

How to use the Team Admin function on the Palmyra Rugby Website - Juniors

Introduction

As a Team Administrator of your team you have a number of features available for you to publish information on the Palmyra Rugby Club website. This will allow you to communicate with your team. The junior teams are set up in age groups, so you will need to distinguish your team if there is more than one Palmyra team in your age group. eg. Gold, Swan, Blue or White in any information you post.

You can

- Add players and coaches for emailing or recording player game statistics
- Record your own welcome message and include a team photo on the age group page
- Publish training days and times
- Publish team news items
- Upload team fixtures for the season, then include results, game statistics and match reports.
- Include information about upcoming matches
- Send emails to your players and parents from the website

Any registered website members can upload photos that can be linked to a game. Once the photos are loaded and shared, the webmaster will review the album before publishing. Photos of junior age groups will be locked so they can only be viewed by the Palmyra Rugby website members.

Once you do the initial set up for your team and become familiar with how the Team Admin function works, there is minimal work to do each week and it creates a great community focus for the club.

Instructions

1. You need to be a member of the website first and set as a Team Admin, then you can login



2. Once you have logged in, click on 'Team Admin Panel' link on your members toolbar



3. You are now in the Team Admin section of your profile on the website. Click on the 'Team Information' link.



4. There are many functions available within the Team Information page. Please note for teams with more than one team per age group you will be sharing the Team Admin area and will need to distinguish your team from the others teams by using your team name. Eg 8 White



Team Information

Teams

+ [Download Team Stats Form](#)

Under 16

- Team News
- Players & Coaches
- Training Times & Welcome
- Team Photo

- Fixtures & Results
- Player Av. & Team Sel.
- Player Statistics
- Match Reports
- League Table
- Communication

5. Suggested Set Up

- a. Set 'Training Times and Welcome' and press 'Save'

Under 16 - Training Times & Welcome

<< All Options
Training Times & Welcome
Webmaster Contact

Welcome Title:

Welcome Content:

Welcome to the 16s webpage.
Trial Match vs University @ Tompkins - 12:30pm Saturday 30th April

Training: Day: Time: (HH:MM) Venue:

Training: Day: Time: (HH:MM) Venue:

Training: Day: Time: (HH:MM) Venue:

Training: Day: Time: (HH:MM) Venue:

- b. Include a photo – This is optional and only one can be included per age group

Under 16 - Team Photo

<< All Options **Team Photo** Webmaster Contact

Instructions

1. Click on "Choose Image" and select an image from your existing albums.
2. The text "1 images attached" will appear below, you should now click "Replace Image" and your team photo will update.



Choose Image Replace Image

Remove Team Photo

- c. Record your players and coaches – this will not be viewable on the website, but can be used to invite team members to join the website, send emails and record match statistics. This is optional, it depends how you want to use the website. Click the 'Add a new player' link.

Under 16 - Players & Coaches

<< All Options **Players & Coaches** Webmaster Contact

+ [Add a new player](#)

i In line with child protection guidelines Pitchero prevents the online publication of junior and mini player profiles on your club website. You should still create player profiles in order to record match statistics.

Drag and drop players to change their order on the "Players & Coaches" page. Click "Save" when you are happy with the new order.

Name	Squads	Position	Link to User	Edit	Delete
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- d. Complete First Name, Last Name and Email and press the 'Save' button.
Position is useful for the coaches and managers, but not for players as the profiles aren't published.
Don't worry about Selection Squads or Extra Details for juniors.

Under 16 - Players & Coaches

<< All Options **Players & Coaches**

Firstname * **Lastname** *

Position
 *

Email
 * Only fill this in if you want to send this player an invitation.

Image
[Add / Edit Image](#)

Selection Squads
 16s Squad 18s Squad 20s Squad 3rd and 4ths Squad Premier and Reserves

Extra Details
[Click here](#)

Save

- e. Load Fixtures
- This is a really useful feature. Once the fixtures are loaded, you can record the result, match statistics, match reports and link photos to the game. The weekly fixtures and results will appear on the home page in the bottom right corner. There are a number of ways to make the fixtures appear.
- Join a competition
 - Load them one at a time
 - Load more than one at a time
 - Import multiple fixtures from a spreadsheet.

The seniors have joined a competition which was loaded onto Pitchero by Associates. A member of Associates also maintains the results, which allows the table to be viewed. Due to the size of the junior competition and the fact that the 10s and under don't have official results, I don't think this is practical. I suggest loading multiple fixtures is the best option which I will detail below.

Click 'Add multiple fixtures'

Under 16 - Fixtures & Results

<< All Options

Fixtures & Results

Match Information: **Fixtures & Results** / [Player Av. & Team Sel.](#) / [Player Statistics](#) / [Match Reports](#) / [League Tab](#)

You may add team fixtures to your website using two methods. Connect your team to an Official Competition structure or add fixtures manually.

+ Connect to a League Competition

Palmyra Rugby Union Club Under 16 is associated with 0 official competition(s):

+ [Join an official Rugby Union competition](#)

If you want to add fixtures for a 10/11 competition please [click here to download instructions](#).

+ Connect to a Cup Competition

Palmyra Rugby Union Club Under 16 is associated with 0 cup competition(s):

+ [Join a Rugby Union cup competition](#)

Cup: Choose

+ Upload Fixtures Manually

If your club fixtures are not stored in the competition database you may add them manually.

Note: If your club is part of a recognised league system we recommend sending the fixtures to Pitchero. Fixture databases are easier and quicker to manage.

+ [Add single fixture](#)

+ [Add multiple fixtures](#)

+ [Import multiple fixtures](#)

Complete the form below and press the 'Continue' button

Under 16 - Multiple Fixtures

<< All Options

Multiple Fixtures

Input Multiple Fixtures - Palmyra Rugby Union Club Under 16

We usually play our matches on a

Our first match is:

And we play: at

The type of fixture is e.g. "Friendly" or "FA Cup"

Add each week's fixture for your team ensuring the date and time is correct. Press the 'Add Fixtures' button

The type of fixture is e.g. "Friendly" or "FA Cup"

Continue >>

Date	Home / Away / T	Home Team	vs	Away Team	Time
2011 May 07	Home / Away / I	<input type="text"/>	vs	<input type="text"/>	10 : 30
2011 May 14	Home / Away / I	<input type="text"/>	vs	<input type="text"/>	10 : 30
2011 May 21	Home / Away / I	<input type="text"/>	vs	<input type="text"/>	10 : 30
2011 May 28	Home / Away / I	<input type="text"/>	vs	<input type="text"/>	10 : 30
2011 Jun 04	Home / Away / I	<input type="text"/>	vs	<input type="text"/>	10 : 30
2011 Jun 11	Home / Away / I	<input type="text"/>	vs	<input type="text"/>	10 : 30

[+] [-]

Note: Webmasters can add multiple fixtures to more than one team at a time. Login through your webmaster panel to access this feature.

Add Fixtures

Once the Fixtures are saved, you are able to edit or delete them if necessary. Once the Fixture has been played, you have the ability to add results, statistics and match reports.

View All Fixtures

Filter

Fixture Details					Editing Options				Delete
Date	Type	Home	Away	Kickoff	Fix	Res	Stat	Rep	<input type="checkbox"/>
2011 April									
Saturday 30th	Trial Match	Palmyra	University	12:30					<input type="checkbox"/>
2011 May									
Saturday 7th	Round 1	Palmyra	?	00:00					<input type="checkbox"/>

Delete Selected Fixtures

f. Communication – sending emails

This feature allows you to send emails to your team. The main advantage over normal email from your computer is that the registered members have the ability to update their own email address. The downside is that all you team members and parents need to be registered on the website for you to be able to include them as email recipients. You adding them as players is not enough.

Type in the Subject and Message. Select recipients for the list on the right. I suggest you choose the 'Privately' option for the email replies.

When you are ready click on 'Send Message'

Under 16 - Communication

<< All Options **Communication** Sent Items W

Communication

You can use this page to message players, parents, coaches and admins for Under 16.

Subject:

Message:

How would you like members to respond to your message?

Privately (Replies are sent to my Pitchero inbox and can only be seen by me)

Publicly (Replies are sent to all recipient inboxes and can be seen by everyone)

Send Message

Recipient

- Select
- Anne
- anthc
- Aran
- Chris
- George
- Jamie
- Jorda
- Leona
- Luke
- mega
- Micha
- Micha
- Micha
- Moi K.
- Morris
- Nicho
- Nico E
- Rebe
- Rory
- Sam
- SUE F

6. Team News

You can add news items for your team using this function. Please note that the news item will appear in the activity feed on the left of the home page and also in the weekly update sent out to all registered website members. For this reason include your team age group in the title of the news item.

Click on 'Add a new item'

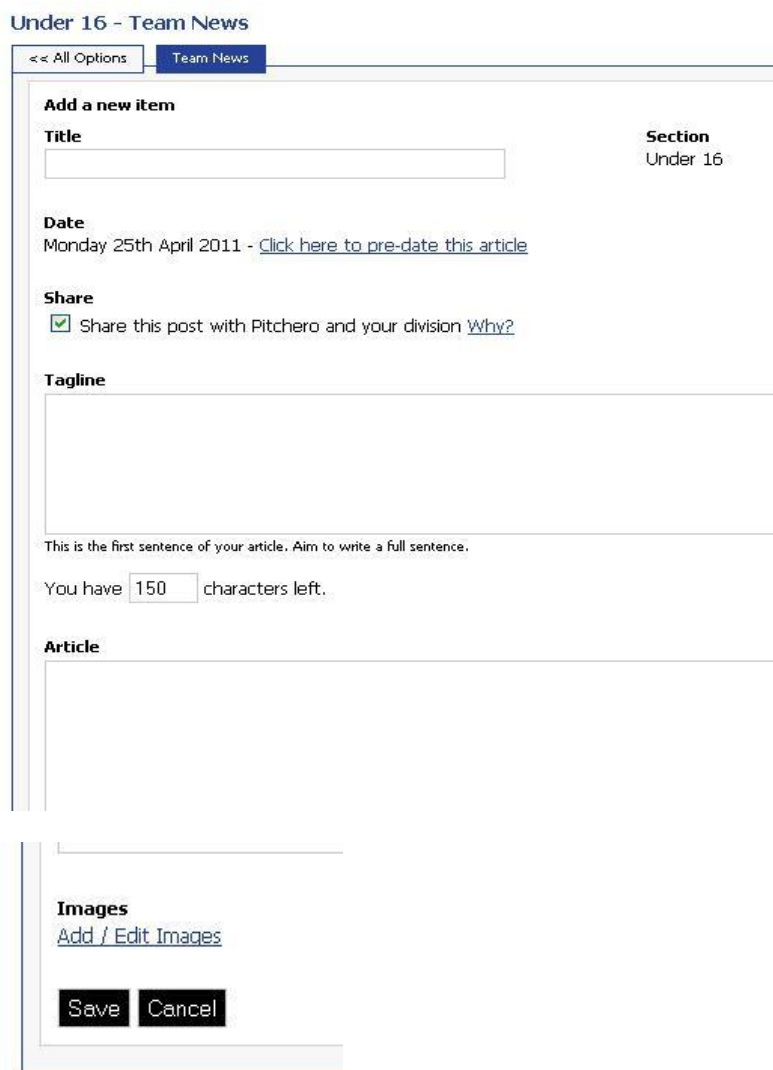


The screenshot shows the 'Under 16 - Team News' page. At the top, there are two blue buttons: 'View Control Panel' with a gear icon and 'View Homepage' with a house icon. Below these is a breadcrumb trail: '<< All Options' and 'Team News'. A 'Webmaster Contact' button is in the top right. A red arrow points to a '+ Add a new item' link. To the right of this link is a 'Filter by month:' dropdown set to '2011 - April' and a 'Filter' button. Below is a table with columns: Date, Title, Section, Author, Sticky, Edit, and Delete. The table shows one entry for 'Friday 22nd' with the title '16s Beach Training - this Saturday' and author 'Web Watcher'.

Date	Title	Section	Author	Sticky	Edit	Delete
April 2011						
Friday 22nd	16s Beach Training - this Saturday	Under 16	Web Watcher			

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

Fill out the form with Title, Tagline and Article and press the 'Save' button at the bottom of the form.



The screenshot shows the 'Add a new item' form. It has a title field and a 'Section' dropdown set to 'Under 16'. The 'Date' is set to 'Monday 25th April 2011' with a link to 'Click here to pre-date this article'. There is a 'Share' section with a checked box for 'Share this post with Pitchero and your division Why?'. Below is a 'Tagline' field. A note says 'This is the first sentence of your article. Aim to write a full sentence.' and a character count shows 'You have 150 characters left.'. There is a large 'Article' text area. At the bottom, there is an 'Images' section with a link 'Add / Edit Images' and 'Save' and 'Cancel' buttons.

You can optionally add and image to your news item. You need to upload the image to your online Album, then select the uploaded photo to connect it to the news article and press OK.

