



# Noblesville Youth Baseball

## NYB COACH/VOLUNTEER TEAM PAGE MANAGEMENT

Updated 3/17/2014

NYB's website allows volunteers (Head and Assistant Coaches) to edit their assigned team pages. This includes editing of the following items:

- Content Rotator (i.e. photos)
- News Items
- Roster information (i.e. photos, bios, etc.)
- Photo/Video Gallery
- Calendar
- Team Info

This guide was developed to walk you through the process of editing your team page. We will not walk through all aspects of editing, rather point you to guides from Blue Sombrero (website provider) on how to edit the various sections.

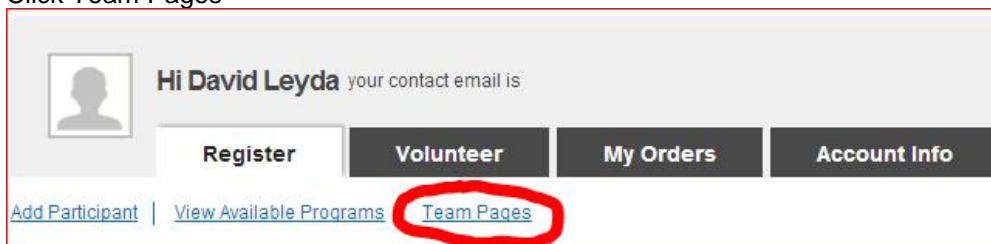
ALL OF THIS IS OPTIONAL. You are not required to edit/maintain content on your team page. However, it is strongly encouraged as it's a great information portal for your parents and helps build a sense of pride in your team!!

If you have any questions on editing/page management, please email us: [webmaster@noblesvillebaseball.org](mailto:webmaster@noblesvillebaseball.org)

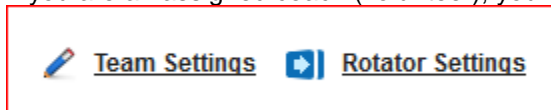
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**To manage your assigned Team Page, log into your account and select the page you want to manage:**

1. Log into your account at <http://www.noblesvillebaseball.org>
2. Click Team Pages



3. At this point, you will be taken to a list of all team pages. Find your team in the list (use filters as necessary).
4. If you are an assigned coach (volunteer), you will see the edit options.



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The following guides will help you to maintain the various sections of your pages:

## Update Team Home Page & Team Settings

<https://bluesombrero.zendesk.com/entries/21736947-Update-Team-Home-Page-Team-Settings>

## Add News Articles to a Team Page

<https://bluesombrero.zendesk.com/entries/21736896-Add-News-Articles-to-a-Team-Page>

## Embed a Google Calendar for Team Events

A Google Calendar can be added to your site to upload your practice schedule, game schedule or other important events. Parents can view the calendar and optionally sync it with their personal calendar or mobile phone

<https://bluesombrero.zendesk.com/entries/21720682-Embed-a-Google-Calendar-for-Team-Events>

## Add Team Photos & Videos

<https://bluesombrero.zendesk.com/entries/21730123-Add-Team-Photos-Videos>

## Edit Team Roster Information\*\*\*

<https://bluesombrero.zendesk.com/entries/21745208-Edit-Team-Roster-Information>

### \*\*\* TEAM ROSTER & PRIVACY \*\*\*

By default, only the first name of the coaches and players is visible on the team pages. Coaches have the ability to expose other information fields (i.e. last name, phone number, email address, picture, etc.) The Team Pages are available to the general public without logging into our site. Please be cognizant of the fact that this information is publicly available and use discretion when exposing information.

**If any parents request that their child's information NOT be exposed to the internet, you must respect this request and DISABLE them from the Roster.**

Disabling them from the roster does NOT remove them from the team, only from the online roster.

### Instructions to remove a player from the online roster:

1. Log into your account and go to your Team Page.
2. Click Team Settings
3. Scroll down to Team Roster (or Team Personnel if a coach wants to be removed)
4. For the individual who wants to be removed, **UNCHECK** the **ENABLE** checkbox, then scroll to the bottom and click **UPDATE**.

| Enable   | Name   | Role                                | Phone   | Address   | Email  | Order |
|--|--|-------------------------------------|---|---|--|-------|
| <input checked="" type="checkbox"/> Select All | <input checked="" type="checkbox"/> (First) <input checked="" type="checkbox"/> (Last) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> (P) <input type="checkbox"/> (C) <input type="checkbox"/> (O) | <input type="checkbox"/> (A) <input type="checkbox"/> (C) <input type="checkbox"/> (S) <input type="checkbox"/> (Z) | <input checked="" type="checkbox"/>                                    |       |
| <input checked="" type="checkbox"/>            | Jason Bowerman   | Assistant Coach                     | (P) 770-564-3126<br>(C) --<br>(O) --  | 566 Orange Street<br>Peachtree City<br>, 30269  | <a href="mailto:bowerman.jason@gmail.com">bowerman.jason@gmail.com</a> | 1     |

