

TEAM PAGE MANAGEMENT OVERVIEW

The entire website is built on a content management system called Demosphere. There are two ways this page is managed and you will need access to both.

1. To change contact information, add pictures or modify the team roster, you go to your team page and click the "team login" option. You will use your email address and PIN. (Usually when you make any changes in this way, you need to then login via step 2 and click the "Update SEQ/Republish" button to make the changes appear on the live site.)
2. To add or modify articles, schedules or other information on the page, you login through this link (<http://www.realsocal.org/admin>) and enter your username and password. (You will get to a page that has a link to your team page and you will need to click that link)

The system can be a bit counter intuitive at times. For instance, you can login via one of the above methods and see items to edit, but you will get errors if you attempt to do so, because they are items that can only be edited by logging in via the other method. So if you ever have any questions or concerns, please email the web administrator at webadmin@realsocal.org any time.

LOGIN CREDENTIALS

Once you have been named the manager of a team, you will need to request team management access. Please email the web administrator and request access. Your status will be confirmed with Rose and access will be provided.

MANAGING THE TEAM PAGE

When the team page is created, it will be setup to display the team contacts, the team roster, club logo , team picture, Schedule, Accomplishments and News & Announcements.

Team contacts and club logo will be done for you, but you will need to enter the roster and team picture if so desired. For younger teams, please do not add the players last name for the sake of their privacy.

To edit contacts, roster or team pic, login via method 1 above.

Schedule, Accomplishments and News & Announcements may contain information if you have inherited the team from another manager. Please feel free to edit these sections as you see fit. You can also add additional sections or remove any of those that are already provided.

To edit Schedule, Accomplishments and News & Announcements, login via method 2 above.

MISCELLANEOUS

Demosphere provides additional features that may be used at the team and manager's discretion. If you ever have any question, just email the web administrator for assistance.