

This document provides instructions for team officials and parents to access their Team Roster and send a broadcast email to their team.

In order to access a Team Roster, a team official or parent must first obtain their **Team Access** password from the League Information Officer.

Instructions for Accessing Team Roster

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

The screenshot shows the website's header with navigation tabs for 'WBSL Home', 'Teams', and 'Admin'. The main title is 'Windham Baseball Softball League' with the date 'Mon Mar 28 2005'. A left sidebar contains a menu with items like 'Home', 'Using this Site', 'Code of Conduct', 'Clubs', 'Register Online', 'Contacts', 'Events Calendar', 'Fields', 'Hey Coach', 'Officials Area', 'Feedback', 'Exchange', 'Online Form', 'Documents', 'Links', and 'Pictures'. The main content area features a 'Welcome to Windham Baseball Softball!' section, a 'HEADLINES' section with three items, an 'In the Exchange' section, and a 'Weather' section.

WBSL Home **Teams** **Admin**

Windham Baseball Softball League

Mon Mar 28 2005

Baseball
Windham
Softball

Welcome to Windham Baseball Softball!

Home of the 2004 NH State Champions!

- Boys 11 Year Old Little League All-Stars
- Girls Majors Softball All-Stars

HEADLINES

- **2005 Windham Baseball/Softball Coaches Clinic**
Wednesday, April 6th 6:30 - 8:00 @ Center School...
- **Umpire Positions for 2005 Season**
New Youth Umpires earn \$15, and returning umpires...
- **Little League Volunteer Application**
All WBSL volunteers (including...
- **Team Sponsorship for 2005 Season**
Team Sponsors are needed...

Windham Baseball 11 Year Old Little League District One and State Champions

In the Exchange

✓ **Purpose of In the Exchange**

[Click here to add your own item](#)

Weather

Weather for Windham
Rain
Time: 9:30 pm
Temp: 39 F
RealFeel Temp: 37 F
Humidity: 93 %
Winds: N at 3.45 mph

[Click for 5-day forecast!](#)

powered by AccuWeather.com

2. After clicking the Teams tab, select the appropriate Division and then Team from the drop-down lists.

The screenshot shows the website header with 'WBSL Home', 'Teams', and 'Admin' tabs. The main title is 'Windham Baseball Softball League' with the date 'Mon Mar 28 2005'. Below the title are three dropdown menus: 'Season: 2005', 'Division: Girls Majors', and 'Team: Cubs'. The 'Division' and 'Team' menus are circled in red. On the left side, there is a navigation menu with 'Baseball' and 'Softball' logos, and a 'Bulletins' section with links for 'Schedule', 'Calendar', 'Roster', 'Results', 'Standings', and 'Multi-Schedule'. The main content area displays 'Cubs' and a box containing coach information: 'Coach: JASON ROGERS 890-6008 h' and 'Asst Coach: George Hayes 603-434-7862 h'.

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

This screenshot is similar to the previous one, showing the same website header and navigation menu. However, the 'Roster' link in the left navigation menu is circled in red. The main content area still displays 'Cubs' and the same coach information box: 'Coach: JASON ROGERS 890-6008 h' and 'Asst Coach: George Hayes 603-434-7862 h'.

4. Enter your Team Access password and click the Submit button. Your team roster will be displayed.

The screenshot shows the website for the Windham Baseball Softball League. At the top, there is a green navigation bar with links for "WBSL Home", "Teams", and "Admin". Below this is a header with the league name "Windham Baseball Softball League" and the date "Mon Mar 28 2005". On the left side, there is a vertical menu with options: "Baseball", "Softball", "Bulletins", "Schedule", "Calendar", "Roster", "Results", "Standings", and "Multi-Schedule". The "Roster" option is highlighted in green. The main content area displays a "Restricted Area" login form. The form has a blue header with the text "Restricted Area". Below the header, it says "The page is for members only. Please verify your membership by entering the following:". There is a "Password:" label followed by a text input field, which is circled in red. Below the password field is a "Remember password:" checkbox. At the bottom of the form are two buttons: "Submit" and "Reset".


Instructions for Sending Broadcast Email to your Team

1. Follow the instructions above to access your Team Roster.
2. At the bottom of the Team Roster page, click on the “Email the whole team” link.



Email the whole team

3. After clicking the “Email the whole team” link, the Email Team screen will display.
 - A. Enter your email address.
 - B. Enter the email subject.
 - C. Enter the email message.
 - D. Click the Send button to deliver your email message to the team.



WBSL Home Teams Admin

Windham Baseball Softball League

Mon Mar 28 2005

Season: 2005 Division: Girls Majors Team: Cubs

Email Team

From: cubparent@yahoo.com **A**

CC:

Subject: Pool Party at my House **B**

Message: **Preview HTML**

Arial 8 B I U

Dear Cubs team:

You are all invited to a pool party at my house after Saturday's game.

Please RSVP by Thursday.

Thanks, **C**

Mrs. Smith

Send **D**

Visitor #: 30314

Powered by: