

Guidelines for creating a PSC team web page

Step 1: Receive an introductory email from the PSC Registrar similar to this:

Hello Soccer Coach,

You have been assigned as a coach or volunteer for the following team or group by an administrator in the Puyallup Soccer Club organization.

Through your organization's web site, you can manage a web site for your team or group. Log in to the software that runs your web site at <http://www.puyallupsoccerclub.org/sam/login.php> and manage your coach information. You have been assigned a user name and password listed below.

User name: coach

Password: iluvsoccer

You'll find instructions and a tutorial on how to set up and use your web site by clicking the following link

- <http://help.yoursam.com/tutorials/teamWebSiteTutorial.php>.

Should you have any questions, please contact Puyallup Soccer Club for more information. Thank you!

Step 2: Log in as directed. A SAM site window will appear. Click on the team name on the left hand side that you want to edit/create a site for. More than one team name may appear if you have been assigned to coach or administer more than one team.

*You must be running Internet Explorer 5.0 or higher for this system. Make sure to add this website to your trusted sites by doing the following: click on tools, then internet options, then the security tab, then click on trusted sites to highlight, then sites. The website address should be there, so just click on add. If it's not there, add the following web address, <https://www.secure-sam.com>.

*This system is also effected by pop-up blockers. If you find that your browser sends you back to the login screen after submitting your username and password, you will need to do one of the following: either hold down the control button when logging in, or add the website to your list of allowed pop-up sites. To add the site in IE 7.0 click on tools, then hover over pop-up blocker, then click on pop-up blocker settings. Add the secure-sam and Puyallup Soccer Club web addresses to the list.

*3rd party and service provider pop-up blockers should be handled in a similar fashion.

Step 3: Create a team username and password that you will then need to send out to all the parents and players so they can access your team's website. This will give them the ability to view the website, not edit it like you can.

*You will be editing your team website from a location not available to your team. Your team members need to access the team site by going to the club website, www.puyallupsoccerclub.org, and selecting “team pages” on the left side of the webpage. A login screen will appear. At that point your team username and password will be needed. Your username and password to edit the web pages will not be the same as your team username and password, so write each down, and place them in a secure area in case you forget. The club administrator has the ability to retrieve your information if a need should arise.

Step 4: Click the top check box to make your team page active so people can view it. You can also choose to have the roster visible with another check box in the control panel area. The bottom half of the SAM control panel is for roster management and you can click the buttons to figure out which each is for as you desire.

*If you do nothing else after this point, your team members will still be able to view upcoming PSC events and announcements as well as your team’s roster, if you have enabled this function as just described. To get specific team content on the site follow the below guidelines.

Adding and managing custom team content

Click the top menu title labeled “Communications”. A drop down pop-up will appear with choices for Calendar, Schedule, Announcements, and Photo Albums. Hovering over Calendar will give you the choice for Event Calendar or Location Schedule.

- **Setting up your practice schedule:** Click the top menu title labeled “Communications”. A drop down pop-up will appear with choices for Calendar, Schedule, Announcements, and Photo Albums. Click Calendar then Event Calendar. You will see a calendar appear on your display. Now go back up to the top and click File>New and then Event or Recurring Event. You should use the Recurring Event option to very quickly setup your practice schedule and the Event option for ones that may be scheduled at different times. Fill out the information as needed to create the event. Most of the locations for PSC teams are in the drop-down option and we can add more as needed. Games will be scheduled in a different option, detailed in Step 7.
- **Setting up and managing your game schedule:** Click the top menu title labeled “Communications”. A drop down pop-up will appear with choices for Calendar, Schedule, Announcements, and Photo Albums. Click Calendar then Schedule. You will see a list of events, if you have created some or an empty list when you first start. Now go back up to the top and click File>New and then Game. You will see several options for creating a game schedule on this new display screen. Enter them and click OK.

*Game schedules may be created by the Club system for some teams/leagues.

- **Creating announcements:** You have the option to post announcements on your team website to get the word out to all the players and families. Click the top menu title labeled “Communications”. A drop down pop-up will appear with choices for Calendar, Schedule, Announcements, and Photo Albums. Click Announcements. You will see a list of announcements, if you have created some or an empty list when you first start. Now go back up to the top and click File>New and then Announcement. You will see some fields for creating an announcement, including the ability to single click and have the announcement created and sent via email to your team.
- **Posting photos:** The system also has the ability for you to post photos to your team page. At this time, teams only have 1MB of photo capacity which is much less than most cameras consume for a

single photo. You will have to reduce the size of your photos to post them on the website and we'll let you know if the available capacity increases.

Click the top menu title labeled "Communications". A drop down pop-up will appear with choices for Calendar, Schedule, Announcements, and Photo Albums. Click Photo Albums. You will see your albums, if you have created some or an empty list when you first start. Now go back up to the top and click File>New and then Photo Album. A box will appear where you can name your album, i.e. practices, games, etc. Enter a name and click OK. You will then see your photo album on the page. Now go back up top to File>New>Photo to add a photo to the selected album. Use this new window to Browse on your computer for the photo, add a title and/or a description and then click OK to add a photo.

You can go back to the Photo Album list by going to Communications>Photo Albums if you want to upload photos to other albums. This list will now also give you the space used stats of your photo albums.

- **Exit the system**: Please use File>Exit when you are done editing your team web page to properly log out of the system.

If you have any questions on using the system or need help with your page, feel free to contact the PSC web content editor, Matt Miller at palmsolo@gmail.com or 253-230-9632 (mobile).