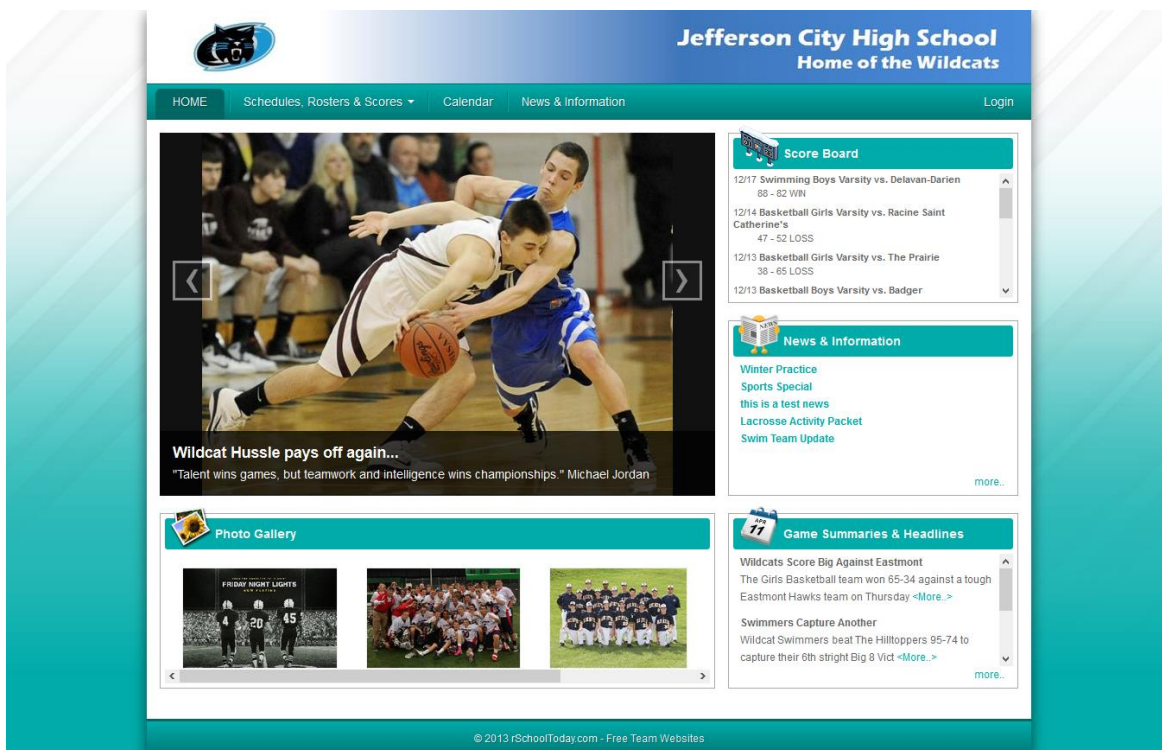# rSchoolToday Team Sites
Quick Start Guide

The **rSchoolToday Team Sites** is a sports team website that will keep your team members and followers always in the loop by providing them constant update on your team schedules, rosters, and games scores. You can post here news and announcements and even share a photo gallery of your sports activities. The program's cool picture slideshow will let you highlight special events using your team's snapshot moments.

The rSchoolToday Team Sites is integrated with the Activity Scheduler fetching Schedules, Rosters, and Game Scores, so your team information is automatically updated. We also included here a link to your Activity Scheduler Calendar to provide your visitors an easy access to it.

The rSchoolToday Team Sites' user-friendly administration panel lets the Athletic Directors and Coaches easily manage the site.

You can customize the look and feel of your own Team Sites with the design themes it offers. You can upload your School banner and logo, and choose from its color variety to match your own School color.
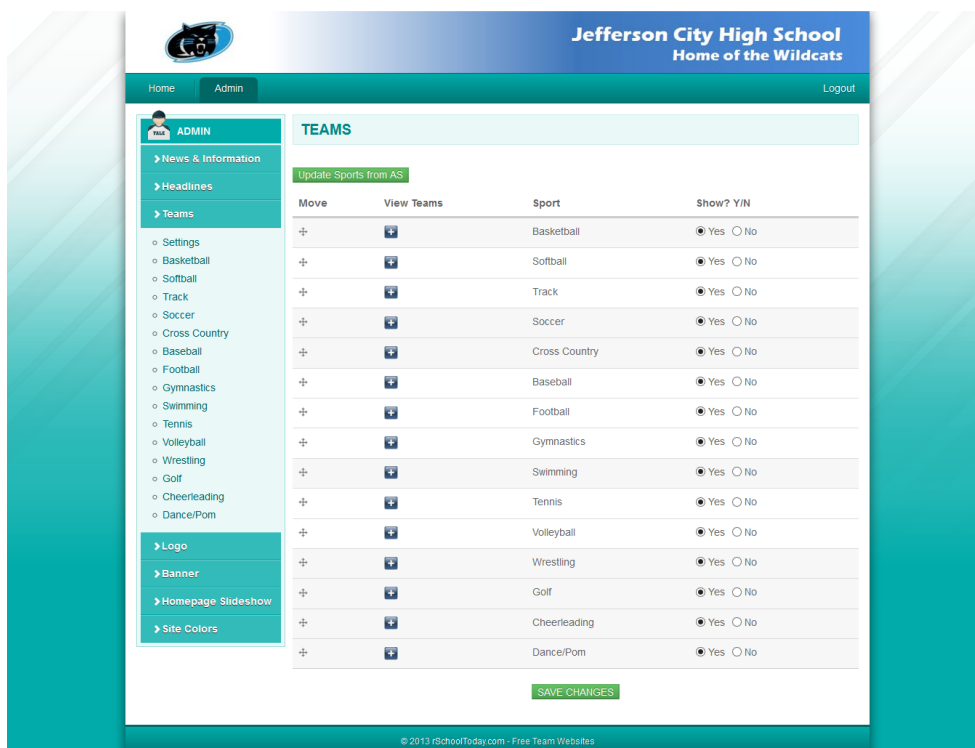
Administration Panel

In the administrative area, you need to click on the '**Admin**' tab across the top to go to the 'Administration Panel'.

In the Administration Panel, you will find the 8 modules:

- News & Information
- Headlines
- Teams
- Logo
- Banner
- Homepage Slideshow
- Gallery
- Site Colors

Teams

The 'Teams' module is integrated with your Activity Scheduler (AS) program listing all the sports and teams created from AS. This is where you will find your team's Schedules, Rosters, and Game Scores. You will not be able to edit information here, but you will have the option which sports and teams to show to the public. If needed, information is edited in the Activity Scheduler. In the listing section, the drag and drop functionality will let you easily manage the order of the Sports and Teams shown in the public view. By default, it is alphabetically arranged.

The Team Sites updates Activity Scheduler data every hour, but we have included at the top the '**Update Sports from AS**' button to let you manually update your team information with the AS most recent changes not yet available on your Team Sites site.
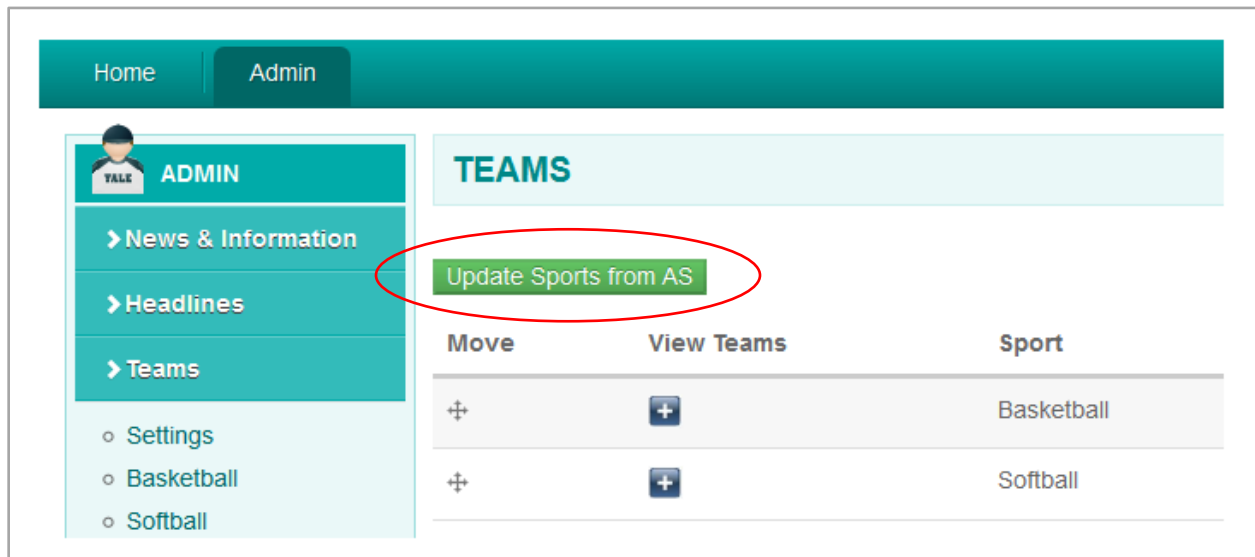
On the left pane, or by clicking '+' under 'View Teams', you can expand the list to see available Sports and Teams. Clicking on each team will show you its admin area with 2 tabs:

Slideshow – the same as with the 'Homepage Slideshow', you may upload here pictures to highlight team's special events. Supported files are: .jpg, .png, and .gif. The recommended picture width is 544 pixels.
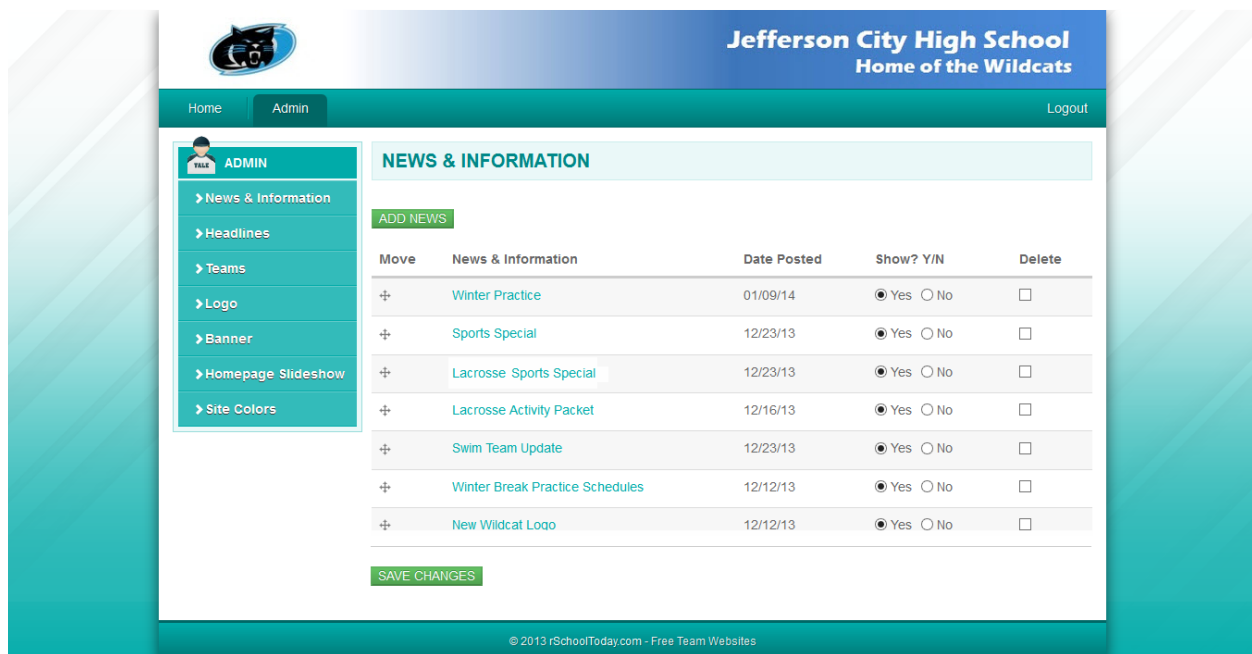
Schedulers, Rosters, & Scores – you will find 2 tabs for Schedules and Scores, and Rosters.
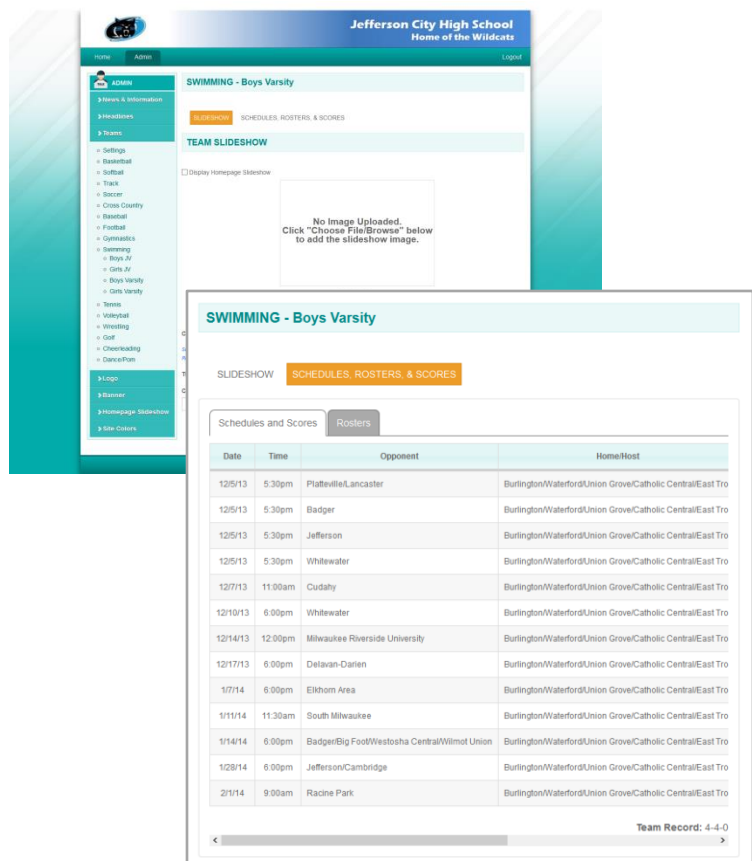
News & Information and Headlines

In the '**News & Information'** module, to add an entry, you just need to click on the 'Add News' button. When you create your news article, our text editing tool will let you include graphics, links, or highlight information using bullets or different font settings.

On the listing section, you will see the 'Date Posted' information for each article. In here, you would be able to quickly manage the listing order displayed in the public view using its drag and drop feature. You can also decide which article should stay online.
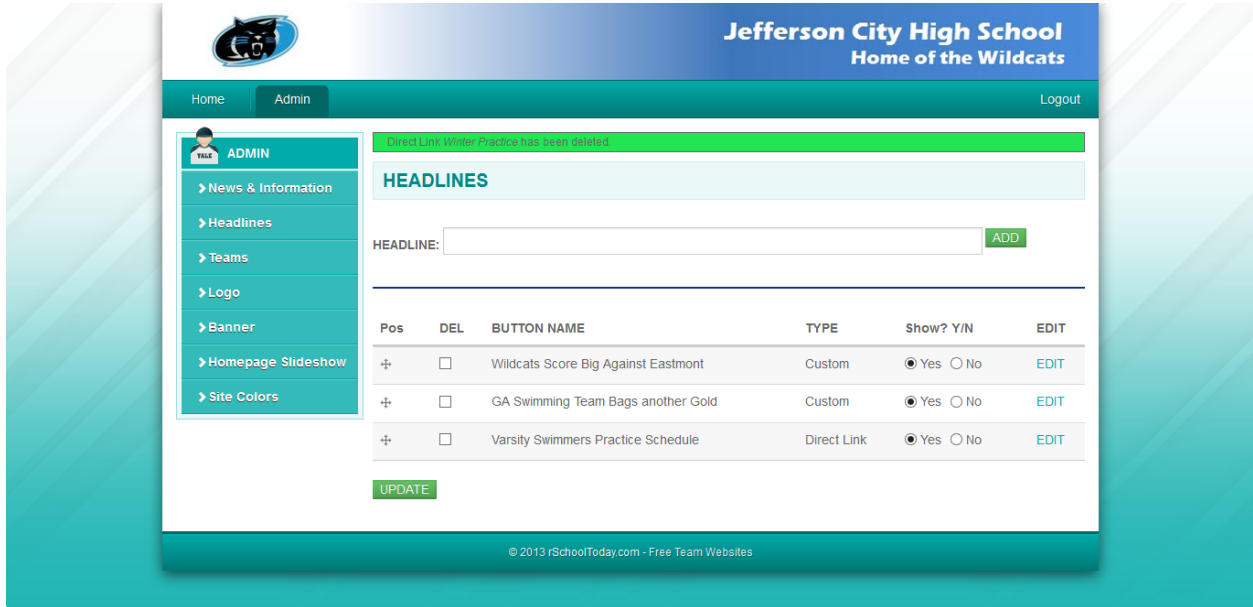

In the Public View, a teaser of the News & Information is displayed at first. The viewer would need to click on the 'More' link to read on the complete information. The date and the administrator who posted the article are also displayed.

All members who can access the program can post comments for an article.

You may use the '**Headlines**' module to post your most important announcements or game summaries. To add an entry, type in the title in the 'Headline' field, and then click 'Add.' You can either create a 'Direct Link' to a web address, or text entry via the text editing tool.
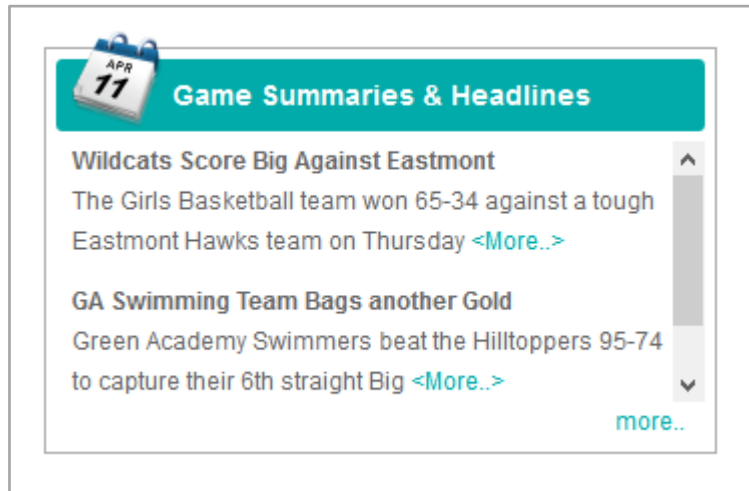
On the homepage (public view), your Headline articles are posted under the 'Games Summaries & Headlines' section listing the first 5 entries.

Site Design: Logo, Banner, and Site Colors

The Team Sites lets you to customize the look and feel of your team website.

In the '**Logo**' module is where you can upload your School Logo. Simply click 'Browse' to locate your logo file from your computer, then click 'Save.' Once uploaded, you can show it by checking off 'Show Logo.' The uploaded logo will be displayed in the upper left corner of the page.

If you want to upload a banner instead of a logo, you can make use of the '**Banner**' module. To upload a banner, click on the 'Browse' button. Locate the file from your computer, and 'Save'. The recommended banner size is 1024 pixels wide.

In '**Site Colors**', you can adapt your own School color when customizing your team website. You can set the website background, top navigation bar, and footer colors. Or, you can use the 'Global' setting to set a color for the entire website.

For the 'Website Background' image, you can select a pattern for it to further enhance the background. The color would depend on the selection you made for the site.
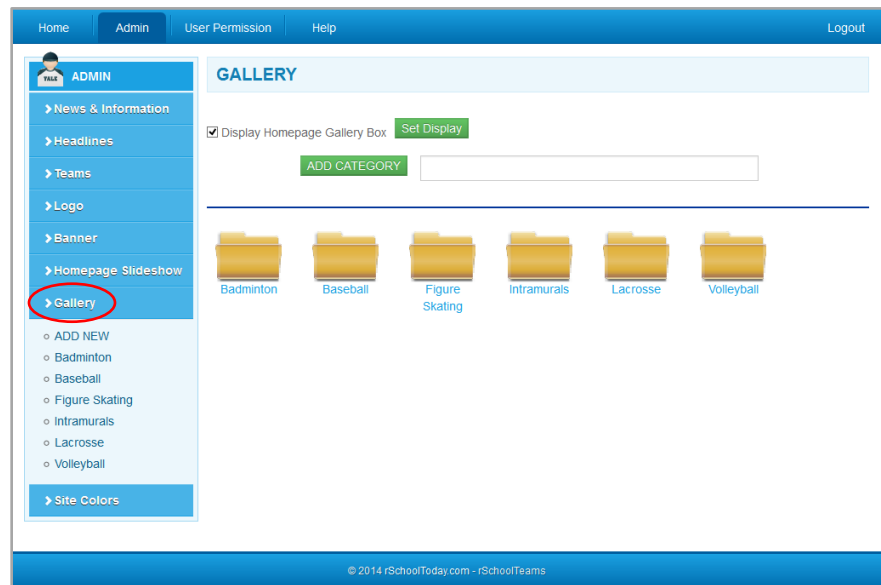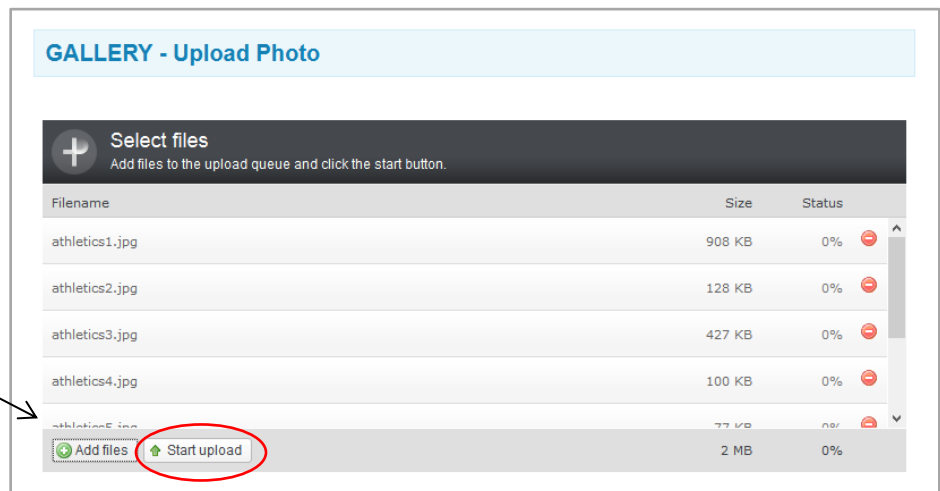
Gallery

The Photo Gallery module is where you can store images and display them in the Public View.

Uploading images

1. To upload an image, you need first to **create a category** by entering the Category name in its field, and then click on the 'Add Category' button.
2. Click on the Category folder that you created.
3. Add an Album by clicking on the 'Add Album' button, and then name it.
4. Click on the 'Album' you created.
5. Click the 'Upload Photo' button, click 'Add files', and then locate the images from your computer.
6. Click on the 'Start Upload' button.

Viewing/Editing/Deleting Photos

Inside the album, when you view the images you uploaded, they will be displayed on a slideshow. To **view** a picture, simply click on it from the list view, or use the left or right arrow.

To **edit** or **delete**, select the image, and then click on the 'Edit Photo' or 'Delete Photo' button on the top right.

Displaying Uploaded Images to the Public

To display your uploaded images in the public view, inside the 'Gallery' section, enable 'Display Homepage Gallery Box', and then click on the 'Set Display' button.

In the public view, the images will be displayed in the 'Photo Gallery' section beneath the slideshow.
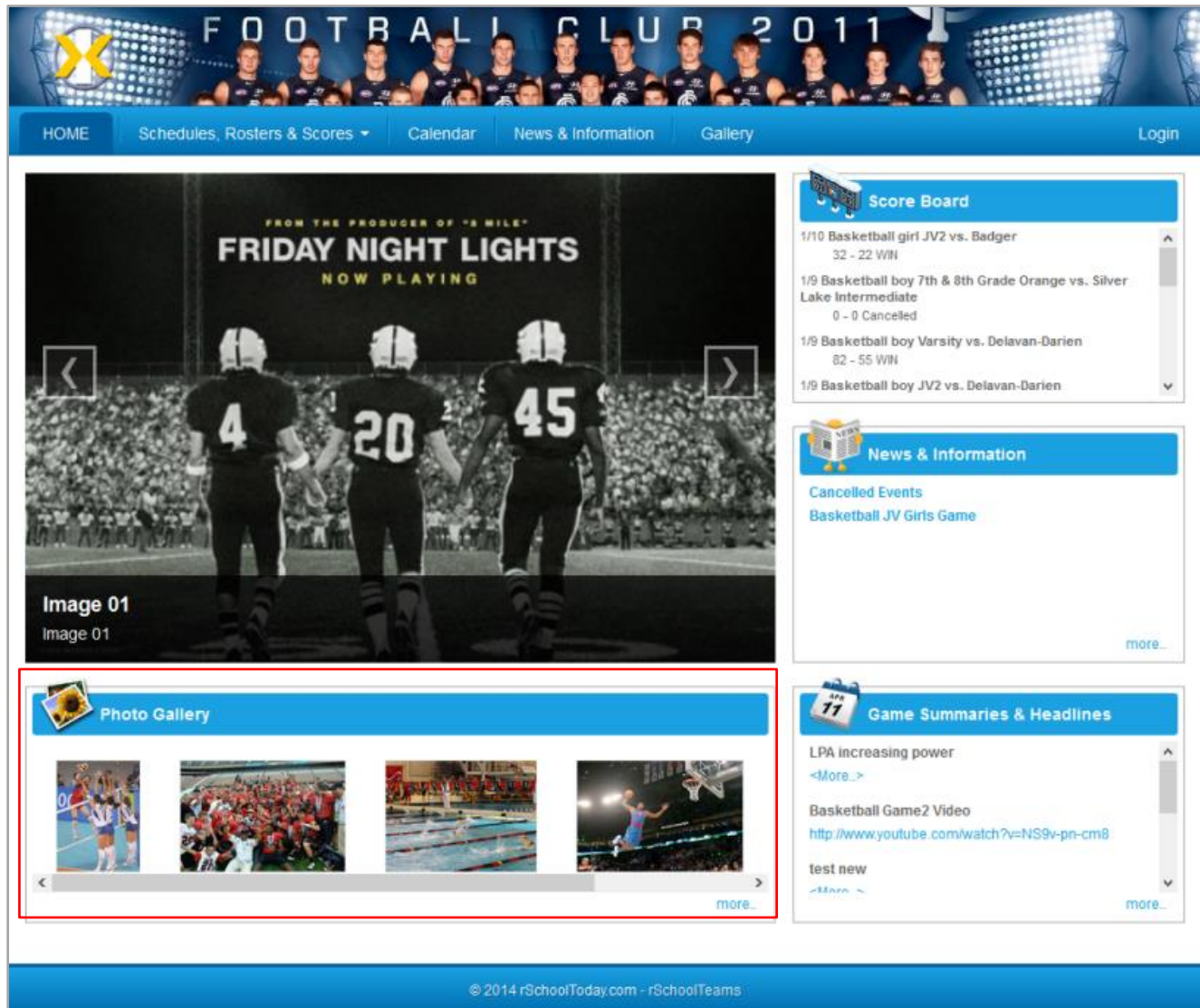
Homepage Slideshow

You can display your sports event's captured moments through the Team Sites Homepage Slideshow. You can add here up to 5 pictures with titles and captions displayed all together in the public view. The supported files are: .jpg, .png, and .gif. The recommended size is 544 pixels wide.

'User Permission' Tab

For Athletic Directors, you can add Coaches to let them access your Free Team Website. Within your account, you will find the 'User Permission' tab (next to 'Admin' tab) with 2 main areas:

User List – this will let you view and edit the ADs and Coaches added into the system.
Add User – this is the area to add more Coaches into the system.

To add a Coach, follow these steps:

1. Click on the 'Add User' button and then

2. Populate the form.
3. In the 'User Type', select 'Coach'
4. In the 'Teams field', click on '**Assign Team**', this will show the Teams list. Select the teams that the coach would be able to view/edit under the 'Teams' module when he logs into his own account.
5. Select 'Notify user of new account', this will send the Coach an email notification with his username and password.
6. Save.