



# WGHA COACH'S WEBSITE TRAINING

## 1. Overview

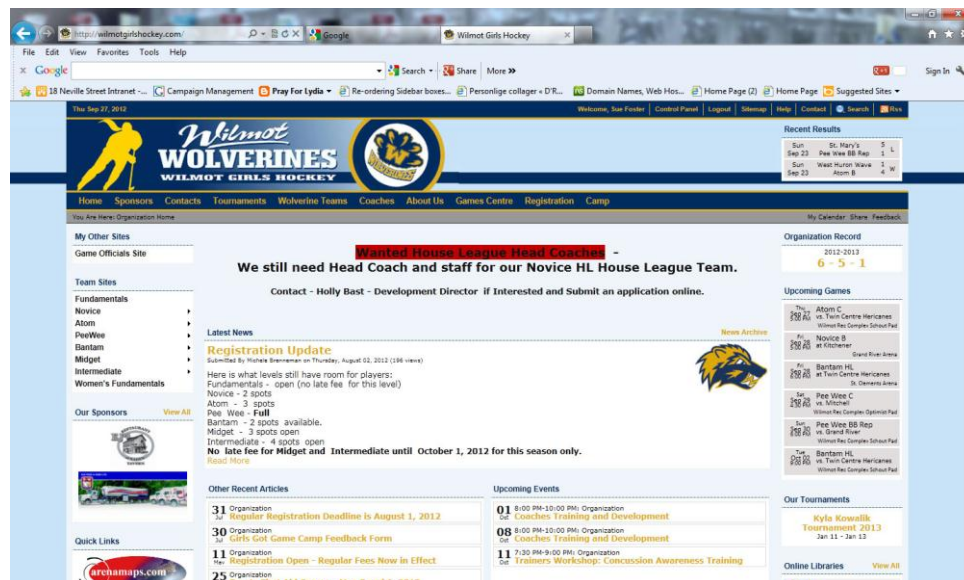
Each Head Coach has Team website permissions

Any additional Team staff requiring team page permissions, requires set-up

Email [webmaster@wilmotgirlshockey.com](mailto:webmaster@wilmotgirlshockey.com)

The WGHA website has a number of key functions

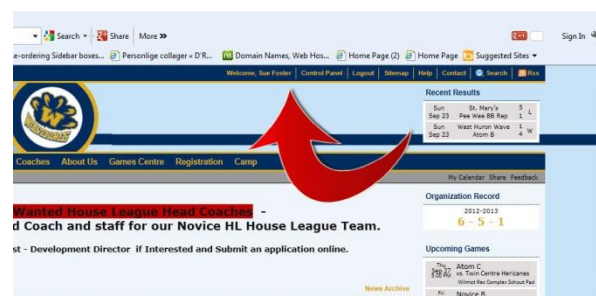
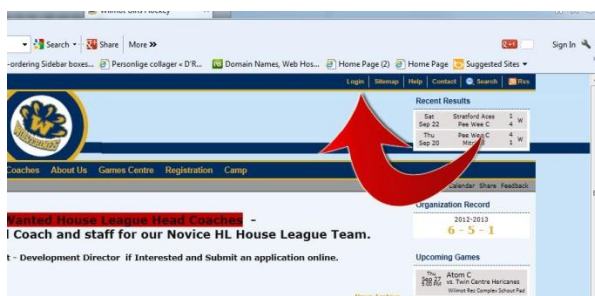
- Scheduling and game score recording
- Information exchange (forms, procedures, events, minutes etc...)
- Contact info for each team as well as executive
- Team site for pictures, team news, adding non ice time events
- Notification of news and schedule changes
- Maintaining Team email lists allowing easy communications and association wide emails



## 2. HOW TO LOGIN

Go to <http://www.wilmotgirlshockey.com>

Top link bar will appear one of two different ways; there may be a link for Login or a welcome message with your login name



If the "login" option is available, login with your first initial last name, default password is TempPass, this password has to be changed at first login

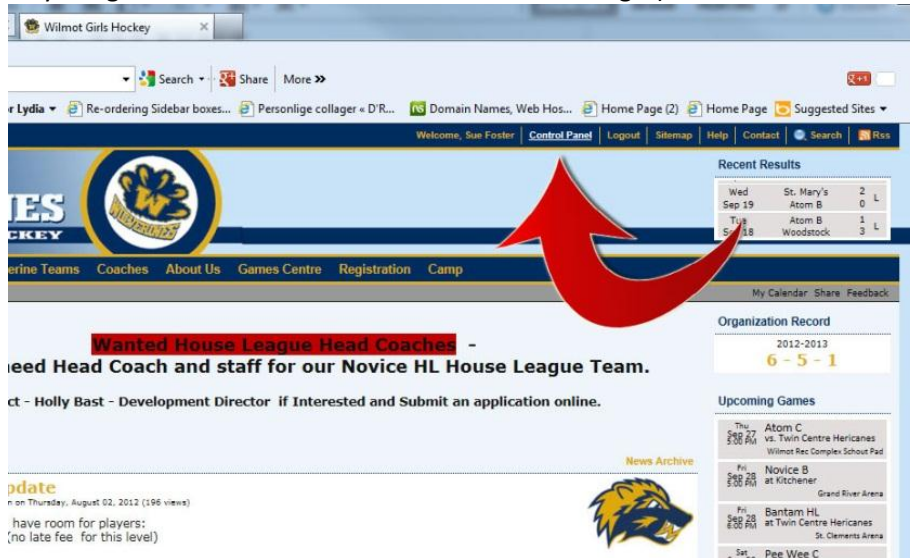


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## 3. CONTROL PANEL

Click Control Panel on the upper Menu bar

"Control Panel" is the tool used for making changes to your team website by anyone with team webmaster permissions (typically assigned to Team Head Coach and Team Manager)



A Control Panel Menu shows up in the bottom Left of your screen, (You may have to scroll down to see it)



Select Manage Site Content in the Bottom Left corner

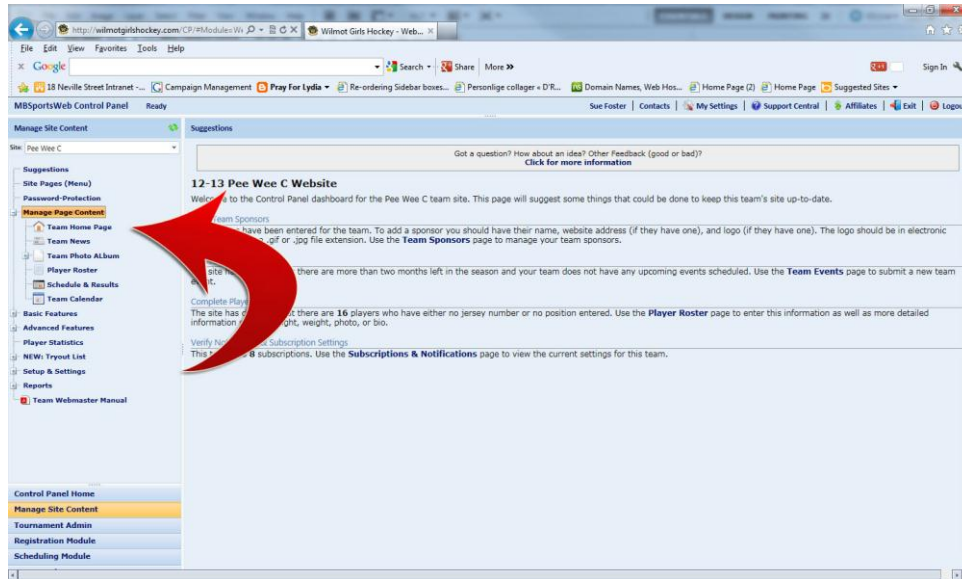
You see all the pages you have on your Team Site

- **Team Home Page**
- **Team News**
- **Player Roster**
- **Schedule & Results**
- **Team Calendar**





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## 4. WHAT YOU CAN ADD

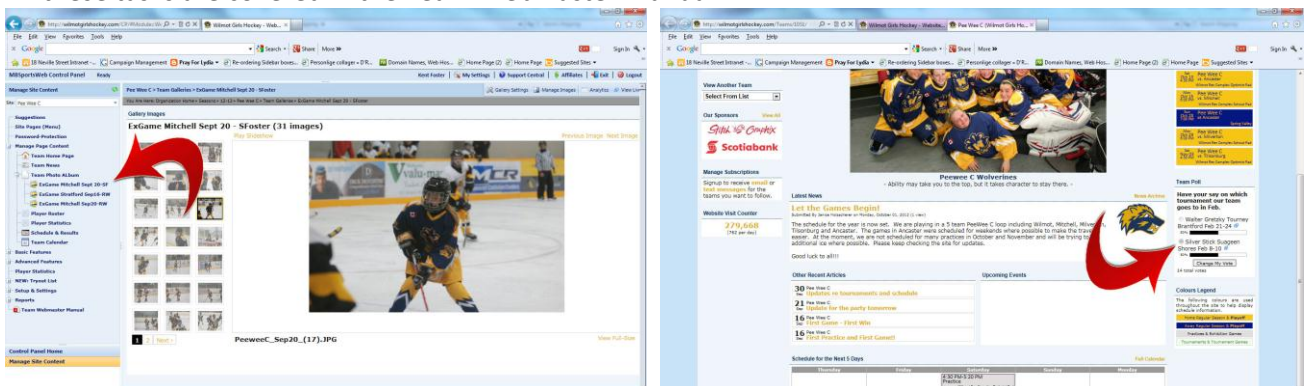
**BASIC TASKS** - Team Webmasters have permissions to do the following basic tasks:

- Add Team Picture
- Add News Article that is displayed on the main team home page
- Add Events that don't require WGHA ice time
- Add Team Staff (head coach is added by Association Webmaster)
- Enter Team Results (must be done)

**MORE ADVANCED TASKS** - Team Webmasters have permissions to do the following more advanced tasks:

- Add photo galleries
- Add Team Polls
- Add new menu items and pages

All these tasks are covered in the Team Webmaster Manual



## 5. ALREADY SET-UP by WGHA

What will WGHA populate in the website for each team?

- Head Coach and contact info
- Team Roster
- League/Home Exhibition Games/Practices





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## 6. EACH TEAM MUST SET-UP

What must the Team Webmaster populate in the website?

- **Game Scores** (as well as report to League)
- ( \* Note House League scores get automatically pushed back to 1DB League Site when entered)
- Team Staff Members
- Team News/Events (Optional)

## 7. Sponsors

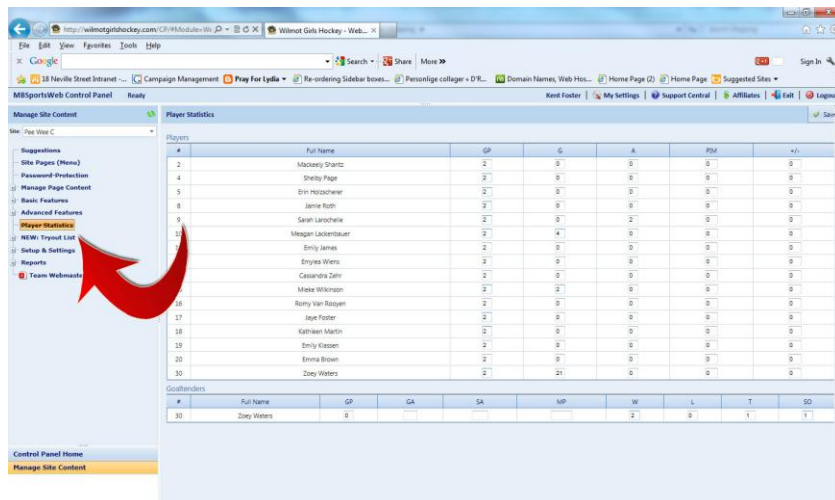
If your team has been fortunate enough to have an Additional Sponsor, (I.E. a parent's workplace wants to buy hats), you can display their logo on your site as an additional Team Sponsor

## 8. Subscriptions



Subscriptions are to keep players, coaches and parents updated on schedule changes, game updates and news articles, of their preferred team.

## 9. Player Statistics



The Player Statistics page can be displayed by creating a new site page and dragging it onto the main menu, otherwise it is hidden and used for collecting info only.



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## 10. EMAIL CAPABILITIES

The website supports a feature called email aliases. This function allows a [Team@wilmotgirlshockey.com](mailto:Team@wilmotgirlshockey.com) and [C\\_Team@wilmotgirlshockey.com](mailto:C_Team@wilmotgirlshockey.com) email list for your team and your Coaching staff, with all information stored securely within the website.

These lists are important and must be maintained as this is the easiest method for the WGHA to communicate consistently to coaches and players. All schedule changes are automatically sent to the team email address. For example [PeeweeC@wilmotgirlshockey.com](mailto:PeeweeC@wilmotgirlshockey.com) is the email address reserved for the PeeweeC players and parents and coaches.

This allows a single email to be sent to all members of a coaching staff which can include all home, work, bberry addresses. There is no practical limit to the number of email addresses to be forwarded to.

### Executive

[WGHA\\_Exec@wilmotgirlshockey.com](mailto:WGHA_Exec@wilmotgirlshockey.com)

### Fundamentals

[c\\_fundamentals@wilmotgirlshockey.com](mailto:c_fundamentals@wilmotgirlshockey.com)

[fundamentals@wilmotgirlshockey.com](mailto:fundamentals@wilmotgirlshockey.com)

### Novice

[c\\_noviceb@wilmotgirlshockey.com](mailto:c_noviceb@wilmotgirlshockey.com)

[noviceb@wilmotgirlshockey.com](mailto:noviceb@wilmotgirlshockey.com)

[C\\_Novicehl@wilmotgirlshockey.com](mailto:C_Novicehl@wilmotgirlshockey.com)

[novicehl@wilmotgirlshockey.com](mailto:novicehl@wilmotgirlshockey.com)

### Atom

[c\\_atomB@wilmotgirlshockey.com](mailto:c_atomB@wilmotgirlshockey.com)

[c\\_atomC@wilmotgirlshockey.com](mailto:c_atomC@wilmotgirlshockey.com)

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[atomC@wilmotgirlshockey.com](mailto:atomC@wilmotgirlshockey.com)

[atommHL@wilmotgirlshockey.com](mailto:atommHL@wilmotgirlshockey.com)

### PeeWee

[c\\_peeweeBB@wilmotgirlshockey.com](mailto:c_peeweeBB@wilmotgirlshockey.com)

[c\\_peeweeC@wilmotgirlshockey.com](mailto:c_peeweeC@wilmotgirlshockey.com)

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[peeweeBB@wilmotgirlshockey.com](mailto:peeweeBB@wilmotgirlshockey.com)

[peeweeC@wilmotgirlshockey.com](mailto:peeweeC@wilmotgirlshockey.com)

[peeweeHL@wilmotgirlshockey.com](mailto:peeweeHL@wilmotgirlshockey.com)

### Bantam

[C\\_bantamB@wilmotgirlshockey.com](mailto:C_bantamB@wilmotgirlshockey.com)

[C\\_bantamHL@wilmotgirlshockey.com](mailto:C_bantamHL@wilmotgirlshockey.com)

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[bantamHL@wilmotgirlshockey.com](mailto:bantamHL@wilmotgirlshockey.com)

### Midget

[c\\_midgetHL@wilmotgirlshockey.com](mailto:c_midgetHL@wilmotgirlshockey.com)

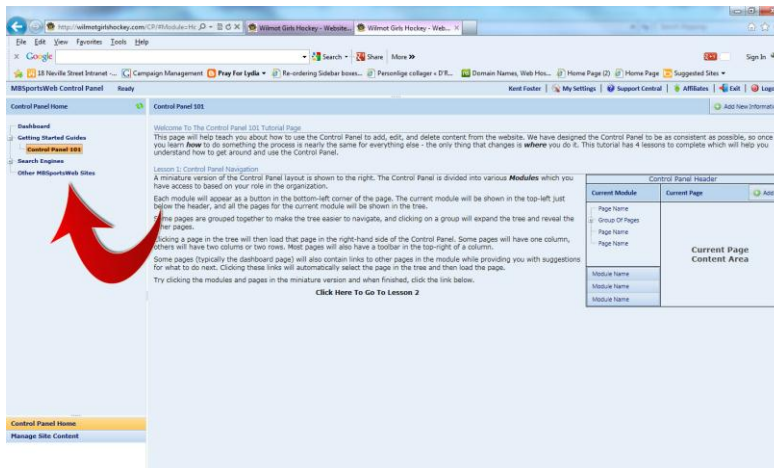
[midgetHL@wilmotgirlshockey.com](mailto:midgetHL@wilmotgirlshockey.com)

### Intermediate

[c\\_intermediateHL@wilmotgirlshockey.com](mailto:c_intermediateHL@wilmotgirlshockey.com)

[intermediateHL@wilmotgirlshockey.com](mailto:intermediateHL@wilmotgirlshockey.com)

## 11. Additional Resources



MB Sports Web has documented help right online.

If you get stuck just email [webmaster@wilmotgirlshockey.com](mailto:webmaster@wilmotgirlshockey.com)