Managing Your Team Page

This document contains some basic instructions for editing your team page.

We encourage you to have fun with your page -- use it to help you communicate with your parents and players. Your access is limited to your page, so do not worry about impacting other areas of the site. If something on your page is not working as expected, or you see something on another page that you'd like to re-create, email bpaaslowpitch@gmail.com for assistance.

You have access to do the following on your team page:

- Add, delete layout containers and page elements – common uses include:
    - Add contact information
    - Add text blocks
    - Add photos/videos
    - Attach documents
    - Add links
- Move content around by clicking and dragging page elements/containers
- Add practices and other events to the calendar
- Add team news

    Please do not remove the default page elements (calendar and news), as these may include information related to league-wide events and communications

Please remember:
BPAA does not condone harassment in any form, by any member of the program. As such, pages on the website will regularly be checked to ensure that we are in compliance with all BPAA Policies. If you have questions on whether an item is appropriate, please feel free to contact the webmaster or your age group commissioner.

Contents

Opening Your Team Page in EDIT Mode

1. Logon to your account

2. Click on your Team Page

The EDIT MODE/USER MODE switch should appear

3. Click on EDIT mode

Once in EDIT mode, you should see the edit options on your page

ADD LAYOUT CONTAINER

▼ Collapse Page Elements

Adding Layout Containers

Layout Containers allow you to create different layouts within your page:
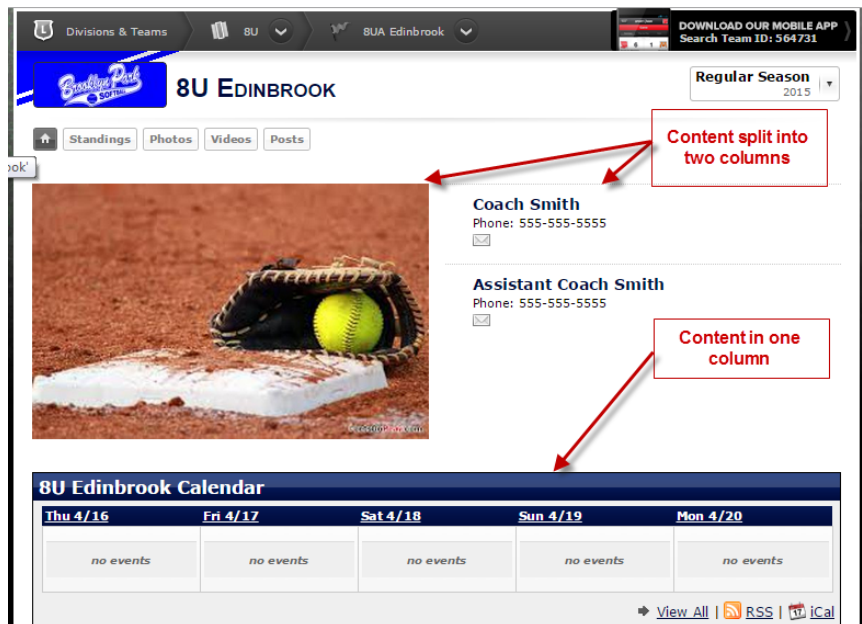
To add a layout container, do the following:
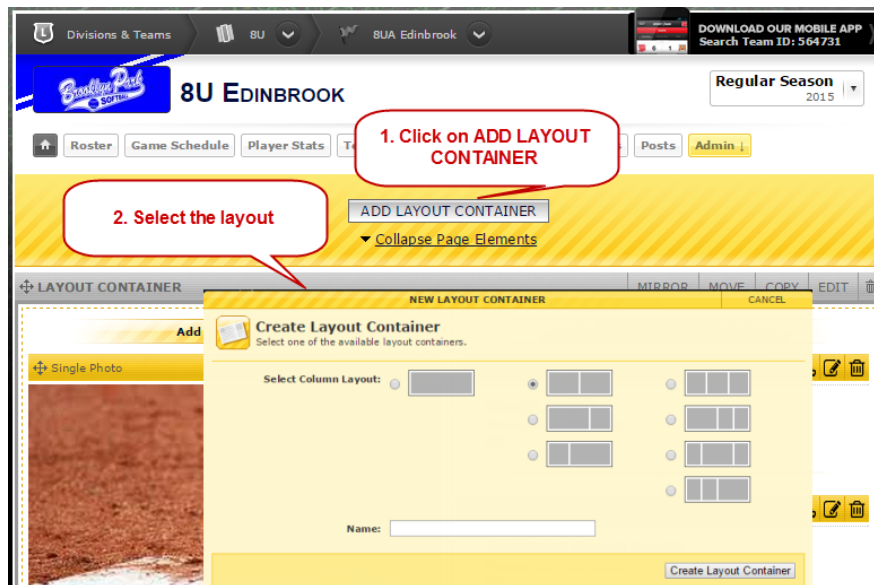
Adding Page Elements

Within a Layout Container, you can add as many page elements as desired:
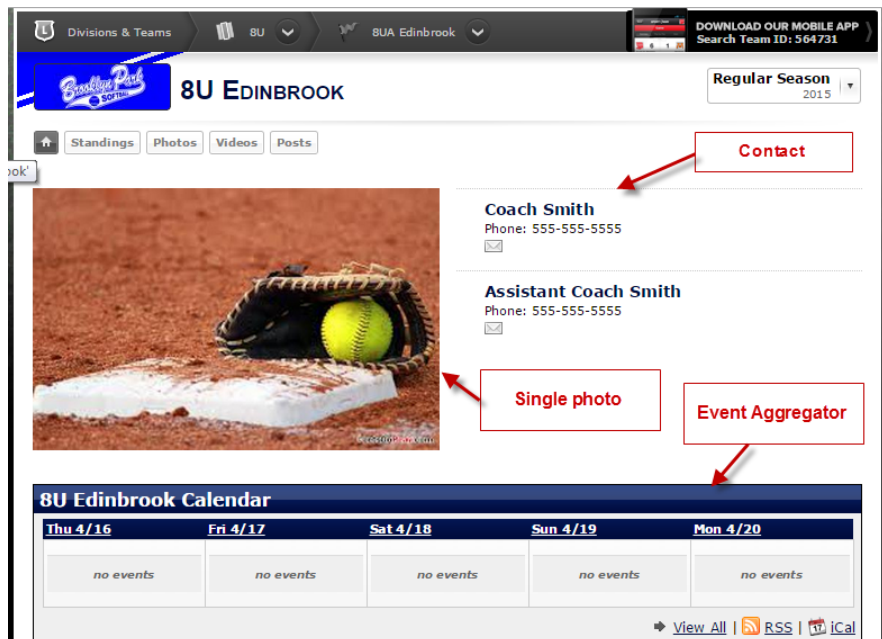
To add a page element, do the following:

Mirroring Content from Another Page

MIRROR

When the Mirror icon displays next to content from another page, you can mirror the Page Element to your page. Any time the content of the page element is updated, your page will be automatically updated as well.

Weather News
BPAA Slow Pitch Softball weather updates will be posted here.

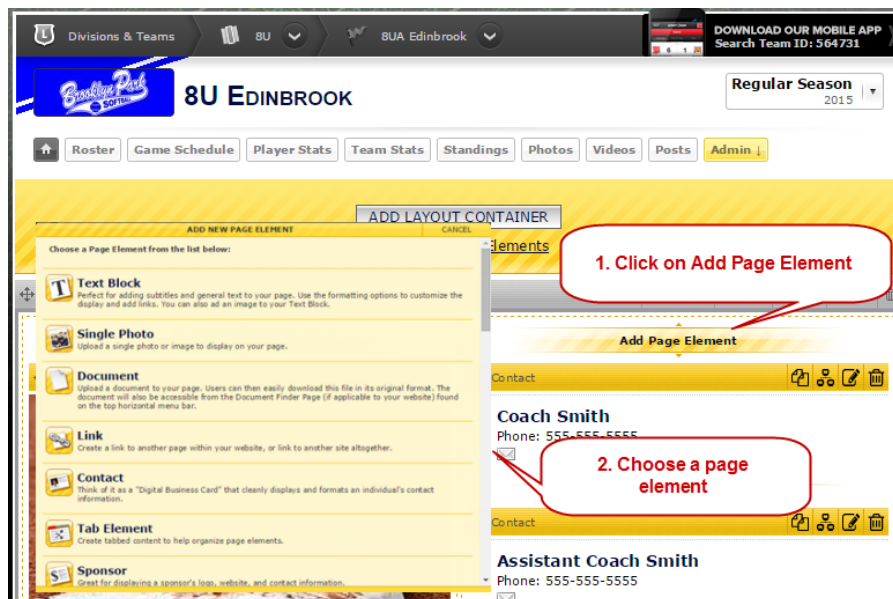**1. On the page element you wish to copy, click on the Mirror icon**

MIRROR

ADD TO MY SPORT NGIN MIRRORS — CANCEL

Sport Ngin Mirror
Mirror this Page Element to any page within the Sport Ngin Network. Click "Add to Mirrors" to add this content as an Sport Ngin Mirror from your Page Element Menu.

Text Block: Weather News
BP Mirrored from: Brooklyn Park Athletic Association > Slow Pitch Softball

This mirror will reflect all updates that are made to the original content located on this page. If the original content is ever modified, disabled or deleted, all mirrors reflecting the content that this mirror reflects is owned and managed by

2. Click on ADD TO MY MIRRORS

ADD TO MY MIRRORS

ADD NEW PAGE ELEMENT

Upload a flash file to your page.

Power Poll
Add a poll to your page.

MailChimp List Sub
Provide a form for site visitors

3. Navigate to your team page and Add a New Page Element; select Sport Ngin Mirrors

Sport Ngin Mirrors
Mirror content you've selected from another Sport Ngin site or page to this page.

US Map
Add an interactive map to your page

Weather
Display the current weather on your page.

ADD NEW PAGE ELEMENT — CA

Sport Ngin Mirrors
Select which Page Element you'd like to mirror on this page. All Sport Ngin Mirrors reflect all updates are made to the original content. If the original content is ever modified, disabled or deleted, all min reflecting its content will also be modified, disabled or deleted. The content that these mirrors reflect owned and managed by it's original creator (noted as the "Mirrored from" location).

Text Block: Weather News
Mirrored from: Brooklyn Park Athletic Association > Slow Pitch Softball

4. Click on the element that you want to mirror

element that are placed on other pages will reflect ade to this element. If this content is ever ll mirrors reflecting this content will also be