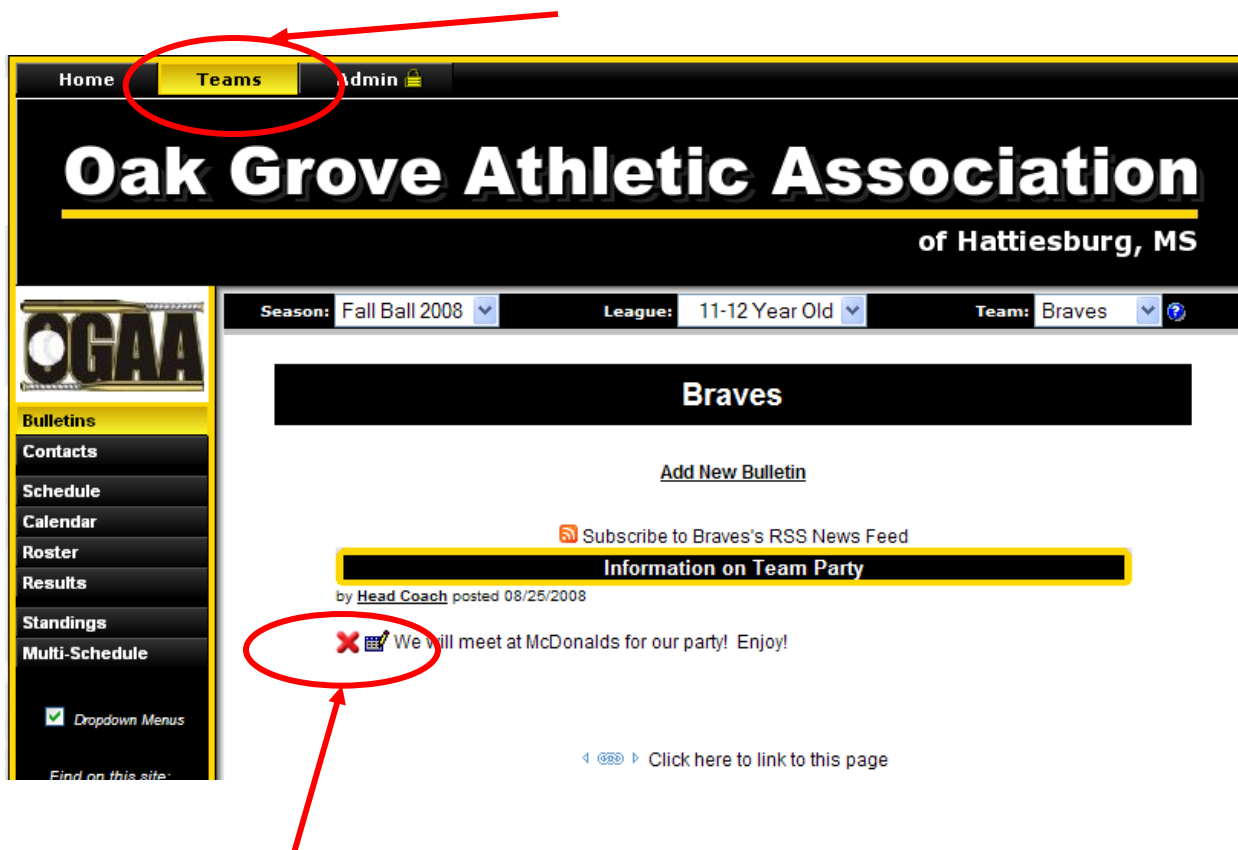Select the Team Bulletin link:

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.

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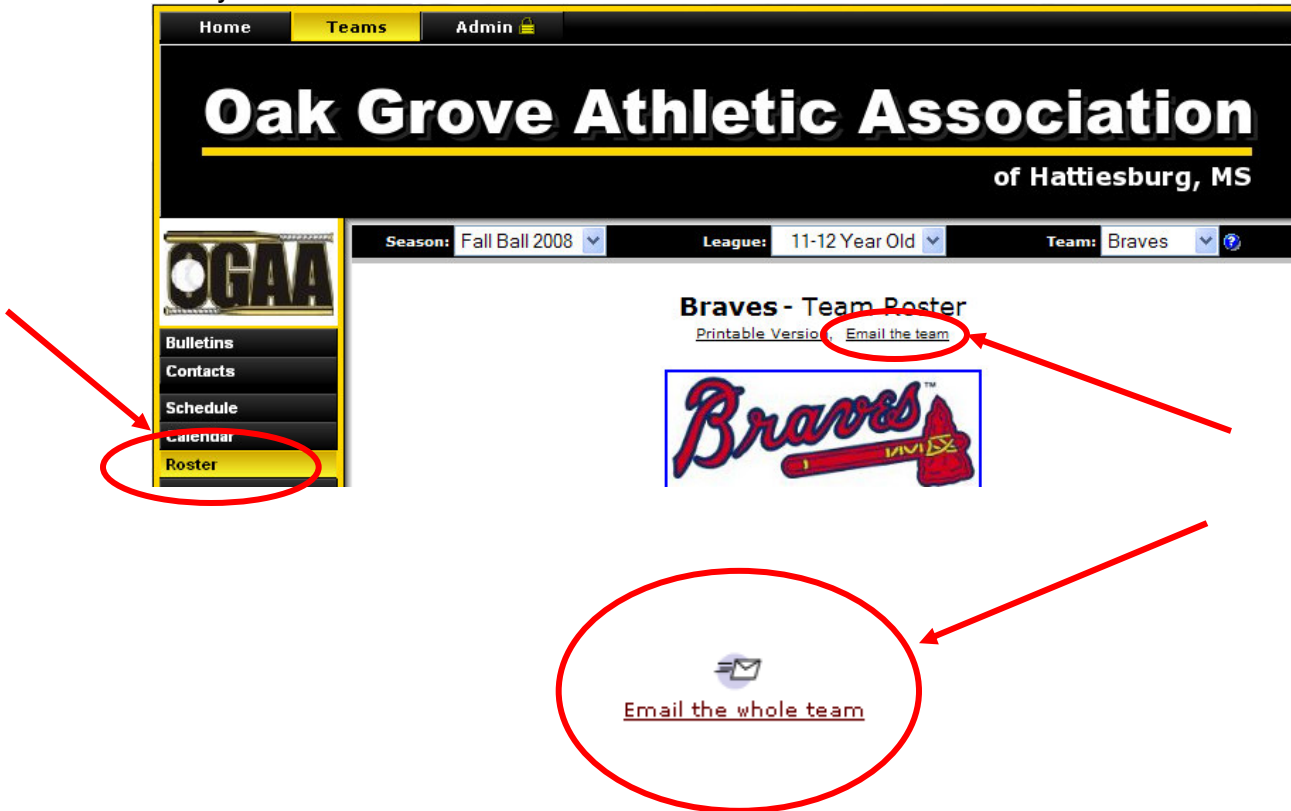
Member privacy is very important and the website has an override setting to prevent member information from becoming public. For your information, member information has 3 settings. These settings are set up by the members and can be updated by the team managers or website administrator upon request.

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.
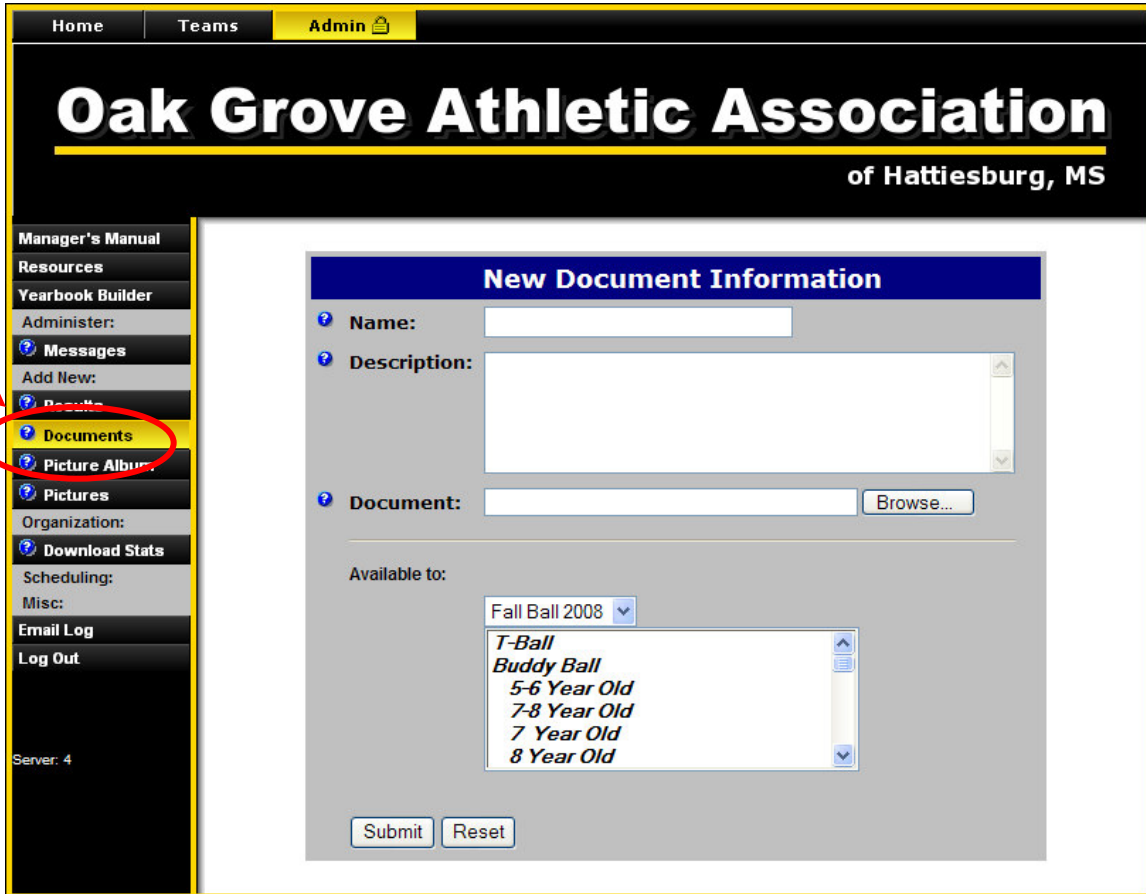
8 – Posting General Event

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

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

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.
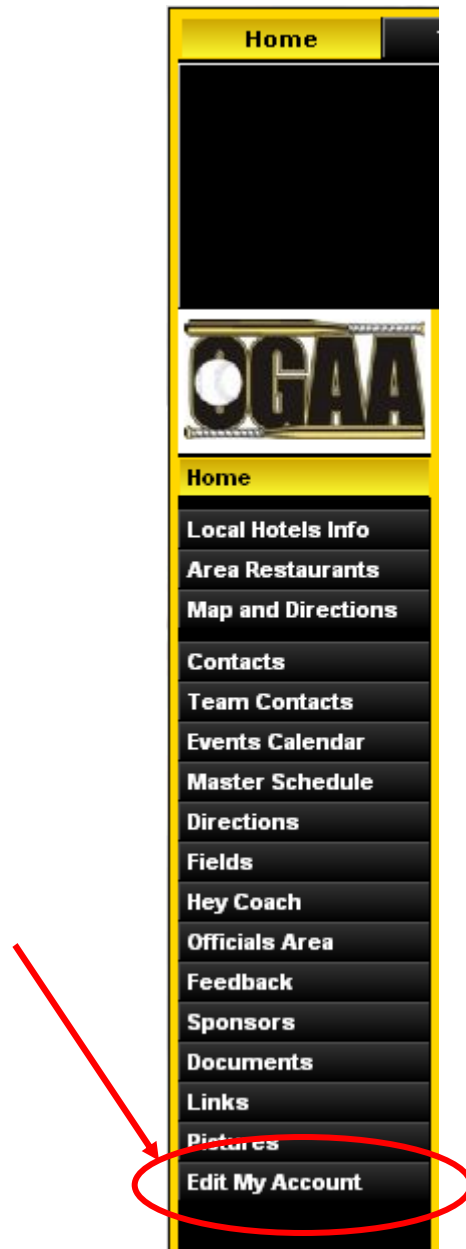
11 - Passwords

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.