



## **HHsoccer.org User's Guide**

As a trusted member of our league, you have been given a Username and Password by your League's Website Administrator. The first thing you should do is to change your password to something more complex, yet easy for you to remember. This guide will take you through that procedure in Section 2: Changing Your Password. In this guide you'll be given basic information on using the Manager's Home interface, posting articles, and other useful tasks. At any time if you are unsure of what you are doing you can always just return to the main page. Nothing is ever saved permanently until you press the Submit button. First things first... on the next page, we'll log into the Manager's Home area. This is the part of the site that the public can't access, and it gives you the ability to make the site work for you.

# 1. Logging In

On every page of the public part of your site there is a “Manager’s Home” login button. Click that to bring up the login dialogue.



Enter the first initial of your first name and your entire last name as a user name and password. These are all lowercase. Successfully logging in will take you to Manager’s Home.



**!!!!DO NOT ADD OR EDIT PLAYERS OR GAMES!!!!** This may cause forfeiture of games. The rosters are locked and can only be changed by the registrar. The players listed on the site must match the registrar’s records.

## 2. Changing Your Password

From the Manager's Home area, find the "Change Password" link underneath the main menu.

**County Sports League**  
You are currently logged in as Bob Jones.

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Team Staff   Players   Pictures   Articles   Practices   Games   Events   Rink   Tournaments  
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**Manager's Main**

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You will then see a screen where you can type in a new password. Pick one that is easy for you to remember, but not one you already use for sensitive sites such as banking, credit card management, etc. User ID's and passwords are Case Sensitive! It is suggested you use all lower case for user IDs. Passwords should be a mixture of letters and numerals. Though the HHSoccer.org site will not force you to change your password, you should make it your practice to change it at the beginning of every season. Also, make sure you pick a password you remember. If you forget your password you will need to contact your League Administrator, who will have to reset your login.

From the change password screen, type in your password twice, and then click the Submit button. You will be returned to the Manager's Home Area.

Tip: ALWAYS navigate around the Manager's Home area by clicking on the appropriate menu button. NEVER use the BACK button on your browser when you are logged in to Manager's Home. Using BACK will show you old data and may confuse you if you have been making changes to the site.

## 3. Scheduling a Practice

Click the Add link under Practices on the Manager's Menu. You will be taken to the following screen:

[Add Recurring Practices](#)

Practice Date: Dec 18 2003

Schedule practices for: Bears

Rink: New Field

Start time: 1:00 PM

End Time: 1:00 PM

Use the pull down boxes to select the appropriate information and click Add. Your practice will be saved to the site and will now appear on the league's main calendar and as well as on your team page (accessed through the Team dropdown on the public part of your site). You may view your practices by clicking the View link under Practices. If you made an error while adding your practice, you may use the Edit link to fix your mistake or use the Delete button to permanently remove this game from your database.

After clicking the button you will be shown the following menu:

**Operation Complete:** Practice has been added!

What would you like to do now?

[Add another practice for this team.](#)

[Add another practice on this date.](#)

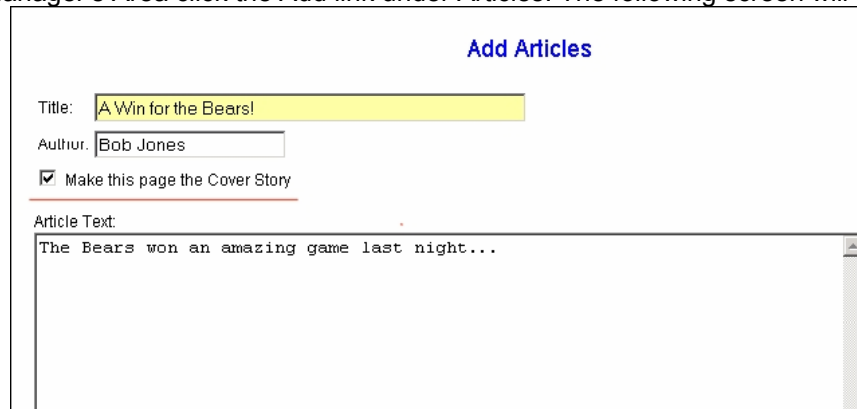
[Return to the Quick Schedule page.](#)

[View Practices](#)

You might call this a “Context Sensitive” menu... it’s trying to second-guess what you’ll want to do next after entering a practice. Efficiency is what it’s all about! On the subject of efficiency, you may have noticed that the Add Practices screen has a link “Add Recurring Practices”. If your team’s practices are scheduled at the same time, field, and day each week you will save a lot of time by using this feature. Just click the link and enter the requested information including the date your practices will begin and end, the day of week you practice, and the time and location of your practices. You will then click “Continue”. Your information has not been saved yet! Carefully confirm the information entered and click the “Schedule Now” button. Once you do your practice schedule will be saved to the site.

## 4. Adding an Article

From the Manager’s Area click the Add link under Articles. The following screen will appear:



**Add Articles**

Title:

Author:

Make this page the Cover Story

Article Text:

You can either type the article in or even cut-and-paste it from a word processor or email if you’ve already typed it somewhere else. Note the underlined area... If you check this box, this article will become the “Headline Story” on the main page. At the bottom of the page you will be given options about where the article will appear. If you do not wish this article to appear on the front page of your site select the first box, which indicates it will add the article to team pages only. To make the article appear on your team’s page, select the box next to your team. Click the submit button to add your article to the site.

## 5. Further Assistance

Here is some information about what to do if you’re having difficulty using your site.

Your league’s website should be your first resource if you get stuck. Check this guide to help you get used the general format of the site. If you need more detailed information, consult the blue “Tips” boxes generally located in the upper right corner of the Add and Edit pages. These boxes will give you more information about the operation you are trying to perform. You may find it helpful to make a habit of reading this information as you get used to the site. If you think the problem might be a bug on the site (you see an error message, your fellow league members are having the same problem, etc.), click the “Report Bug” link at the top of the page. A window will pop up (you may need to turn off Popup blocking software to see this) and you will be asked to enter your name, email address, and bug information. While it is not mandatory that you enter your email address, we encourage you to so that we may contact you with follow-up questions if necessary.