



User Manual

Ocean Springs Lacrosse Website

08-25-2009

Logging in to the Management Console

- 1) Go to <http://www.oceanspringslacrosse.com>
- 2) Click the “Log In” link towards the upper right portion of the site just above “Gator Lax” or go to <http://www.oceanspringslacrosse.com/management/login.php>
- 3) Enter your user name and password. If you do not have a user name, someone who does will need to add you to the admin users group. If it is your first time logging in, your password is “osl” (no quotes) and you will be required to change it upon log in.
- 4) After you have entered your user name and password, click the “Log In” button to log in.

Note: you must be logged in to perform all of the functions below.

Team Roster Management

In the sidebar menu, click on “Rosters” to be taken to the roster management screen. Here you will see all players. Use the “Team” dropdown to only show players for a specific team.

Add a Player

- 1) Click “Rosters” in the sidebar menu
- 2) Click “Add Player” in the sidebar menu.
- 3) Fill in the information on the form. Fields marked with an asterisk are required fields and must be filled in to add the player.
- 4) After you have entered the player information, click the “Add Player” button.

Edit a Player

- 1) Click “Roster” in the sidebar menu
- 2) Click on the name of the player you want edit.
- 3) Edit the information you want to change.
- 4) When you are done editing, click the “Save Changes” button

Delete a Player

- 1) Click “Roster” in the sidebar menu
- 2) Click on the name of the player you want to delete.

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- 3) Click the "Delete this Player" link.
- 4) You will be asked to confirm the deletion of the player. Click "Ok" to delete the player.

Schedule Management

In the sidebar menu, click on "Schedule" to be taken to the schedule management screen. Here you will see all seasons and their games. Use the "Team" dropdown to only show seasons for a specific team.

Add a Season

- 1) Click on "Schedule" in the sidebar menu.
- 2) Click on "Add Season" in the sidebar menu.
- 3) Fill in the information on the form. Fields marked with asterisk must be filled in to add the season.
- 4) After you have entered the information, click the "Add Season" button.

Edit a Season

- 1) Click "Schedule" in the sidebar menu
- 2) Click on the name of the season you want edit.
- 3) Edit the information you want to change.
- 4) When you are done editing, click the "Save Changes" button

Delete a Season (Note: deleting a season will delete any games for that season!)

- 1) Click "Schedule" in the sidebar menu
- 2) Click on the name of the season you want to delete.
- 3) Click the "Delete this Season" link.
- 4) You will be asked to confirm the deletion of the season. Click "Ok" to delete the season.

Add a Game (Note: all games must be added to a season)

- 1) Click on "Schedule" in the sidebar menu.
- 2) Click on "Add Game" in the sidebar menu.
- 3) Fill in the information on the form. Fields marked with asterisk must be filled in to add the game.
- 4) After you have entered the information, click the "Add Game" button.

Edit a Game

- 1) Click "Schedule" in the sidebar menu
- 2) Click on the date of the game you want edit.
- 3) Edit the information you want to change.
- 4) When you are done editing, click the "Save Changes" button

Delete a Game

- 1) Click "Schedule" in the sidebar menu
- 2) Click on the date of the game you want to delete.
- 3) Click the "Delete this Game" link.
- 4) You will be asked to confirm the deletion of the game. Click "Ok" to delete the game.

Enter a Win/Loss and Score for a Game

- 1) Click "Schedule" in the sidebar menu
- 2) Click on the date of the game you want to enter win/loss and score for.
- 3) Select Win/Loss from the win-loss dropdown.
- 4) Enter the score of the game.
- 5) Click the "Save Changes" button.

Add/Edit Player Stats for a Game

- 1) Click "Schedule" in the sidebar menu
- 2) Click on the "Add Stats" link for the game you want to add player stats to.

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- 3) Enter the player's stats.
- 4) Click the "Save Stats" button.

Announcement Management

In the sidebar menu, click on "Announcements" to be taken to the announcement management screen. Here you will see all announcements. Use the "Team" dropdown to only show announcements for a specific team.

Add an Announcement

- 1) Click "Announcements" in the sidebar menu
- 2) Click "Add Announcement" in the sidebar menu.
- 3) Fill in the information on the form. Fields marked with an asterisk are required fields and must be filled in to add the announcement.
- 4) After you have entered the announcement information, click the "Add Announcement" button.

Edit an Announcement

- 1) Click "Announcements" in the sidebar menu.
- 2) Click on the "Edit" link under the announcement you want to edit.
- 3) Edit the information you want to change.
- 4) When you are done editing, click the "Save Changes" button.

Delete an Announcement

- 1) Click "Announcements" in the sidebar menu
- 2) Click on the "Delete" link under the announcement you want to delete.
- 3) You will be asked to confirm the deletion of the player. Click "Ok" to delete the player.

Calendar Management

In the sidebar menu, click on "Calendar Events" to be taken to the calendar management screen. Here you will see all events, excluding past events. To view events in the past, click the "Show All Including Past Events" link.

Add an Event

- 1) Click "Calendar Events" in the sidebar menu
- 2) Click "Add Calendar Event" in the sidebar menu.
- 3) Fill in the information on the form. Fields marked with an asterisk are required fields and must be filled in to add the event. There is a start date and end date for all events. If the event only occurs during one day, enter the same date in the start date and end date.
- 4) After you have entered the player information, click the "Add Event" button.

Edit an Event

- 1) Click "Calendar Events" in the sidebar menu
- 2) Click on the name of the event you want edit.
- 3) Edit the information you want to change.
- 4) When you are done editing, click the "Save Changes" button

Delete an Event

- 1) Click "Calendar Events" in the sidebar menu

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- 2) Click on the name of the event you want to delete.
- 3) Click the "Delete this Event" link.
- 4) You will be asked to confirm the deletion of the event. Click "Ok" to delete the event.

Award and Recognition Management

In the sidebar menu, click on "Rosters" to be taken to the roster management screen. Here you will see all players.

Add an Award or Recognition

- 1) Click "Awards & Recognition" in the sidebar menu
- 2) Click "Add Award or Recognition" in the sidebar menu.
- 3) Fill in the information on the form. Fields marked with an asterisk are required fields and must be filled in to add the award/recognition.
- 4) After you have entered the player information, click the "Add Award/Recognition" button.

Edit an Award or Recognition

- 1) Click "Awards & Recognition" in the sidebar menu
- 2) Click on the award or recognition you want edit.
- 3) Edit the information you want to change.
- 4) When you are done editing, click the "Save Changes" button

Delete an Award or Recognition

- 1) Click "Awards & Recognition" in the sidebar menu
- 2) Click on the award or recognition you want to delete.
- 3) Click the "Delete this Award/Recognition" link.
- 4) You will be asked to confirm the deletion of the Award or Recognition. Click "Ok" to delete the Award or Recognition.

View Registrations

In the sidebar menu, click on "View Registrations" to be taken to the registration management screen. Here you will see all registrations.

View a Registration

- 1) Click "View Registrations" in the sidebar menu.
- 2) Click the name of the player to view their registration.

Email Players

In the sidebar menu, click on "Email Players" to be taken to the email screen. Here you will select the team you want to email.

Email Players on a Team

- 1) Click "Email Players" in the sidebar menu.
- 2) Select the team you want to email from the team dropdown.
- 3) Put checkmarks next to the players you want to email
- 4) Fill in the information for the From, Subject, and Message fields.
- 5) Click the "Send Email" button. The email address in the "from" field will receive a copy as well.

Sponsor Management

In the sidebar menu, click on "Sponsors" to be taken to the sponsor management screen. Here you will see all sponsors.

Add a Sponsor

- 1) Click "Sponsors" in the sidebar menu
- 2) Click "Add Sponsor" in the sidebar menu.
- 3) Fill in the information on the form. Fields marked with an asterisk are required fields and must be filled in to add the player.
- 4) After you have entered the player information, click the "Add Sponsor" button.

Edit a Sponsor

- 1) Click "Sponsors" in the sidebar menu
- 2) Click on the name of the sponsor you want edit.
- 3) Edit the information you want to change.
- 4) When you are done editing, click the "Save Changes" button

Delete a Sponsor

- 1) Click "Sponsors" in the sidebar menu
- 2) Click on the name of the sponsor you want to delete.
- 3) Click the "Delete this Sponsor" link.
- 4) You will be asked to confirm the deletion of the sponsor. Click "Ok" to delete the sponsor.

Admin User Management

In the sidebar menu, click on "Admin Users" to be taken to the admin user management screen. Here you will see all people who can log into the management portion of the website.

Add a User

- 1) Click "Admin Users" in the sidebar menu
- 2) Click "Add User" in the sidebar menu.
- 3) Fill in the information on the form. Fields marked with an asterisk are required fields and must be filled in to add the player. The field for display name is what will be shown for "Posted By" if that user adds an announcement. If nothing is entered, the users name will be shown.
- 4) After you have entered the player information, click the "Add Sponsor" button.

Edit a User

- 1) Click "Admin Users" in the sidebar menu
- 2) Click on the name of the user you want edit.
- 3) Edit the information you want to change.
- 4) When you are done editing, click the "Save Changes" button

Delete a User

- 1) Click "Admin Users" in the sidebar menu
- 2) Click on the name of the user you want to delete.
- 3) Click the "Delete this User" link.
- 4) You will be asked to confirm the deletion of the user. Click "Ok" to delete the user.

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