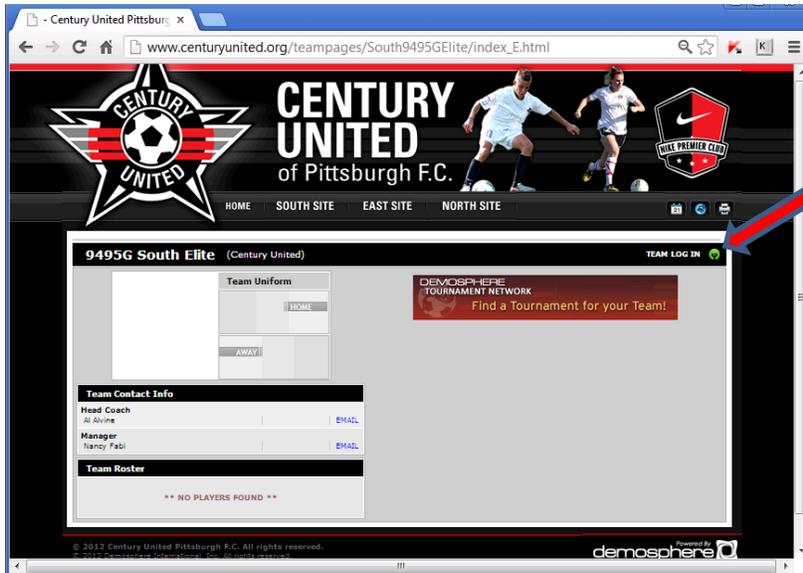


Managers and Team Website volunteers-

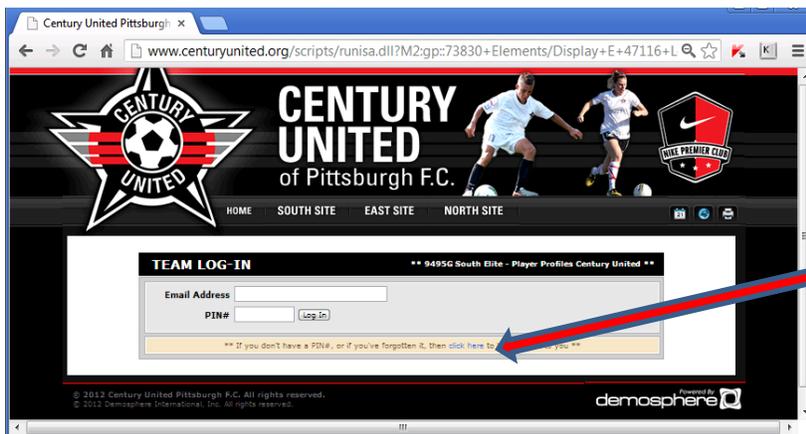
Thanks for taking the time and interest to do this! The Demosphere group has provided many tutorials if you want to make this thing totally over-the-top or you spend a few minutes and put in the basic info that will serve your team as well!

First, there are 2 parts to the team page. One is a “canned” set of info that you can access directly from your team page. **YOU DO NOT NEED THE USER NAME and PASSWORD for this first part.**



When you go to your team page, you will see this “Team log in” with a green icon after it. Click here . . .

you will go to a login screen shown in the next screen capture below.



After you type in your email as the manager, click on the blue text to have a password sent to you. Please use the email that Century United uses for you.

This is the email that is in the system. Let me know if this needs to be updated with a new

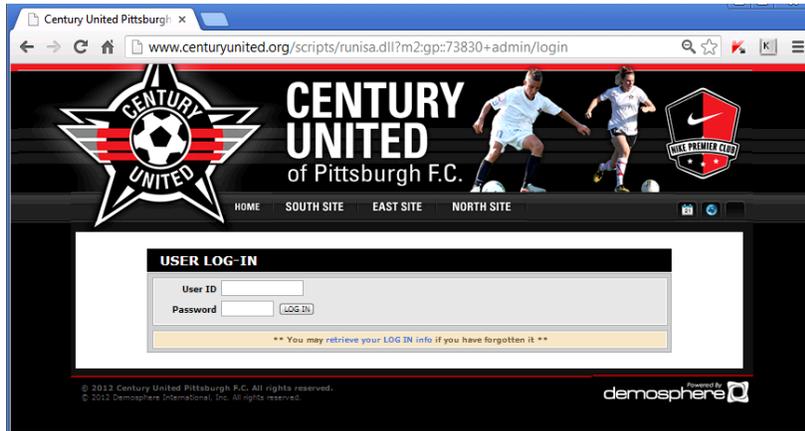
email if you can't access your email to get the password that will be emailed to you.

Once you get the password, you will have gained access to adding the team members' info. Remember that we can only use first names and last initial for U14 teams and younger. Once they are in high school, their names are quite public in the schools and having their last names will be helpful if college coaches, etc. are trying to find them. You can also upload a team photo and uniform colors, etc.

IF YOU WANT MORE ON YOUR TEAM PAGE

The rest of the page is accessed in a different way. You will need your user name and password for that. Go to www.centuryunited.org/admin

From there you will see a log in screen similar to the Team Login. This is where you type in the user ID



and password emailed to you.

There is a link to retrieving your login info if you forget it. As far as I know, the password is NOT able to be changed. Sorry if I gave you a difficult one.

From here you will have access to the entire page. You can put on anything you want within the bounds of the Century United club intentions for the use of this page. If you have a question about adding content that might be controversial, please ask Larry Guess, Pat Vereb, or Valery Keibler their thoughts about it. Thanks in advance for that!

Use the tutorials to find out about adding calendars (you can merge in a Google calendar), or driving directions for tournaments, photos, links to helpful things...

Have fun!

Valery Keibler for Century United

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