

Steps to Update Team Home Page & Team Settings:

*Any volunteer allocated to a team can edit that specific team's page.

1. Go to **Team Central** >> **Team Directory** >> **Team Home**.
2. Click on **Team Settings**.
3. Give your team a short description in the **Team Info** box.
4. Choose which information you'd like to be displayed on the team's roster by putting a check mark in the boxes under **Team Personnel** and **Team Roster**. If there is no check mark in the box above each column, then this means that this information will **not** display on the team's page.

You can **enable** and disable players and personnel on this page. If a volunteer or player is disabled (check mark **not** in the enable check box), their profile will still display in the **Roster** tab within the team's page, but users will be **unable to view** any additional information about this volunteer/player.

***Note:** This is also where you can add and choose to display player **Jersey Number** and **Position**.

5. Click on **Upload New Photo** under **Team Photo**.

***Note:** If you're using **Internet Explorer**, you may need to toggle between compatibility mode and non-compatibility mode at the top of your browser in order to see the upload options.

6. Click on **Choose File** to choose an image from your computer.
7. Locate the image on your computer, select it, and then click **Open**.
8. Click **Upload**.
9. Drag the edges of the crop box to crop the photo. ***Note:** The photo must be cropped to move on.
10. Click on **Crop**.
11. Click on **Save Photo**.
12. When you're finished, click **Update** at the bottom of the page.