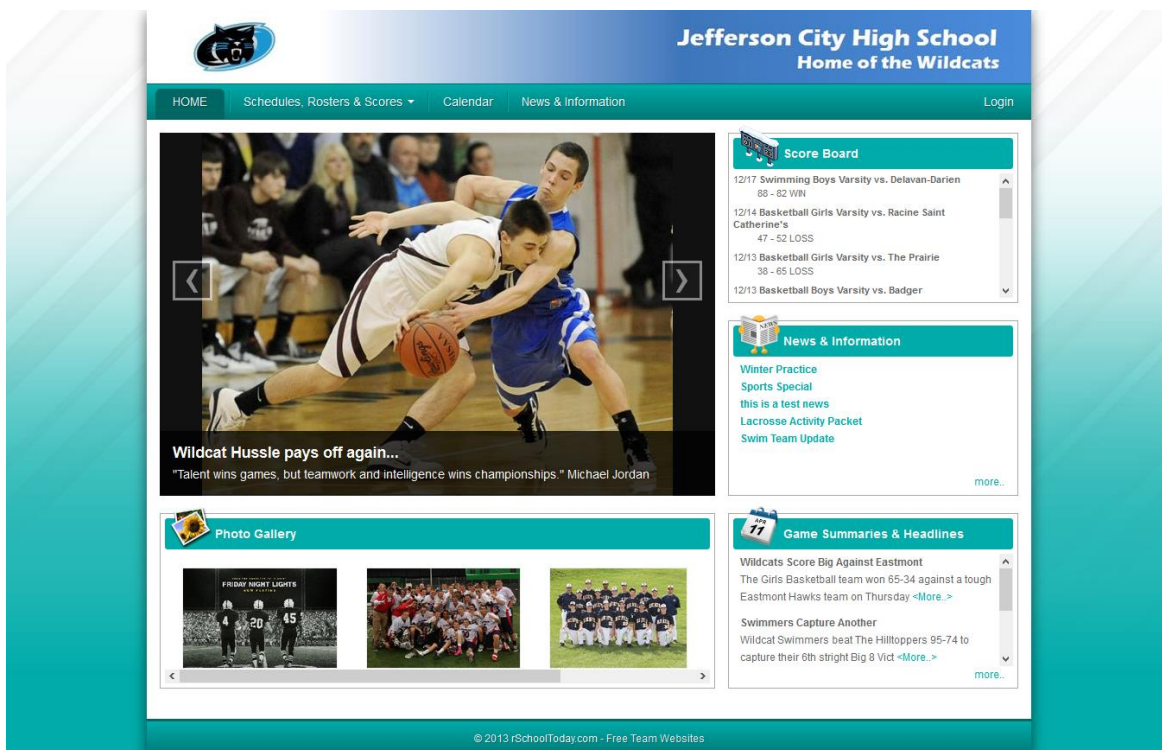


## rSchoolToday Team Sites

### 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

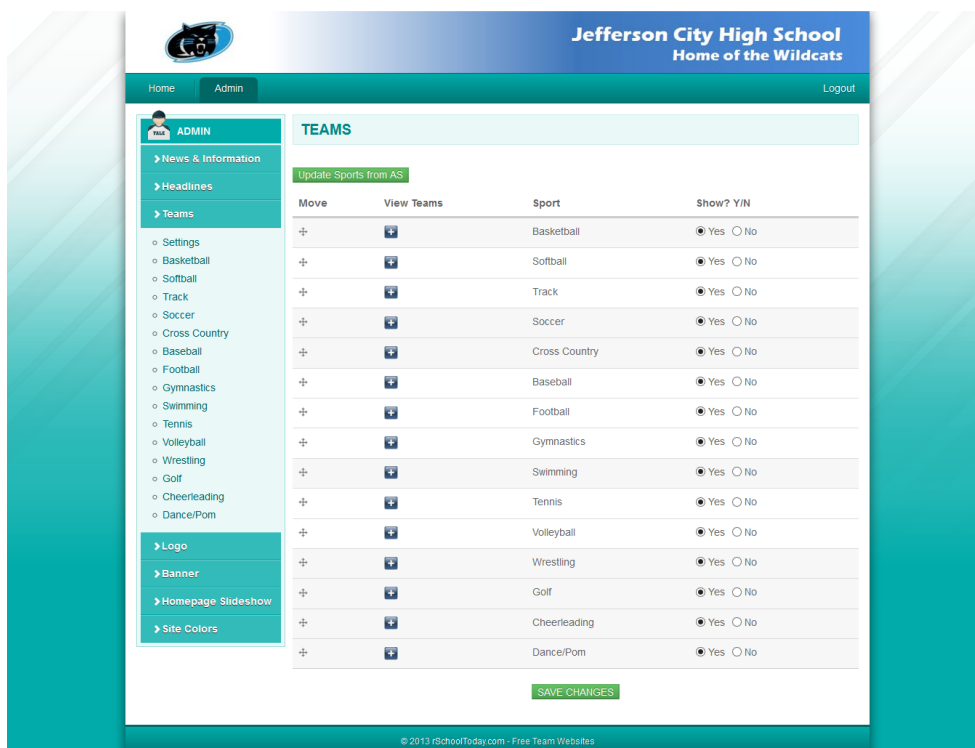
In the administrative area, you need to click on the **'Admin'** tab across the top to go to the 'Administration Panel'.

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.

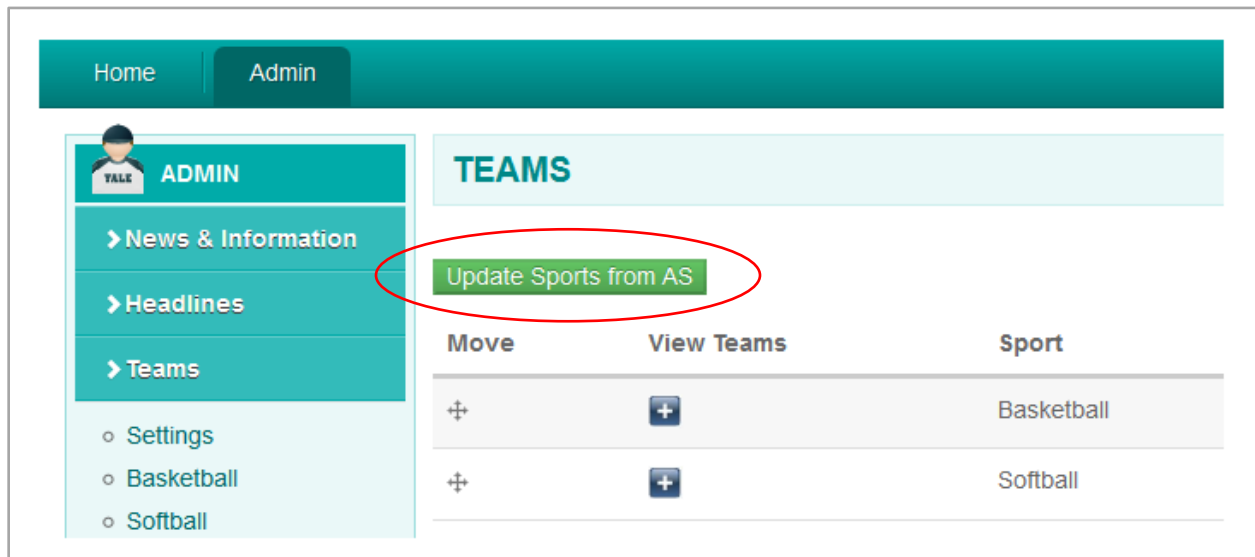


The screenshot shows the 'Teams' module in the administration panel of Jefferson City High School. The interface includes a top navigation bar with 'Home' and 'Admin' tabs, and a left sidebar with a tree view of administrative options. The main content area displays a table of sports and teams with columns for 'Move', 'View Teams', 'Sport', and 'Show? Y/N'. A 'SAVE CHANGES' button is located at the bottom of the table.

Move	View Teams	Sport	Show? Y/N
+		Basketball	<input checked="" type="radio"/> Yes <input type="radio"/> No
+		Softball	<input checked="" type="radio"/> Yes <input type="radio"/> No
+		Track	<input checked="" type="radio"/> Yes <input type="radio"/> No
+		Soccer	<input checked="" type="radio"/> Yes <input type="radio"/> No
+		Cross Country	<input checked="" type="radio"/> Yes <input type="radio"/> No
+		Baseball	<input checked="" type="radio"/> Yes <input type="radio"/> No
+		Football	<input checked="" type="radio"/> Yes <input type="radio"/> No
+		Gymnastics	<input checked="" type="radio"/> Yes <input type="radio"/> No
+		Swimming	<input checked="" type="radio"/> Yes <input type="radio"/> No
+		Tennis	<input checked="" type="radio"/> Yes <input type="radio"/> No
+		Volleyball	<input checked="" type="radio"/> Yes <input type="radio"/> No
+		Wrestling	<input checked="" type="radio"/> Yes <input type="radio"/> No
+		Golf	<input checked="" type="radio"/> Yes <input type="radio"/> No
+		Cheerleading	<input checked="" type="radio"/> Yes <input type="radio"/> No
+		Dance/Pom	<input checked="" type="radio"/> Yes <input type="radio"/> No

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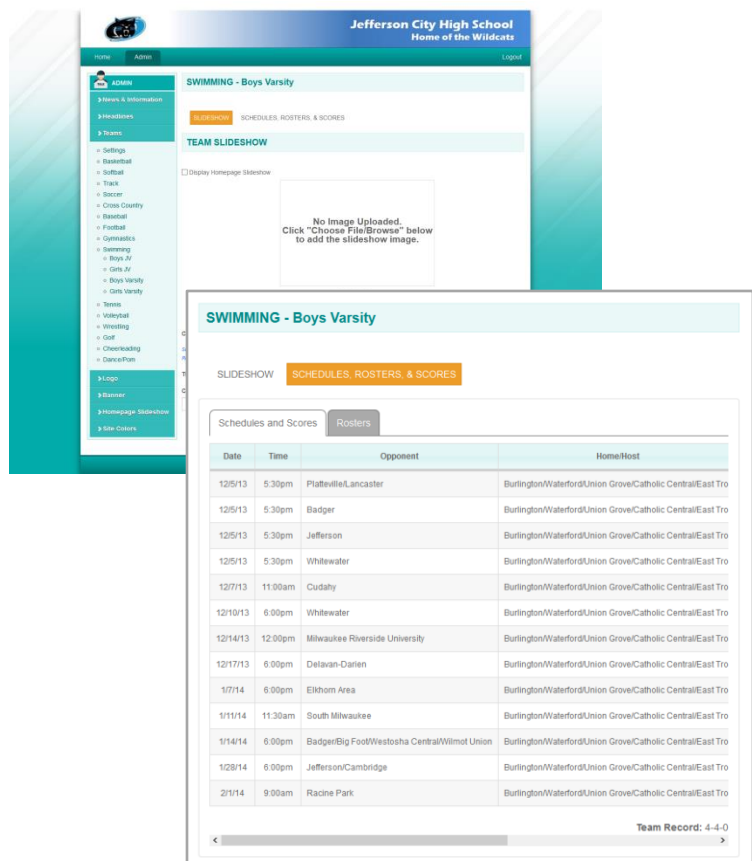
The Team Sites updates Activity Scheduler data every hour, but we have included at the top the **'Update Sports from AS'** button to let you manually update your team information with the AS most recent changes not yet available on your Team Sites site.



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.

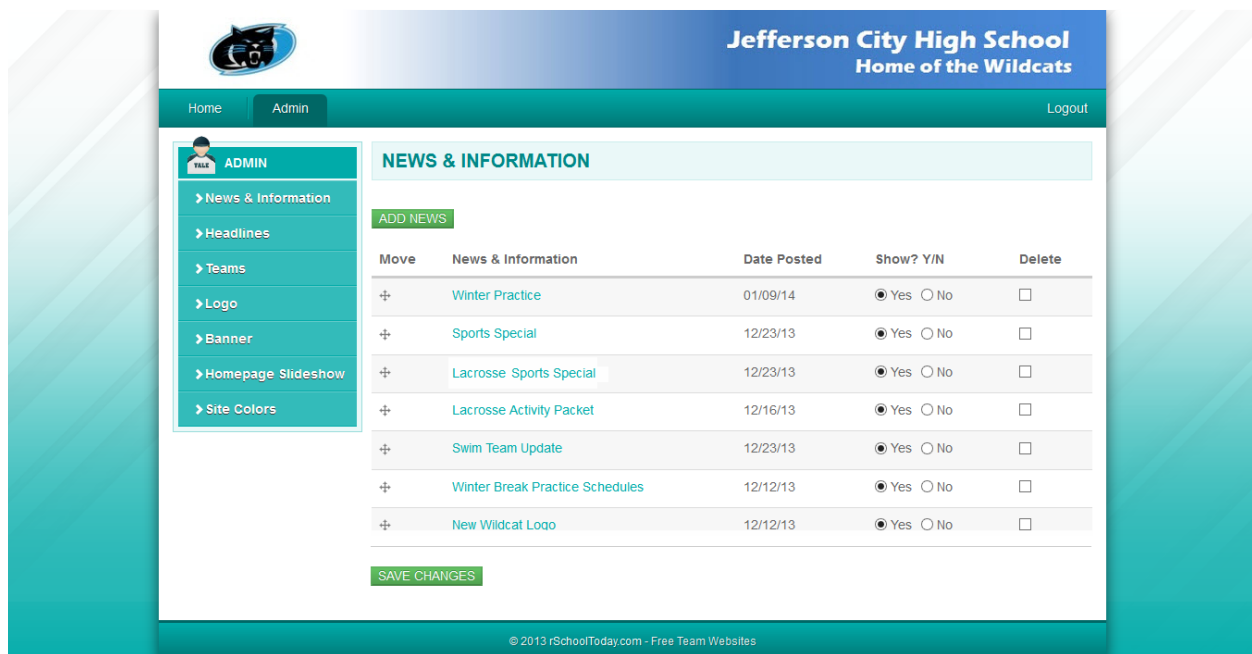
**Schedulers, Rosters, & Scores** – you will find 2 tabs for Schedules and Scores, and Rosters.



## 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.

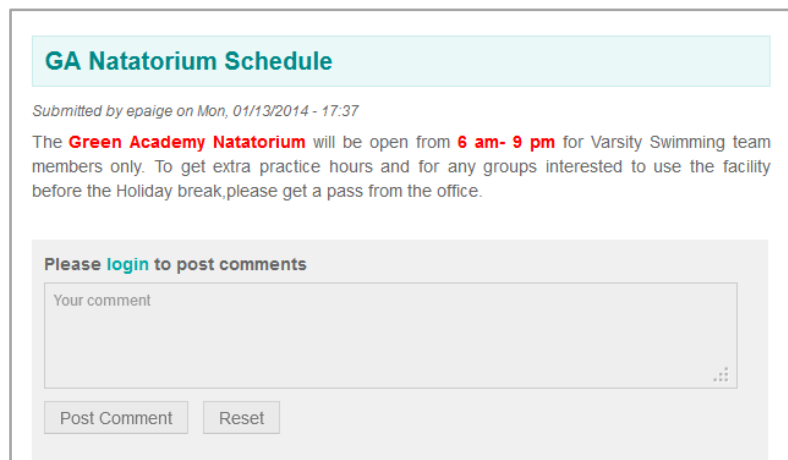


The screenshot shows the admin interface for Jefferson City High School. The header includes the school logo and name, and navigation links for Home, Admin, and Logout. A sidebar menu on the left lists various admin functions like News & Information, Headlines, Teams, Logo, Banner, Homepage Slideshow, and Site Colors. The main content area is titled 'NEWS & INFORMATION' and features an 'ADD NEWS' button. Below this is a table listing existing news items with columns for Move, News & Information, Date Posted, Show? Y/N, and Delete. The table contains seven entries, including 'Winter Practice', 'Sports Special', 'Lacrosse Sports Special', 'Lacrosse Activity Packet', 'Swim Team Update', 'Winter Break Practice Schedules', and 'New Wildcat Logo'. Each entry has a date and a 'Show?' checkbox. A 'SAVE CHANGES' button is at the bottom of the table.

Move	News & Information	Date Posted	Show? Y/N	Delete
+	Winter Practice	01/09/14	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
+	Sports Special	12/23/13	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
+	Lacrosse Sports Special	12/23/13	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
+	Lacrosse Activity Packet	12/16/13	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
+	Swim Team Update	12/23/13	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
+	Winter Break Practice Schedules	12/12/13	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
+	New Wildcat Logo	12/12/13	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>

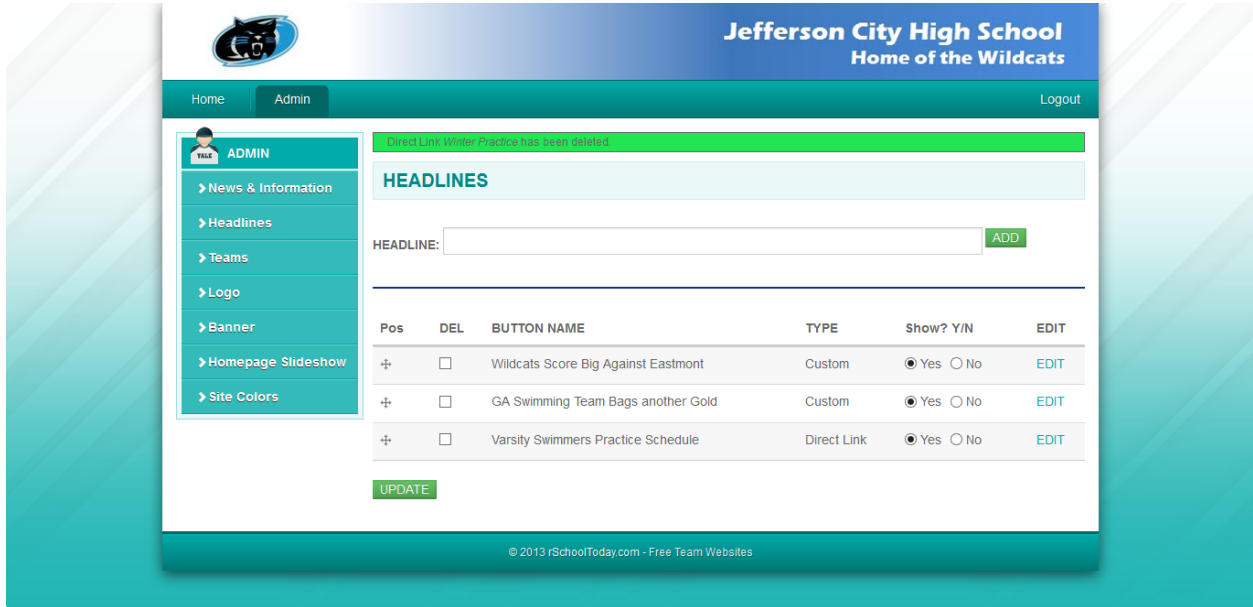
In the Public View, a teaser of the News & Information is displayed at first. The viewer would need to click on the **'More'** link to read on the complete information. The date and the administrator who posted the article are also displayed.

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



The screenshot shows the public view of a news article titled 'GA Natatorium Schedule'. The article is submitted by 'epaige' on 'Mon, 01/13/2014 - 17:37'. The text of the article states that the 'Green Academy Natatorium' will be open from 6 am- 9 pm for Varsity Swimming team members only, and that a pass from the office is required before the holiday break. Below the article text is a comment section with the prompt 'Please login to post comments', a text area for 'Your comment', and 'Post Comment' and 'Reset' buttons.

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.



**Jefferson City High School**  
Home of the Wildcats

Home Admin Logout

**ADMIN**

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

Direct Link:  **ADD**

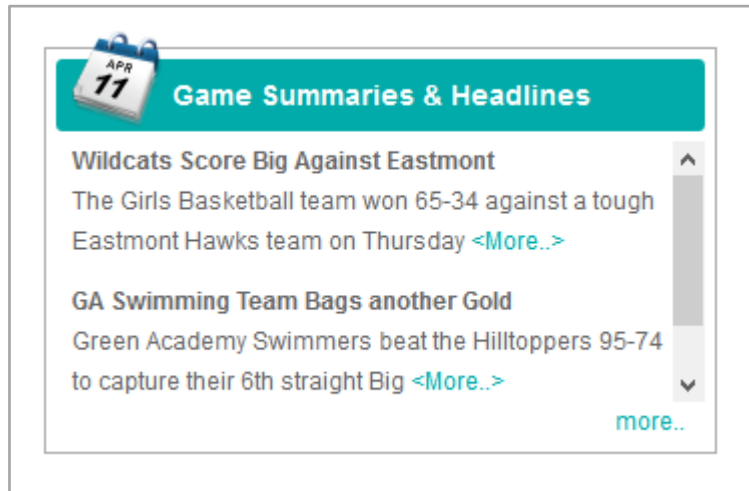
**HEADLINES**

Pos	DEL	BUTTON NAME	TYPE	Show? Y/N	EDIT
+	<input type="checkbox"/>	Wildcats Score Big Against Eastmont	Custom	<input checked="" type="radio"/> Yes <input type="radio"/> No	<a href="#">EDIT</a>
+	<input type="checkbox"/>	GA Swimming Team Bags another Gold	Custom	<input checked="" type="radio"/> Yes <input type="radio"/> No	<a href="#">EDIT</a>
+	<input type="checkbox"/>	Varsity Swimmers Practice Schedule	Direct Link	<input checked="" type="radio"/> Yes <input type="radio"/> No	<a href="#">EDIT</a>

**UPDATE**

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On the homepage (public view), your Headline articles are posted under the 'Games Summaries & Headlines' section listing the first 5 entries.



**APR 11** **Game Summaries & Headlines**

**Wildcats Score Big Against Eastmont**  
The Girls Basketball team won 65-34 against a tough Eastmont Hawks team on Thursday [<More..>](#)

**GA Swimming Team Bags another Gold**  
Green Academy Swimmers beat the Hilltoppers 95-74 to capture their 6th straight Big [<More..>](#)


[more..](#)

## 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.

**LOGO**



☐ Show Logo

*Currently Uploaded Logo: new logo.jpg*

Upload Logo Image:  No file selected.

*\*Use this field to upload/edit your custom logo.*

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.

**SITE BANNER**



*Recommended Banner Size: 1024px width*

*Currently Uploaded Banner: jefferson\_0.jpg*

Upload Banner:  No file selected.

*\*Use this field to upload/edit your custom banner*

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.

current

teal

metro colors

red	blue	green	orange
magenta	* teal	lime	brown
pink	purple	black	grey

\* click or tap to change with metro colors

custom color

teal

gradient

▼

modify

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.

dynamic (100% color) pattern

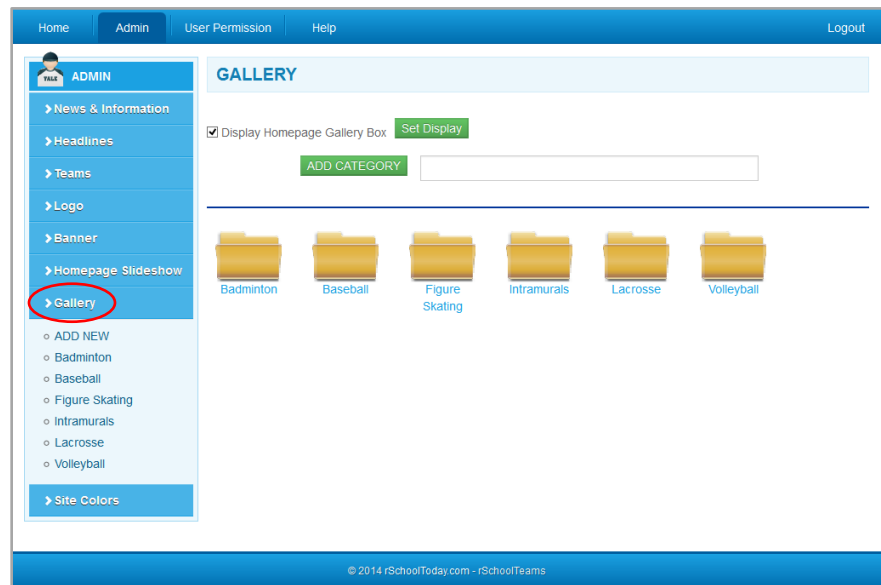
dynamic (25% color) pattern

static pattern



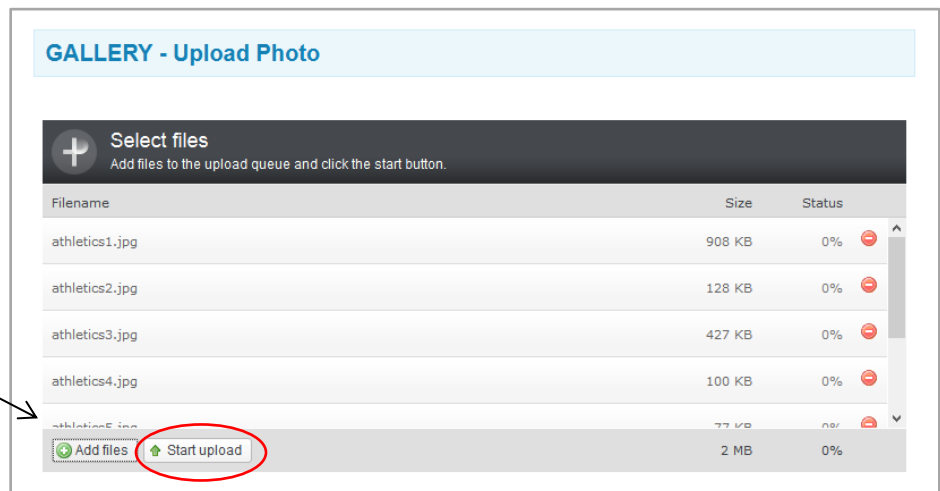
## Gallery

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.



## GALLERY - Intramurals > 2014

Upload Photo

Edit Photo

Delete Photo



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.

**GALLERY**

☒ Display Homepage Gallery Box
 Set Display

ADD CATEGORY

---

Badminton

Baseball

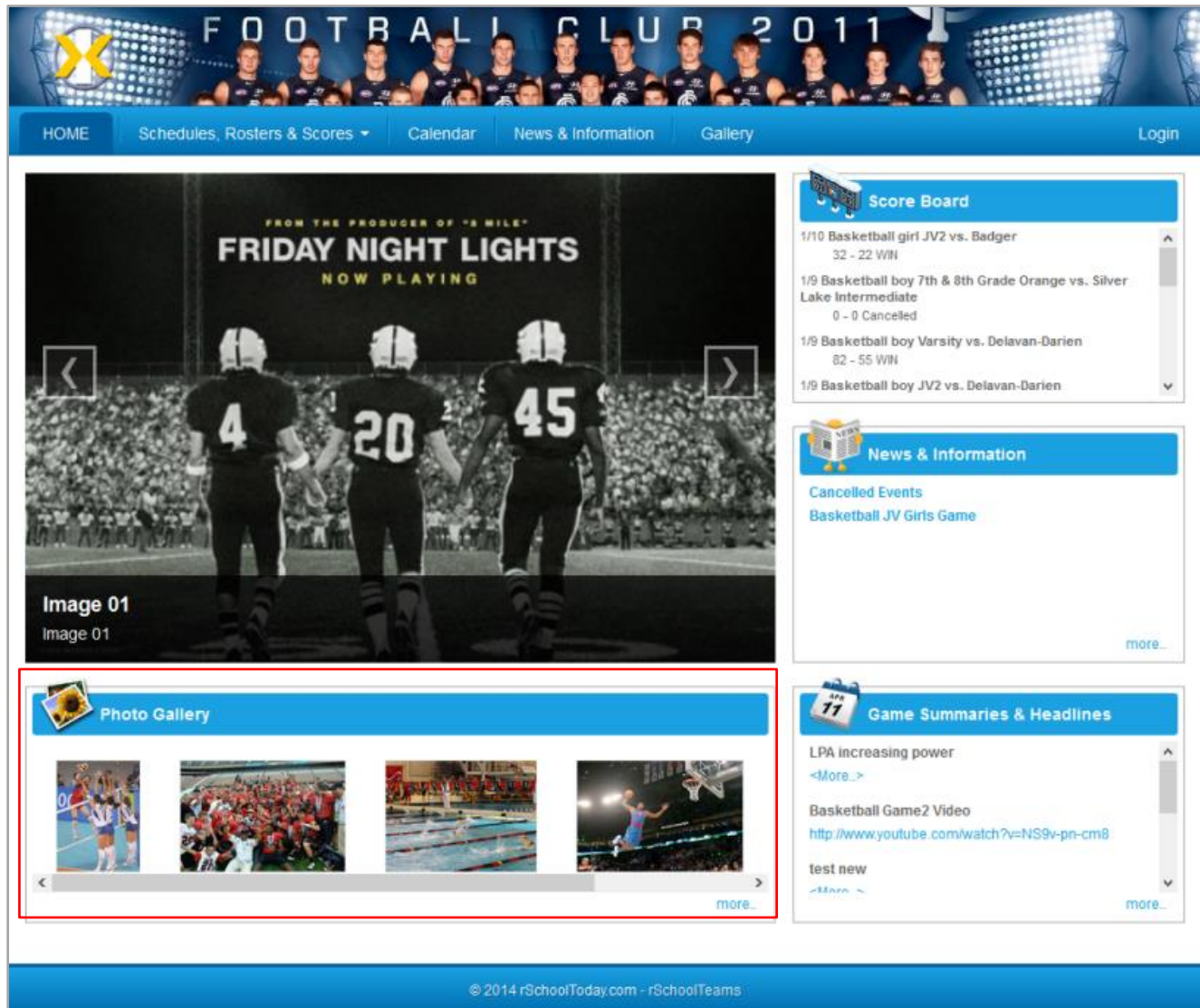
Figure Skating

Intramurals

Lacrosse

Volleyball

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.

## HOMEPAGE SLIDESHOW



Filename: Boys\_Basketball\_Blue\_and\_white\_teams.jpg

Choose which slide to replace then upload:  No file selected.

*Supported File Types: .jpg, .png, .gif*

*Recommended Image size: 544px width*

Title:

Caption:




## '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.

[Home](#)
[Admin](#)
[User Permission](#)
[Help](#)
[Logout](#)


**USER PERMISSION**

[User List](#)
[Add User](#)

### USER PERMISSION - ADD USER

Username: \*

Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

Password: \*

Confirm password: \*

Provide a password for the new account in both fields.

First Name: \*

Last Name: \*

E-mail address: \*

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

User Type: \* Coach

Teams: [Assign Team](#)

Active?: ☐ No ☒ Yes

☐ Notify user of new account

[SAVE](#) [CANCEL](#)

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