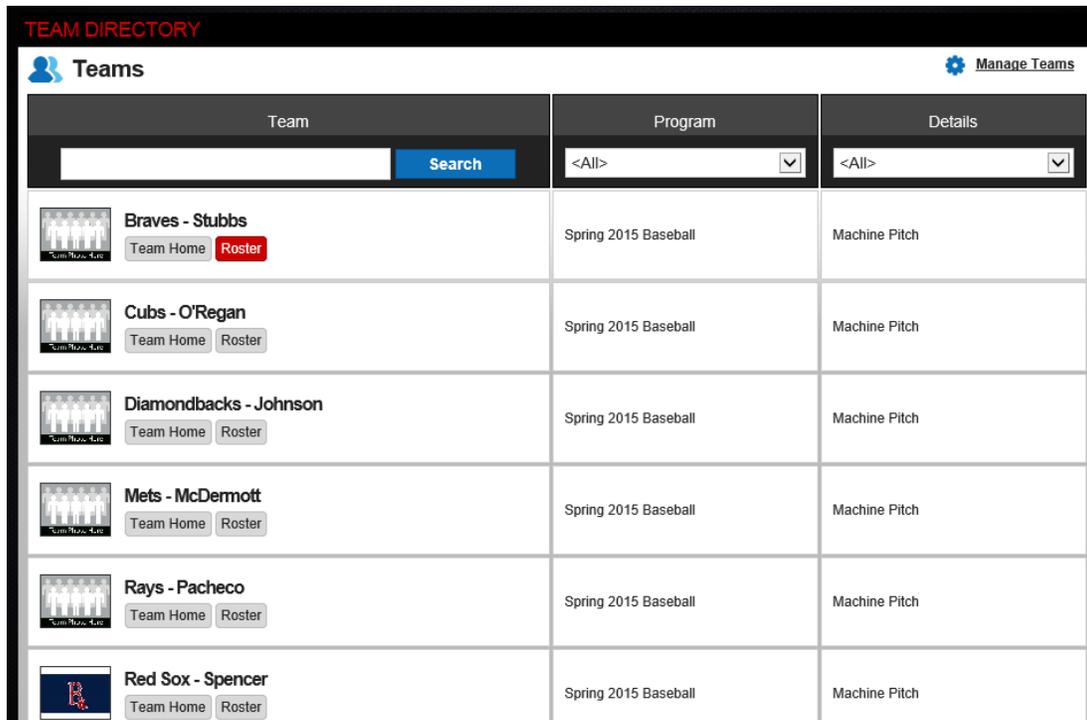


Using the Team Web Pages

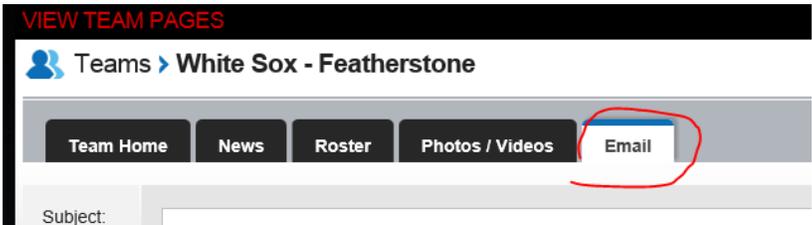
To edit the team web page and send emails to the team, you must be a registered coach or volunteer and be assigned to that specific team. Sometimes a parent or coaches spouse will have access to make updates to the team pages. If you are not a coach, follow the volunteer instructions <http://www.couloak.com/Default.aspx?tabid=515214> (steps 1-7 only).

1. To access your team web page on the Couloak.org site, click TEAM CENTRAL on the menu bar and choose TEAM DIRECTORY
2. Click the TEAM HOME button for your team, you can sort by program and division at top of the page.



The screenshot shows the 'TEAM DIRECTORY' page. At the top, there is a 'Teams' header with a 'Manage Teams' link. Below this is a search bar and two dropdown menus for 'Program' and 'Details', both set to '<All>'. The main content is a table listing several teams with their respective logos, names, and program details.

Team	Program	Details
 Braves - Stubbs Team Home Roster	Spring 2015 Baseball	Machine Pitch
 Cubs - O'Regan Team Home Roster	Spring 2015 Baseball	Machine Pitch
 Diamondbacks - Johnson Team Home Roster	Spring 2015 Baseball	Machine Pitch
 Mets - McDermott Team Home Roster	Spring 2015 Baseball	Machine Pitch
 Rays - Pacheco Team Home Roster	Spring 2015 Baseball	Machine Pitch
 Red Sox - Spencer Team Home Roster	Spring 2015 Baseball	Machine Pitch

3. To post photos and news items, follow the built-in instructions
 4. To send email to your team's parents: Here are some details on how the email features work:
 - To send email to ALL PARENTS for a team: Go to the EMAIL tab
- 
- The screenshot shows the 'VIEW TEAM PAGES' section for 'White Sox - Featherstone'. The navigation tabs are 'Team Home', 'News', 'Roster', 'Photos / Videos', and 'Email'. The 'Email' tab is circled in red. Below the tabs is a 'Subject:' input field.

- Fill in your message and check the **SELECT ALL** box.

Send To: Select All Send to Player/Personnel email?

The email will go to both parents of each child on the team roster. You won't see the email addresses but trust me it works. ** Parents must have their primary and secondary parent emails configured under "MY ACCOUNT\ACCOUNT INFO" to receive the emails.

- **The 'Send to Player/Personnel email?' checkbox:** This will send the email to the actual players if they have an email address configured in their participant profile. Most will not have this set or if they do it might be by accident. So in most cases you will not need to use this feature.
5. **The TEAM SETTINGS page:** This page can be a little confusing, when you scroll down, you will see the roster with a bunch of blank emails. **These are the PLAYER/Personnel emails mentioned above (from the participant profile), not the parent emails.** If parents filled in the email box for their kids in the participant profile during signup, that email address will show up here. **You can disregard this entire setting page unless there is something in here you want to change like the order of the players on the page.**

EDIT TEAM FOR TEAM PAGES

Teams > Manage Teams > White Sox - Feath

Team: White Sox - Featherstone

Team Info:

Add a little blurb about your team here. Age, playing level, years tea team's accomplishments, etc.

Facebook ID:

Twitter ID:

Google Calendar: "Embed This Calendar" Code:

SombreroPay Donation: "Embed a Widget" Code:

Team Personnel:

Enable	Name	Role	PH
<input checked="" type="checkbox"/> Select All	<input checked="" type="checkbox"/> (First) <input type="checkbox"/> (Last)	<input checked="" type="checkbox"/>	<input type="checkbox"/> (P) <input type="checkbox"/>
<input checked="" type="checkbox"/>	Josh Featherstone	Head Coach, Asst. Coach, Misc Volunteer	(P) 704-38 (C) 704-56 (O) --

Team Roster:

Enable	Name	No. / Position / Notes	PH
<input checked="" type="checkbox"/> Select All	<input checked="" type="checkbox"/> (First) <input type="checkbox"/> (Last)	<input type="checkbox"/> (No.) <input type="checkbox"/> (P) <input type="checkbox"/> (Notes)	<input type="checkbox"/> (P) <input type="checkbox"/>
<input checked="" type="checkbox"/>	Aiden	<input type="text"/> <input type="text"/>	(P) 70 (C) -- (O)