

Audience: PARENTS (including Coaches and Team Parents) (22 Jan 06)

Purpose: How to identify team page data – messages, roster and game schedule

After you click on the Team Page link, the following is only viewable by parents and volunteers of your team. *You do not have access to see another Team Page.*

- a. **Messages:** this is where new messages from the coach, assistant coach, and team parent will be displayed – an electronic bulletin board. These individuals will also be able to email messages.
- b. **Team Sponsor:** recognition of the team sponsor for the season
- c. **Team Volunteers:** each “official” volunteer will be listed. Other volunteers may help out, but our system only lists the coach, assistant coach, and team parent.
- d. **Roster:** The roster of your teammates with associated phone numbers and email addresses is listed. Simply click on an email address link to send an individual email from YOUR default email program (e.g, Outlook). You also have the ability to email EVERYONE on the roster from your email program by clicking on the link “[Email Entire Roster](#)”.

If you click on the link for “printer friendly”, then it will be formatted for your printer. (We also suggest using landscape/horizontal printing. You can change this in Windows by clicking File > Print Set-Up > Orientation = Landscape).

- e. **Schedule:** A list of the games scheduled (at this time) will be listed. Game schedules have been known to change but your coach/team parent should communicate this to you via email listed under **Roster**. Again, *if you click on the link for “printer friendly”, then it will be formatted for your printer.*

The screenshot shows a web page with a navigation bar at the top containing: Home, Programs, Your File, Donate/Volunteer, About Us, and Help. The main content area is titled 'Programs' and includes a breadcrumb trail: 'Spring 06 Softball > Spr 06- Div 1 (1/1/95 - 12/31/96) > Carnow'. Below this, the page is titled 'Team Carnow' and features several sections, each with a red box highlighting its title: 'Messages', 'Team Sponsors', 'Team Volunteers', 'Roster (printer friendly)', and 'Schedule (printer friendly)'. The 'Messages' section shows a text input field with 'Hello Team -'. The 'Team Volunteers' section lists roles: 'MANAGER/ HEAD COACH', 'ASSISTANT COACH', and 'TEAM PARENT'. The 'Roster (printer friendly)' section includes a link for 'Email Entire Roster'. The 'Schedule (printer friendly)' section shows a table header with columns: 'Date/Time', 'Location', 'Event Type', and 'Event (Away v. Home)'. The 'Messages' and 'Roster (printer friendly)' sections also include a note: 'prints best in landscape format'.