



BYB – Coaches instructions for Web Site

Thanks again for your commitment and support of Batavia Youth Baseball. It is your hard work and dedication that makes this organization successful and enables BYB to provide a quality baseball program for the children of Batavia and Mooseheart. We recognize the amount of time that is required from coaches for organization, communication, and overall coordination of your teams. It is for this reason that BYB invested in a new web site in 2011. The web site provides tools that makes your job easier and allows parents to get the information they need.

Coaches will be assigned to their respective teams by League Presidents prior to the start of the season. Once you have been assigned to your team you will have access to the following capabilities on the web site:

- Customizing your team home page
- Viewing team and facility schedules
- Viewing Team Roster
- View Attendance for upcoming practices or games
- Creating team bulletins to send to team parents
- Posting game results (minor, major, and pony only)

Your Account

There are 2 different accounts that you use to access the BYB site. The first is the account you created when you registered as a coach and/or registered your player (your email address). This is your family account and will be used to register your children and yourself for all future BYB programs. This account will also be used for all communication coming from the web site, including team news, schedule changes, etc. If you and your spouse (or someone else in your family) has registered with the same email address then you might have an issue logging in and getting the correct permissions. This can be corrected by changing one of the emails to guarantee that yours is unique for your family. Email addresses can be changed by clicking on the family members name under “Edit my Account” in the main menu.

The second account is the team manager account. The team manager password will be sent out by the system after teams and coaches are assigned. This password provides you with another method for accessing the same capabilities. You can give this password to any parent that will be helping you with any of the capabilities listed above. To use the team manager password the parent just needs to login using their first and last name and then use the team manager password. It is important for them and you to understand that this is different than their account in the system that they use for registering, etc. The email sent out by the system with the team manager passwords looks like this:

John Doe,

The team manager's password for your team - >Rookie (6/7)>Sluggers on the Batavia Youth Baseball website (<http://bataviabaseball.com>) is - oiuas8. You can sign into the Admin area of the website two ways: using your First and Last name, separated by a space, and this password OR using your email address and personal registration password. You can access the Admin area by entering your credentials in LOGIN bar at the top of the site.

Accessing the Web Site

To login in to the web site you first need to click on the Login link in the **UPPER RIGHT** corner:



After you click on the login link you will see the following:



Here you will enter your email address and password, or if you are using the Team Manager password you will type in your first and last name with a space and then the password. Once you are logged in, the screen should look like this:



Your name is displayed with and Administrator link next to your name. **If logged in using an email and you do not see your name (coach's name) then you are sharing an email address with the person listed.** In that case, you will not have the correct permissions using this login. You can either change your email address (or the other persons), or use the Team Manager Password mentioned above. Email addresses can be changed by clicking on the family members name under "Edit my Account" in the main menu. The administrator link is used to access the secure features in the website mentioned above. Each of these will be explained in more detail later in the document. You can click on the link to see the administrator menu:

Administrative Features

REFER A FRIEND. SAVE \$100. >

 Configuration <ul style="list-style-type: none">• General Settings• Appearance• Home Page Widgets• Horizontal Menu Tabs• Vertical Menu Pages• Billing Info / Payment• Security / Passwords• Merchant Accounts	 Messaging <ul style="list-style-type: none">• Home Page Marquee• Welcome Message• Home Page News• Team Bulletins• Coach Bulletins• Officials Bulletins• Exchange Item• Email Members	 Members <ul style="list-style-type: none">• Add Member• Lookup Members• Email Members• Registration System• Family Balances• Impersonate Member• Import Members• Export Members• Find Duplicates
 Teams <ul style="list-style-type: none">• Seasons• Divisions & Teams• Assign Rosters• Post Team Bulletin• Enter Game Results• Team Registration• Define Player Statistics• Download Player Stats	 Facilities <ul style="list-style-type: none">• Add New Facility• List / Edit Facilities• Close a Facility• Facility Manager• Import Facility Info• Export Facility Info• Facility Schedule	 Scheduling <ul style="list-style-type: none">• Add Game or Practice• Generate Schedule• Recurring Games• Master Calendar• Add General Event(s)• Event Maintenance• Import Schedule• Export Schedule• Define Officials Rules
 Tools <ul style="list-style-type: none">• Club-run Online Store• Online Forms• Polling• Add Pictures• Add Links• Add Documents• Manage Sponsors• File Storage	 Miscellaneous <ul style="list-style-type: none">• What's New?• LA Marketplace• Board Forum• Training Videos <small>NEW</small>• Web Statistics• Visitor Log• Email Log• Email Tips• Log Out	 Support <ul style="list-style-type: none">• New Features <small>NEW</small>• Site Manual (Help)• Manager's Manual• Video Tutorials <small>NEW</small>• F.A.Q.• Administrator's Forum• Technical Support• Feature Requests

Features that you don't have access to will be disabled or "Greyed out".

Your Team Page

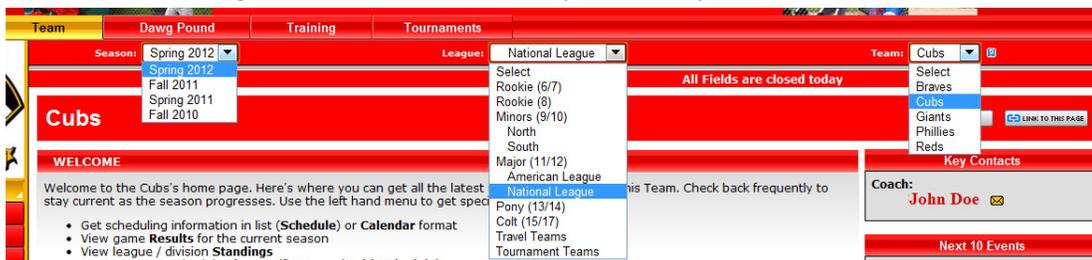
Teams are setup in the system according to season and leagues. Every team in the system has its own page with the relevant information for that team including schedules, results, contact info, etc. Most information on the team page is viewable to the public. Coaches have administrator access to the team pages which gives you the ability to add pages, add news/emails, update results, view rosters, etc. Almost everything that is required for a coach can be done from the team page. Make sure that you login following the steps above prior to accessing your team page (if you want coach functions enabled).

To navigate to a team page (your team):

First select "Team" from the top menu:



Next select the Season, League, and Team from the respective drop down lists:



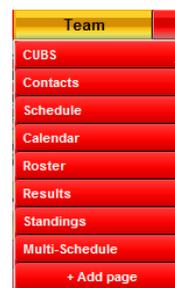
The current season should always be the first season in the list. Once you select the season the League will be populated with all the leagues setup for that season. Once you select the league, the teams will be populated with all the teams from the respective league. When there are multiple divisions within a league you must select the proper division as well. In the example above I am selecting the Cubs from the Spring 2012 Majors – National League.

The most recently selected team will appear first in the team menu along with all the options available for that team (images below). That means that you don't have to go through and select your team every time you come back to the web site. Some options will not be available if you are not logged in as the coach (or using the team manager password). See differences below

Not logged in as Coach:



Logged in as Coach:



You will see other options available to you as a coach from your team page. These will be discussed in more detail below.

Attendance for Game and Practices

Email reminders that are sent to parents include an option to indicate their child's attendance for the schedule event (practice or game). This can be a valuable tool for planning practices and determining lineups for games. You can decide if you think this is important and ask your parents to use this as the process for informing you of attendance. The email that is sent to parents looks like this:

This is a reminder that Joe Player is scheduled for a Practice on Thursday, 5/3/2012 at 4:30pm - 6:00pm (CDT) with Pony (13/14)>National League>Cubs at:

[Memorial Park #3](#)

699 Illinois Ave
Batavia, IL 60510

[Click here for event details](#)

[Yes, I can make it](#)

[No, I cannot make it](#)

Please do not reply to this email. It was sent by an automated process by the LeagueAthletics.com website on behalf of Batavia Youth Baseball. Replies to this process will not be read. Please contact this club's scheduler directly.

The emails are sent about 36 hours prior to events. You can then use the "Who's attending" feature on the schedule to check attendance for the respective event. To check attendance

1. First make sure you are signed in as manager/coach
2. Select "Team" from the menu tabs from the at the top of the page
Note: You may have to select season, league and team at the top of the page
3. Click on the "Schedule" link from the menu on the left or under the team menu on the top
4. Click on the  icon next to the game or practice you want to see attendance.
5. You will then see the following screen:

Game on 5/12/2012

Attending	Not Attending	No Response
<input type="button" value="Email Attending"/>	<input type="button" value="Email Not Attending"/>	<input type="button" value="Email No Response"/>
Joe DiMaggio Carlton Fisk Lou Gehrig Ricky Henderson Fergie Jenkins Greg Maddux Cal Ripken Ryne Sandberg	Jackie Robinson	Hank Aaron Ernie Banks Babe Ruth

Adding a New Team Message

Messages/Bulletins appear on your team page and can be used as a way to communicate with your team's players and parents. Messages are displayed on your team's home page with the newer messages displayed at the top of the page. You can optionally email new messages to players and parents using the "Broadcast Email" feature.

1. First make sure you are signed in as manager/coach
2. Select "Team" from the menu tabs from the at the top of the page
Note: You may have to select season, league and team at the top of the page
3. Click on the "Add Message" button
4. Enter information including "Respond To", "Publish Date", and "End Date"
Note: If no "End Date" is entered the bulletin will remain on your team's page indefinitely
5. Enter the title and write your message.
6. You may choose to have the message emailed by checking the "Email Broadcast" box. Select who you would like the bulletin to be mailed to (parents, players or both)
7. Click "Submit" to complete

To edit an existing bulletin, just click on the "Edit" icon  next to the message on your team's page

To delete an existing bulletin, just click on the "Delete" icon  next to the message on you team's page

Alternatively, you may email your entire team without creating a public message by using the "Send Email" button at the bottom of the "Roster" page. This gives you a private alternative to posting a public bulletin.

Enter Game Results

This section will allow you to enter or change a score as well as any other information about a game. Rookie leagues do not keep scores, so results are not available for these leagues. It is important that results are reported and kept up to date so the standings in leagues are accurate and current.

1. First make sure you are signed in as manager/admin.
2. Select "Team" from the menu tabs from the at the top of the page
(you may have to select season, league and team at the top of the page)
3. Select "Results" from the menu pages at the left or the team menu on the top.
4. On the team results page, find the game you wish to edit and click on the "Edit" icon  to the right of the game
5. Enter score or any additional result changes and optionally, game commentary
6. Click submit to confirm changes.

Post a General Event

This feature will allow you to post events on your teams "Event Calendar" and "Schedule" page for a specified period of time. This is a great tool for adding an event such as an team party, team meeting, or other events.

5. First make sure you are signed in as manager/admin
6. Click on the "Administrator" link next to your name in the upper right hand corner (see "Accessing Web Site" above)
7. Next, select "General Event" under the "Scheduling" section.
8. Fill in the information for your general event
Note: You must enter a start date and a title. If no end date is entered, the end date will be the same day as the start date
9. Under the recurrence section, you may leave the values blank if this is a one time general event
10. Click submit to confirm general event

Upload Document

This feature will allow you to upload a document from your computer to your teams page. This is can be used to post a new playbook, parental permission slip or any document that you would like only your team to have online access to. Your team's document access page is password protected.

1. First, make sure you are signed in as manager/admin
2. Click on the "Administrator" link next to your name in the upper right hand corner (see "Accessing Web Site" above).
3. Select "Add Documents" from the "Tools" section
4. Enter the name of document as you would like it appear on website
5. Type a brief description
6. Select "Browse" to locate document file on your computer.
7. Make sure your team is selected under the "Available To" list
8. Click "Submit" to confirm upload your document to your team's document page.

Upload Photos

This feature will allow you to upload a photograph from your computer to the "Pictures" section on your team's page. This can be used for game, team or any photo you would like your team to have access to.

1. First, make sure you are signed in as manager/admin
2. Click on the "Administrator" link next to your name in the upper right hand corner (see "Accessing Web Site" above).
3. Select "Add Pictures" from the "Tools" section
4. Enter a brief description/caption for the photo
5. Use "Browse" to locate the image file to upload on your computer
6. Click "Submit" to confirm photo upload.