**Personalizing Team Home Pages**

The **Team Home** page includes **Team Info**, **News**, **Facebook feeds**, and much more! **Team Settings** allows you to display and hide certain personnel and player information.

\*Any volunteer allocated to a team can edit that specific team's page. \*

1. Go to **Team Central** >> **Team Directory** >> **Team Home**.

1. Click on **Team Settings**.

1. Give your team a short description in the **Team Info** box.

1. If you choose to create a Social Media page you can! **Facebook and Twitter ID**: Your ID is found at the end your social media profile’s URL.

1. You can create a team calendar using Google Calendar. Insert your **Google Calendar** embed code. \*\*\*See end of document for instructions\*\*\*

1. Choose which information you’d like to be displayed on the team’s roster by putting a check mark in the boxes under **Team Personnel** and **Team Roster**. If there is in the box above each column, then this means that this information will **not**display on the team's page.
2. You can **enable** and **disable** players and personnel on this page. If a volunteer or player is disabled (check mark **not** in the enable check box), their profile will still display in the **Roster** tab within the team's page, but users will be **unable to view** any additional information about this volunteer/player.
3. You can add and choose to display player **Jersey Number**, **Position and Player Photo**.

1. Click on **Upload New Photo** under **Team Photo**.
2. **\*Note**: If you're using **Internet Explorer**, you may need to toggle between compatibility mode and non-compatibility mode at the top of your browser in order to see the upload options.

1. Click on **Choose File** to choose an image from your computer.
2. Locate the image on your computer, select it, and then click **Open**.
3. Click **Upload**.
4. Drag the edges of the crop box to crop the photo. **\*Note:** The photo must be cropped to move on.
5. Click on **Crop** and then **Save Photo**.
6. When you're finished, click **Update** at the bottom of the page.

**Optional Google Calendar:**

Google Calendars are easy to maintain once you get them configured on your Team Page! Any updates that you make on your Calendar in Google will **automatically update** on your Team Page. Currently, you can only embed/sync a Google Calendar on your team page. We do not accept iCal.

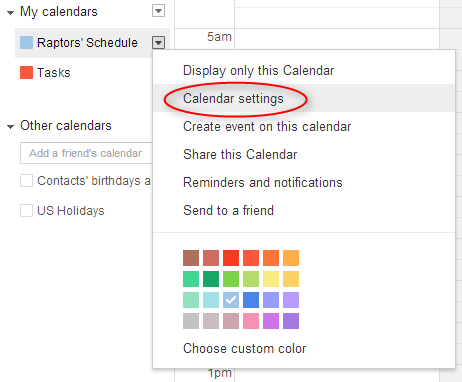
**\*Note:** In order for the Calendar tab tab to display in your team’s page, you must insert the **Google Calendar Embed Code**on the **Team Settings** page.

**Steps to Embed a Google Calendar:**

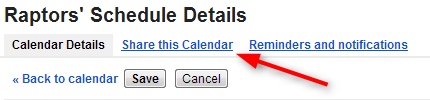
Go to **Team Central** >> **Team Directory** >> **Team Home** >> **Team Settings**.

You can create a Team Google Account. Once created, open up a new window and go to your **Calendar** in your Gmail account.

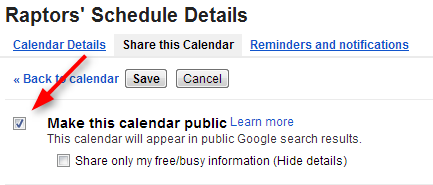
Click the downward facing arrow to right of the Calendar name and then click **Calendar** **settings**.



Once you're on the Schedule Details, click the **Share this Calendar** tab.



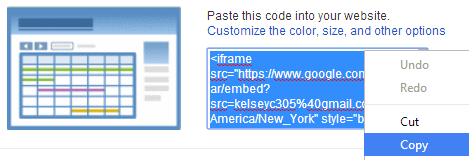
Put a check mark in the **Make this calendar public** box. **\*Note:** This is necessary for other people to be able to view your calendar.



Click **Save**.

Click the **Calendar Details**tab to the left of **Share this Calendar**.

Scroll down to the **Embed This Calendar** section and copy the iframe code.

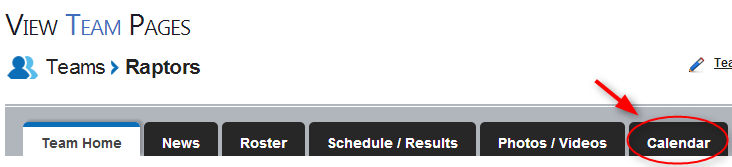


Flip back over to your Blue Sombrero site. Paste the iframe code in the **Google Calendar** **"Embed This Calendar"**text box on the Team Settings page.

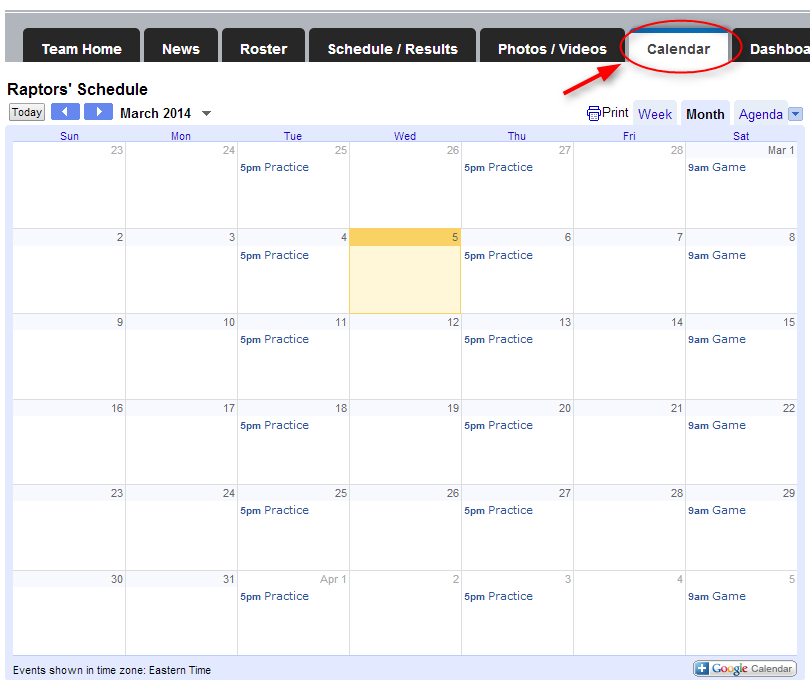


Click **Update** at the bottom of the page.

Click on your Team Name at the top of the page. Then click on the **Calendar** tab to view your new calendar.



Below is an example of what your calendar will look like. **\*Note:** You may have to clear your cache by holding down CTRL+F5 on your keyboard to view the calendar.



If you have any questions, contact Jillian Anderson or Jon Carlston at webadmin@carlsbadyouthbaseball.org