

WEB SITE TEAM ADMINS
GUIDE TO USING THE CLUBS
WEB SITE TO COMMUNICATE
WITH MEMBERS/ SQUADS ETC
USING NEWARK RUFC WEB SITE



HOW USE THE WEB SITE TO COMMUNICATE WITH MEMBERS/ SQUADS ETC



To Use, add or edit any items on the website you must first login to the website using your Email address and password.


Depending on your defined level you will get a button appear near the top of the screen which will say either Site Live - Webmaster Control Panel or Team Admin Panel.









Click on this button and you will be taken to a Menu Page, which will have different Panels labelled like the image below

If you are a Team Administrator then some of the Panels will be greyed out and you will not be able to access them. See Below

Newark RUFC - Team Admin Panel

[View Control Panel](#)  [View Homepage](#) 

 As a Team Admin you only have access to the Team Information section of the control panel.

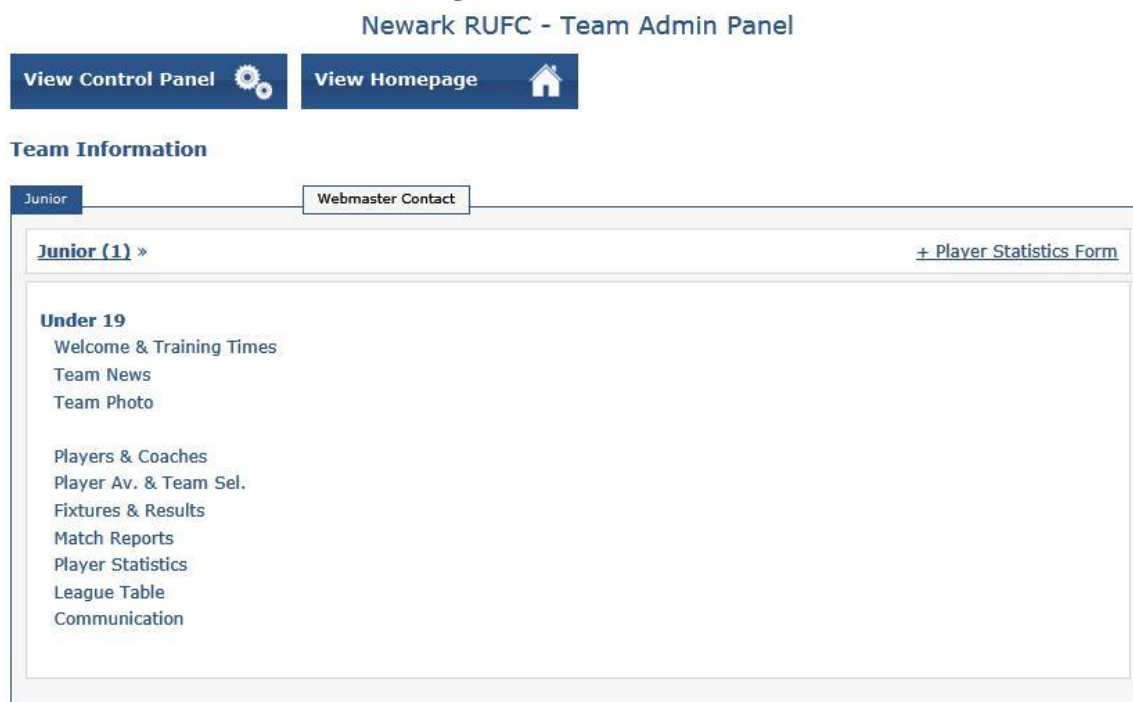
 Site Theme & Settings Edit the look and feel of your website.	 Club News & Events Publish the latest club news and events.
 Team Information Manage your players and publish team information.	 Website Content Update content including sponsors and forum topics.
 Videos & Photos Moderate pending videos and photos.	 Communication Contact players, parents, supporters and sponsors.
 Membership Manage your online membership.	 Site Log & Site Traffic Review edits to your website and record traffic flows.

Got a question? Need some help? Try our [Team Admin support forum](#).

This screen is known as the Control Panel and is the way all the features of the site are accessed.

NB A General point applicable to all areas where you require to enter text on the web site is that it is a good practice to create the item in your WP package first and then paste the item into the area you require to edit within the Web Site.

Click on the Team Information Panel and depending on your Level of authority, you will see a screen similar to the image below.



Team admins may only see their own Team/Teams listed and some headings may not be available

If more than one side is shown, select the Communication link for the appropriate team you are working with.

This is one of the most useful sections of the site

The Club are trying to promote this method of communication throughout the Club and to make it a success we all need to get all members, Parents, Supporters, Players (over14) etc, to enrol on the site and you need to use it.

This will enable the club and individual Squads etc to keep all informed of happenings, Games, etc by direct communication.

This is a free feature of the system and saves the club £1000s in communication costs so PLEASE ALL USE IT WHEN EVER POSSIBLE

COMMUNICATION AREA

Click on the Communication link and the following screen will appear (For team admins it will be restricted to just the squad you selected).

COMMUNICATION CONTROL PANEL

Team Information

The screenshot shows a web interface for the 'Junior' team. At the top, there is a breadcrumb trail: 'Junior (1) » Under 19 » Communication'. Below this is a navigation bar with 'Communication' and 'Home'. The main content area is divided into two columns. The left column, titled 'Communication', contains a 'Subject:' text box, a 'Message:' text area, and a 'Send Message' button. Below the message area are two radio buttons for response preferences: 'Privately (Replies are sent to my Pitchero inbox and can only be seen by me)' (selected) and 'Publicly (Replies are sent to all recipient inboxes and can be seen by everyone)'. The right column, titled 'Recipients', features a 'Select All' checkbox and a list of names, each with an unchecked checkbox. The names listed are: Andrew RussellWebster, Brad Russell Webster, Darren Gourley, david ellersy, Deb Matthysz, Debbie Byrne, Edward Cocker, Frances Killingsworth, Geoff Killingsworth, Graeme Britten, Ian Gilchrist, Ian Gilchrist, Jacquie Cotton, Jamie Graham, Jay Harwood, Joe Tinsley, John Perkins, joshua killingsworth, JP Perkins, mandi batterham, Mayowa Olonilua, Nicholas Ingleton, nicky hall, Patrick Ford, Richard Byrom, and Robert Boddy.

You can now select people you wish to write to by selecting the individuals by clicking in the box next to their names.

The names are normally stored in order of the Christian names.

If you want to select all the names on the page then there is a box labelled - Select All click this and all the names on the page will be selected.

If you spot a name in the list, you do not wish to write to then just remove the tick from the name in the list.

Sometimes it is quicker to select all and then just remove the tick from those you do not want to write to!

NB You do not have to send off the messages in batches just put all the names in your list and send them all at once.

Now you have selected your list of people to write to

Then put in a Subject

Then type your Message

NB You may find it easier to compose your message using your Word Processing Software and then copy & Paste it into the message box. This way you can use things like Spell Check in your WP package.

Any formatting done in the WP such as Different Fonts etc may be lost when you Paste in the text so keep the message simple in format.

You now need to select the way replies are handled (the message when it is received will have a reply button on it and the reader can click on that to send a reply to that message). Depending on the selection you make to the way you want the reply to be dealt with it will either be sent just to you (the norm) or copied to all the people in the original message.

You can then send it by clicking the Send Email button

That's it, Pitchero will handle all the work involved sending the message and depending on how many you are sending and if there are other people using the system the message will be processed over the next few Hours.

That's the way to communicate and this system will save both Time and Money so it needs promoting amongst your Team/Squad etc.

NB If any of your recipients do not seem to be receiving your messages and they confirm they have checked their Junk Mail Directories then it is possible that they will need to add a number of addresses to their Safe Names/Contacts feature of their Email program.