Teams

Allows you to upload all of the logos for your opponents; this component is used for both the Calendar and if you have an Opponents page.

View Teams Tab

Creating a new team

1. Click on New.
2. Enter the full name (i.e. Brazos Valley Bombers). This is what will display when the user clicks on that day's game and the full game information is displayed at the top of the page.
3. Enter the short name (i.e. Bombers). This is what will display on the graphical calendar before the user clicks on it for more information.
4. Enter the city and state.
5. My Team? – yes/no – make sure you create entries for all of your opponents, as well as for your own team. Make sure to select 'yes' on your team.
6. Select the appropriate division from the drop-down menu. This pulls from the Divisions tab.
7. Enter the website URL. – this field can be used for internal use OR it will also be used if the team is going to set up an Opponents page on their site; it does not make the logos on the calendar page clickable.
8. Background Color/Foreground Color- only used if you have an Opponents page, you would need to contact customer service or open a task for a programmer for this information to display.
9. Contact Information – you can enter contact information for this team's office.
10. Save.

Divisions Tab

Allows you to create different divisions for your teams

Creating a new division.

1. Click on New.
2. Enter the name.
3. Save.
4. These will show up in the Divisions drop-down when you are creating/editing teams.

Affiliates Tab – allows you to create affiliates for your teams

1. To create an affiliate, click on New.
2. Use the Select button to upload the logo.
3. Enter the URL.
4. Select the class.
5. This is primarily used internally, but it can also be used for an Opponents page; it is not used on the Calendar page.

Custom Fields Tab

Allows you to create fields of information for your teams that currently do not exist.

Creating a Custom Field

Note that creating custom fields is identical no matter what component you're editing.

1. When you are viewing the Custom Fields tab, you will have a place to create an entry.
2. Type in the name of the custom field.
3. The type refers to the type of information that will be entered.

   a. Drop-down Box – drop-down menu of choices
   b. Multiple Select Box – user can select multiple answer choices from the list
   c. Checkbox Array – displays checkboxes, but the user can only select one choice
   d. Radio Array – displays circles for you to select, but the user can only select one choice
   e. Small Text – this allows the user to type in information such as a name or address
   f. Large Text – allows the user to type in information, but this gives them a lot more characters than a Small Text box; generally used when the user needs to type sentences or paragraphs
   g. Photo – allows the user to upload a photo

4. Required – it's up to you if you want to require it or not, but if you select Yes, then the user will have to enter that field in order to submit the information or save.
5. Click the orange Add Field button (

), and this will save the Custom Field.
6. Once you have added the custom field, it will show up automatically on the back end, but depending on where you are adding it, it may or may not display on the front end. If it does not show up, you will need to contact your customer service representative or enter a task in the task manager for this field to appear.