

This document provides instructions for team officials to create Team Bulletins for their team's web page.

Team Bulletins are messages or notices, etc. which are posted to a team's web page. Team Bulletins can be emailed to the entire team at the time of posting.

In order to post Team Bulletins, a team official must first obtain their **Team Manager** password from the League Information Officer.

Instructions for Posting Team Bulletins

1. Access the Admin area by clicking the Admin tab at the top of the home page.

The screenshot shows the website for the Windham Baseball Softball League. At the top, there is a navigation bar with tabs for "WBSL Home", "Teams", and "Admin". The "Admin" tab is highlighted with a red circle. Below the navigation bar, the main header reads "Windham Baseball Softball League" and "Mon Mar 28 2005". On the left side, there is a sidebar with a "Home" button and a list of links: "Using this Site", "Code of Conduct", "Clinics", "Register Online", "Contacts", "Events Calendar", "Fields", and "Hey Coach". The main content area is divided into several sections: "Welcome to Windham Baseball Softball!" with a sub-header "Home of the 2004 NH State Champions!" and a list of bullet points: "Boys 11 Year Old Little League All-Stars" and "Girls Majors Softball All-Stars". Below this is a "HEADLINES" section with two items: "2005 Windham Baseball/Softball Coaches Clinic" (dated Wednesday, April 6th 6:30 - 8:00 @ Center School...) and "Umpire Positions for 2005 Season". To the right of the headlines is a photo of a team holding a banner that says "11 YEAR OLD NEW HAMPSHIRE DISTRICT ONE CHAMPIONS". Below the photo is a section titled "In the Exchange" with a sub-section "Purpose of In the Exchange" and a link "Click here to add your own item". At the bottom right, there is a "Weather" section with the text "Weather for Windham Rain".

2. After clicking the Admin tab, enter your full name and your Team Manager password. Click the Submit button.

WBSL Home | Teams | **Admin**

Windham Baseball Softball League Mon Mar 28 2005

Restricted Area

Your Full Name:

Password:

3. Click on the Messages tab on the left side of the page:

WBSL Home | Teams | **Admin**

Windham Baseball Softball League Mon Mar 28 2005

Baseball

Softball

- Admin Forum
- Site Manual
- F.A.Q.
- Support Ticket
- Administer
- [Messages](#)
- Add New
- Results
- Documents
- Organization:
- Scheduling:
- Log Out

Administrator's Discussion Forum

[Add a new message](#)
 [Logon](#)
 Search:

Message threads	Started by	Last post	Msgs
WELCOME to the Administrator's Forum	Don Malin	1 Year ago	3
Old registration list	Joan Rumrill	29 minutes ago	2
Registration Programs	Joan Rumrill	30 minutes ago	1
Auto-generate & email manager and roster passwords	Don Malin	1 day ago	2
User Guides for Teams, Referees, and Schedulers	Doug Krause	4 days ago	12
Rosters	Paul	5 days ago	5
global team settings	Wade Pinkston	6 days ago	3
Countdown Clock in home page right column	Don Malin	1 week ago	1
Countdown Clock	Don Malin	1 week ago	5
New Team Contacts page	Don Malin	1 week ago	4
How to delete a general event on the master schedule	Steve Gunther	1 week ago	2
How do I separate sports income???	jim newbeck	2 weeks ago	3
New Credit Card Reconciliation Report	Don Malin	2 weeks ago	1
Data entry filters added for forms	Don Malin	2 weeks ago	1
Context popups over menu items?	Gerry Hall	2 weeks ago	1

4. Select Team Bulletin on the Message Center screen:

The screenshot shows the website's navigation bar with 'WBSL Home', 'Teams', and 'Admin' (with a lock icon). Below this is the league name 'Windham Baseball Softball League' and the date 'Mon Mar 28 2005'. The left sidebar contains 'Baseball' and 'Softball' logos, a 'Windham' logo, and a menu with items like 'Admin Forum', 'Site Manual', 'F.A.Q.', 'Support Ticket', 'Administer:', 'Messages' (highlighted), 'Add New:', 'Results', 'Documents', 'Organization:', 'Scheduling:', and 'Log Out'. The main content area is titled 'Message Center' and features a 'Create a New Message' section with two options: 'Team Bulletin' (circled in red) and 'Exchange item'. A text block below explains how to enter new messages and edit existing ones.

WBSL Home Teams Admin

Windham Baseball Softball League Mon Mar 28 2005

Baseball

Windham

Softball

Admin Forum
Site Manual
F.A.Q.
Support Ticket
Administer:
Messages
Add New:
Results
Documents
Organization:
Scheduling:
Log Out

Message Center

Create a New Message

- [Team Bulletin](#) for one or more teams.
- [Exchange item](#) for the Swap Shop Exchange. You can also do this directly on the Swap Shop Exchange page.

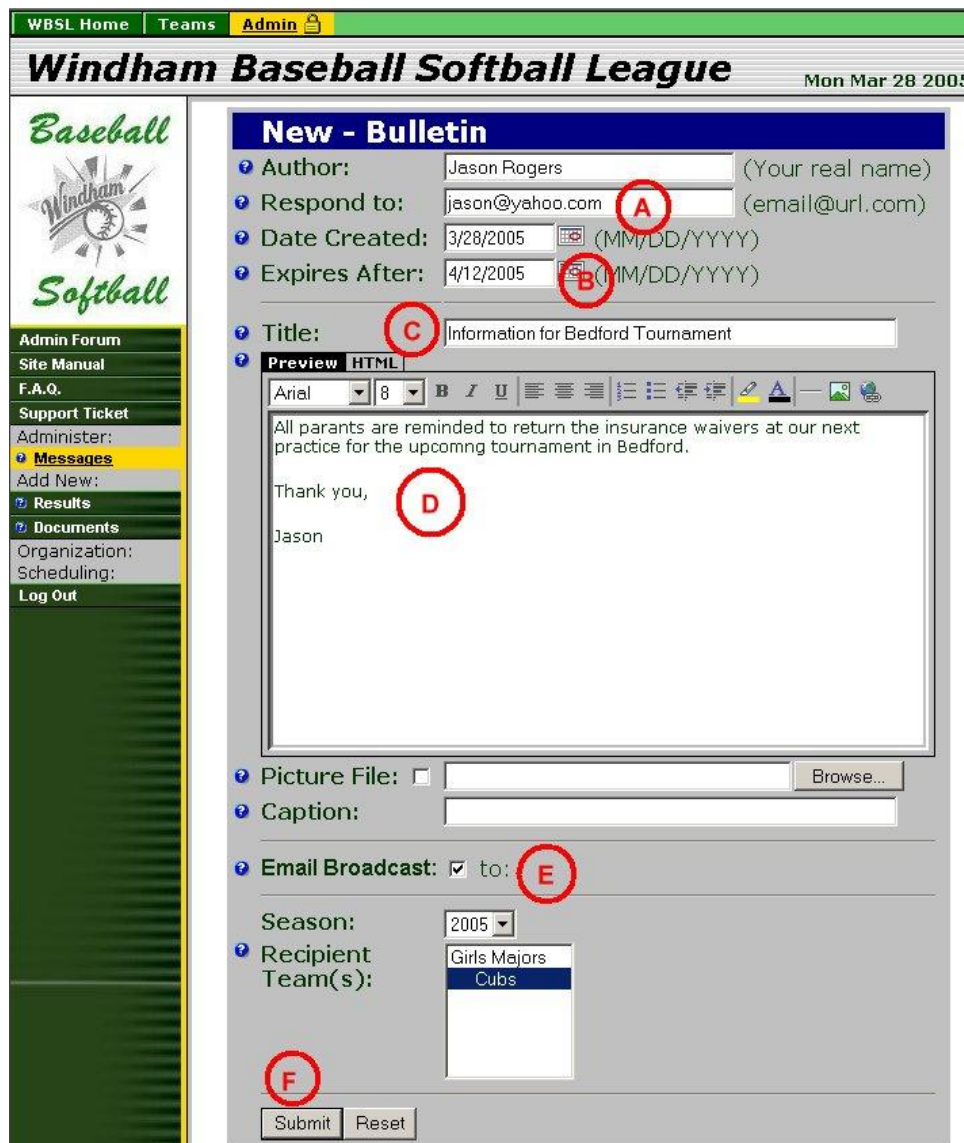
Enter new messages by clicking on the appropriate areas above. Note that to edit an existing message, simply use the Edit button next to it wherever (Home page, team bulletins, Swap Shop) it appears:

5. On the New Bulletin screen, enter the following:

- A. Your email address.
- B. Expires After date – this is the date which the bulletin will automatically be removed from the team page.
- C. Title for bulletin.
- D. Message for bulletin.
- E. Email Broadcast selection (optional).

Selecting the Email Broadcast option will email your bulletin to your entire team.

F. Click the Submit button.



WBSL Home Teams Admin

Windham Baseball Softball League

Mon Mar 28 2005

Baseball
Windham
Softball

Admin Forum
Site Manual
F.A.Q.
Support Ticket
Administer:
Messages
Add New:
Results
Documents
Organization:
Scheduling:
Log Out

New - Bulletin

Author: Jason Rogers (Your real name)
Respond to: jason@yahoo.com (A) (email@url.com)
Date Created: 3/28/2005 (MM/DD/YYYY)
Expires After: 4/12/2005 (B) (MM/DD/YYYY)

Title: (C) Information for Bedford Tournament

Preview HTML

Arial 8 B I U

All parents are reminded to return the insurance waivers at our next practice for the upcoming tournament in Bedford.

Thank you, (D)
Jason

Picture File: Browse...
Caption:

Email Broadcast: to: (E)

Season: 2005
Recipient Team(s): Girls Majors
Cubs

(F) Submit Reset

6. Access your team web page to view your Team Bulletins.
 - A. Select the Teams tab at the top of the WBSL home page.
 - B. Select your Division and Team.

The screenshot shows the website for the Windham Baseball Softball League. At the top, there is a navigation bar with 'WBSL Home', 'Teams', and 'Admin' links. The 'Teams' link is highlighted with a red circle. Below this is the league name 'Windham Baseball Softball League' and the date 'Mon Mar 28 2005'. A navigation menu on the left lists 'Baseball' and 'Softball'. Below the menu, there are dropdown menus for 'Season: 2005', 'Division: Girls Majors', and 'Team: Cubs', all of which are circled in red. The main content area is titled 'Cubs' and lists the coach 'JASON ROGERS' (898-6008 h) and assistant coach 'George Hayes' (603-434-7862 h). A green header for a bulletin reads 'Information for Bedford Tournament'. The bulletin text, which is circled in red, states: 'by Jason Rogers posted 3/28/2005', 'All parents are reminded to return the insurance waivers at our next practice for the upcoming tournament in Bedford.', 'Thank you,', and 'Jason'. At the bottom left, a 'Visitor #' counter shows '38387'.