

Coaches/Managers:

Each team is assigned to a team page on the YMS website. For those who will be handling the team page, please read and keep a copy of these instructions for future use.

## **BASIC ACCESS FOR TEAM PAGE**

For the public page updates , such as team contacts, phone numbers, roster ,etc. you would log into the website by going to ymssoccer.net and then clicking on your team page.

Once you get into your team page, you will see a small grey log in box on the top right side of the page.

All coaches emails are linked to these pages. In order to update your page, you will use your email, and then you will see a box below this message that says:

\*\* If you don't have a PIN#, or if you've forgotten it, then [click here](#) to have it sent to you \*\*and then a numeric code will be sent to your email associated with the webpage.

From here you can see what boxes you can click on to change or edit any team information.

\*\* Once you make changes to your pages , make sure you save your work at the bottom of the page.

## **ADVANCED ACCESS FOR TEAM PAGE( ADMINISTRATIVE MODE)**

For those who would like to use the more advanced features on the team page you must log into your page from the administrative side and the link for that is :

<http://www.ymssoccer.net/scripts/runisa.dll?m2:gp::72310+admin/login>

(BOOKMARK THIS PAGE SO YOU CAN GO DIRECTLY TO THIS PAGE WHEN YOU WANT TO EDIT YOUR TEAM INFO.)

Once you get into this part of the site, you will need a passcode and password to get into this portion. \*\* I will send these out to anyone who emails who wants to work on this part of the team pages.

Once you are in here you can add side articles. Basically side articles can be wor docs you have stored in your computer that you want to share with your team. \*\*\* whatever you add as a link or doc. , remember this is public any anyone can view it. .If it relates to your team and you do not wish to share publicly , please do not post. ( i.e. team contact lists.)

In order to add a sidebar link or article you will see the following choices on the left menu:

Create a new Article that links from the side of the page. Link to an internal DII module.

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Instructions for Team web pages

Create a link to a file or web page - *no Article text.*

The most popular one will be , the third one, that can create a link to a file or web page.

I like to use this to link up my fall schedule, tournament links, directions etc.

So if you want to add a link to say the MAPS site so your families can go in and get schedules, directions, etc. , you will do the following.

- Open up the MAPS site in another browser window. If you want the link to go directly to your team page in MAPS, go to your MAPS team page . Once in there, go into the browser bar on

the top of your page, and then copy the exact URL ( or the http) address.

- Once you do that go back to the team page area and you can click on the area that says: add a new outside link:
- It will then ask you for the LINK title: You can name this whatever you wish, but you can name it for instance, MAPS schedule and directions for Fall 2010,
- Then it will ask you to fill in the target and ( which will be your team page link in MAPS). This is where you paste in the URL address.
- It says standard or new window. I would just use the standard window. Again , make sure you save this work.
- It will refresh for you and take you back to your team page where you will see a new link on your sidebar.
- **\*\*IMPORTANT...** make sure you hit the SEQ BUTTON under the links , or any time you update any of your page so it will update on the public side.

Remember you are in admin mode.

- It may take a while for it to update publicly, and you may have to open it in a new window by typing ymssoccer.net and go view your public page to see how it looks.

If any managers/coach has issues, please email me at [patd4518@comcast.net](mailto:patd4518@comcast.net)

Patty Deininger

YMS Administrator/Webmaster ymssoccer.net