

Audience: COACHES AND TEAM PARENTS (22 Jan 06)

Purpose: How to change information on your Team Page

Once you identify the Team information, the individuals listed as **Team Volunteers** on the team page will be able to change specific information, as listed below. Note that other team members or outside individuals will NOT have access to change the information below.

Message Area: this is where you will write new messages to your team. It is your electronic bulletin board. The Manager/Coach, Assistant Coach, and Team Parent will have access to write new messages.

The screenshot shows a web interface titled "Message Area". Below the title is a text input field and an "Update" button. A blue box labeled "1" highlights the "Update" button and an "Email Messages to Roster" button. Below this is a section titled "Upload Picture" with a text input field, a "Browse..." button, and an "Upload" button. A blue box labeled "2" highlights the "Upload" button. Below that is a section titled "Upload CSV File" with two checked checkboxes: "Append to Content" and "Header Row". It also has a text input field, a "Browse..." button, and an "Upload" button. A blue box labeled "3" highlights the "Upload" button. At the bottom is a button labeled "Print Medical Liability Waiver Report" with a blue box labeled "4" highlighting it.

1 Once you write the message:

- **Update** – the message that you input. You must click **Update** for the system to accept your text.
- **Email Messages to Roster** – You can also email the message that you just “Update” to all recipients on your roster. By performing this task, it will not require each parent to log into the Team Page every time a message is updated.

2 Upload Picture: the uploaded picture must be less than 65KB in size. Also, only 1 picture is available to upload at a time.

3 Upload CSV File: a Comma Separated Value (.csv) or text file (.txt) are file types accepted. These file types are common in spreadsheets, and this area is ideal for a snack schedule. Once you upload the CSV file, there will be an area that reads **Additional Information** after the **Schedule**.

4 Print Medial Liability Waiver Report – a coach or team parent must print out this report. Each parent must sign this form. It must then be:

- faxed back to LCYO at their toll-free number: (866) 729-3071; and
- given to the coordinator at the team parent meeting in February. **No uniforms will be distributed until every parent signs this form !!!**