

WEBSITE EDITING INSTRUCTIONS - WAUKESHA WEST ATHLETICS

Website directions:

Step 1: BECOME A MEMBER

Go to this link: <http://www.waukeshawestathletics.com>

Click "Create an Account" in the upper left corner

Enter appropriate information and confirm account

Login to the site to double-check your membership

Step 2: REQUEST PAGE EDIT RIGHTS FROM KYLE

Please email me when your membership goes through, and I will grant edit rights to your program page only...you won't have to worry about deleting the entire site!

Step 3: BUILD YOUR PAGE

A few key words:

"Layout container" - general boxes or forms that create the shape or layout of your page, easy to move, rotate, delete, create columns, etc.

"Element" - actual content placed within a layout container, including but not limited to documents, links, photos, countdown timers, tables, videos, and more

Page Building Expectations

Required for all program pages:

- 1)coaches directory with email and level/assignment posted (contact or table elements may be best choice),
- 2)season schedule of all games, practices, special meetings, etc. (same information provided to me for online Rschool calendar),
- 3)athlete/parent packet that details program expectations, policies, philosophy, etc.

Highly encouraged for all program pages:

- 1)photos or videos that bring the program to life
- 2)history or tradition of program success or progress
- 3)what sets your program apart!