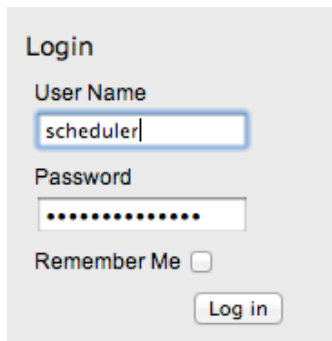


St Louis Patriots Website Scheduler 'How To' Guide

Login Procedure

1. <http://www.stlpatriots.org>
2. Login using the login box on the lower left-hand side of the site:



The screenshot shows a login form with the following elements:

- Login** (Section Header)
- User Name** (Label): A text input field containing the text "scheduler".
- Password** (Label): A password input field filled with dots.
- Remember Me** (Label): A checkbox that is currently unchecked.
- Log in** (Button): A button to submit the login information.

Schedule Game

1. Login as 'scheduler'.
2. Under 'Team Administration' select 'Admin Menu'
3. Click on 'Switch Team' and select the team you are scheduling for
4. Click on 'Manage Team Schedule' and then 'Add Game'
5. Fill out the items on the screen. An example screen filled out looks like this:

St Louis Patriots Website Scheduler 'How To' Guide

***Season:** 2012-2013

***Game Type:** Regular Season

If you are scheduling a Practice, set the Home Team to the team practicing and set the Visiting Team to "TBA".

***Home Team:** Varsity (Standard)

***Visiting Team:** Bethlehem Lutheran Bulldogs (Standard)

***Game Date:** 2012-05-05

***Game Time:** 18:00 (hh:mm am | pm OR leave blank to display TBA)

Game Time Zone: CST (i.e. EST, CST, PST)

***Game Location:** Salvation Army, St Louis MO [Add a new location](#)

***Game Status:** As Scheduled

Game Notes:

Save Changes Cancel

Note: For a practice, select the Home Team, leave the Visiting team 'To Be Determined (TBD)' and select 'Practice' for the 'Game Status'.

6. Once you have entered all the information, press the 'Save Changes' button. You should be returned to the team schedule page and see the new game in the list.

Cancel Game

1. Login as 'scheduler'.
 2. Click on 'Admin Menu' under 'Team Administration'
 3. Click on 'Switch Team' and select the team who's game you wish to cancel.
 4. Click on 'Manage Team Schedule'
 5. Locate the game you wish to cancel and click on the link under the 'Game Date / Time' column.
 6. Change the 'Game Status' to 'Cancelled' and press 'Save Changes'.
- Note: To have a game removed entirely, send an email to webmaster@stlpatriots.org

Review Game Schedule

St Louis Patriots Website Scheduler 'How To' Guide

1. Login as 'scheduler'.
2. Click on 'Game Schedules' (top menu)
3. Should see a page similar to layout of the schedule page from our current website.


Add Location

1. Login as 'scheduler'.
2. Click on 'Admin Menu' under 'Team Administration'
3. Click on 'Manage Venues & Playing Courts'
4. Click on 'Add Venue'
5. Enter the location name as you want it to appear in 'Venue / Court Name:'
6. Important: To ensure the Google Maps link shows up in the game entry, fill out the Street Address, City, State and Zip-code fields.
7. Click the 'Save Changes' button
8. Find the entry in the 'Venue & Playing Courts' screen. Click the 'Google Map' hyperlink to the right of the entry to test the map link.

Add New Article


1. Login as 'scheduler'.
2. Click on 'Create Article' hyperlink (upper right)
3. Update the 'Editor' Section
 - a. Enter a Title. This is what will be displayed under the 'Latest News' section (right column)
 - b. Enter in the article text.
 - c. Important: **Don't press the 'Save' button yet.**
4. Update the 'Publishing Section'
 - a. Select '- - Latest' for the 'Category'
 - b. Select 'Published' for the 'Status'
5. Press the 'Save' button in the 'Editor' section.
6. Make sure the new hyperlink appears under the 'Latest News' section
7. Test the new hyperlink

Update an Existing 'Latest News' Article


1. Login as 'scheduler'.
2. Click on the article hyperlink
3. At the top right of the article header, press the edit icon 
4. Make your desired changes and press the 'Save' button.

Remove an Existing 'Latest News' Article


St Louis Patriots Website Scheduler 'How To' Guide

1. Login as 'scheduler'.
2. Click on the 'List Articles' hyperlink
3. At the top right of the article header, press the edit icon 
4. Select 'Unpublished' next to 'Status' and press the 'Save' button.
5. Verify that the hyperlink no longer appears under the 'Latest News' section

Enable News Flash

1. Login as 'scheduler'.
2. Click on the 'Edit News Flash' hyperlink (top right)
3. At the top right of the article header, press the edit icon . Note: If the article is unpublished, the pencil in the icon will be blue instead of orange.
4. In the 'Editor' section, update the text for the article.
5. IMPORTANT. DO NOT change the Title of the article.
6. In the 'Publishing' section, select 'Published' for the 'Status'
7. Click on the 'Save' button in the 'Editor' section

Disable News Flash

1. Login as 'scheduler'.
2. Click on the 'Edit News Flash' hyperlink (top right)
3. At the top right of the article header, press the edit icon . Note: If the article is unpublished, the pencil in the icon will be blue instead of orange.
4. In the 'Publishing' section, select 'Unpublished' for the 'Status'
5. Click on the 'Save' button in the 'Editor' section

Logout Procedure

1. Click on 'Log out' (bottom left)