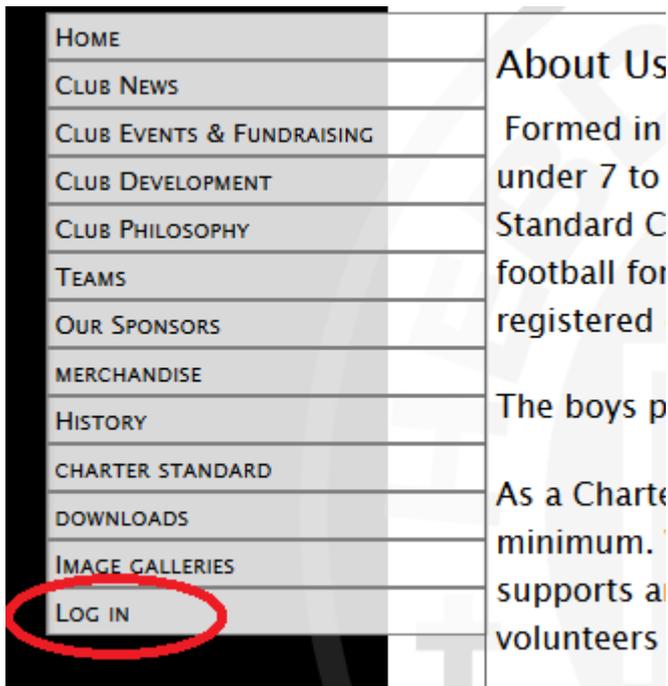


UPDATING YOUR TEAM PAGE

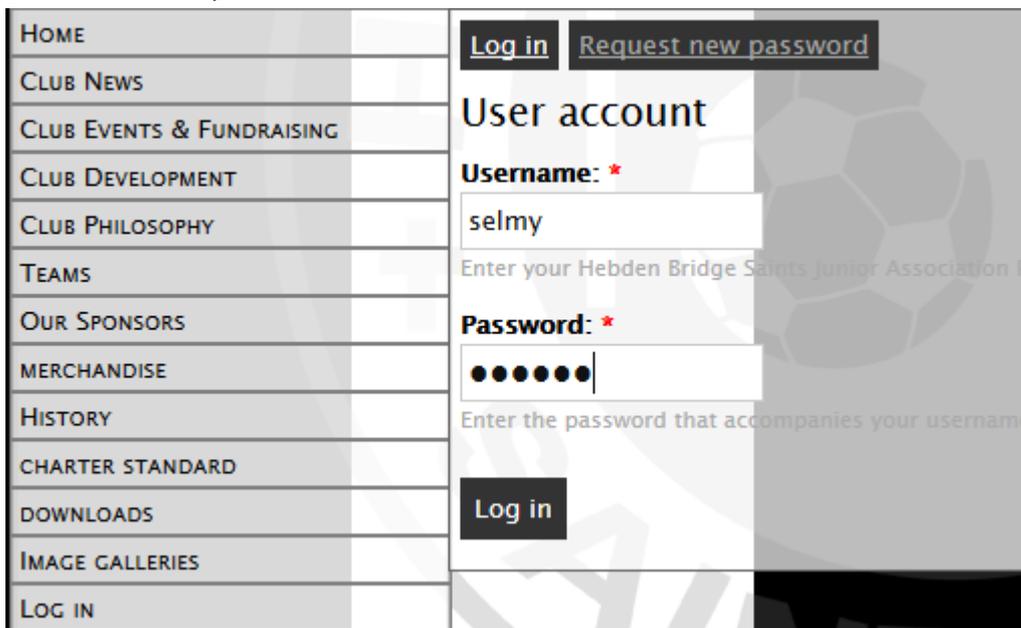
This document is meant to provide a quick guide on getting started with editing your team page on the Hebden Saints website. It won't be exhaustive, there will be options I won't cover, but you can use it as a starting point.

1. Log In

The first thing you need to do is log in. There is a menu item on the left hand side of the screen:



Click on this and enter your user ID and password. If you don't know what these are, let me know and I'll tell you.



A screenshot of the user account login form. The form is located on the right side of the page, below the 'About Us' section. It has a title 'User account' and two links: 'Log in' and 'Request new password'. The form contains two input fields: 'Username: *' with the value 'selmy' and 'Password: *' with a masked password represented by seven dots. Below the password field, there is a note: 'Enter the password that accompanies your username'. At the bottom of the form, there is a 'Log in' button. The background of the page shows a soccer ball graphic.

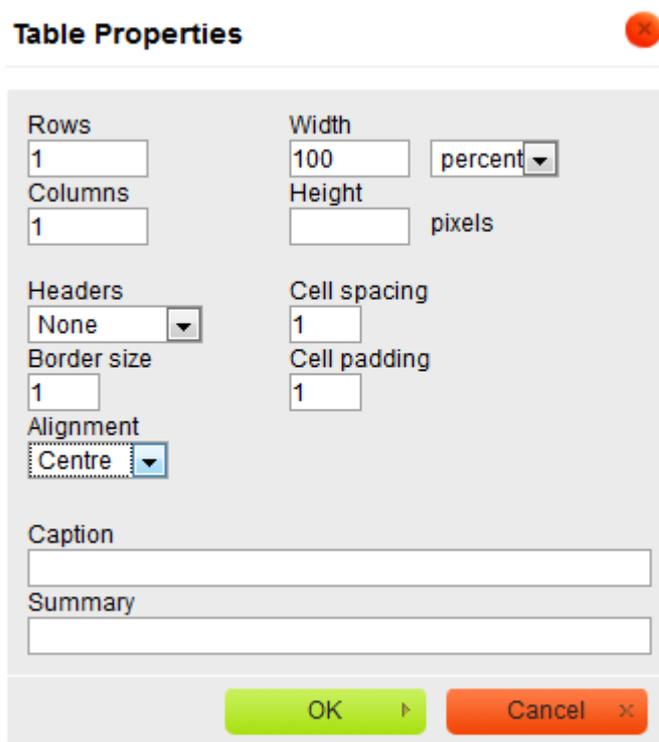
Once you are in the Editable boxes, you can add information. The bulk of the input options will be familiar to anyone who has used Word or similar, but feel free to experiment with it. Nothing is saved until you click the Save button, so you can add stuff to see what it looks like before saving it.

As an example – Add “Next Match” details to your page (I’m using U7 Team page here):

To keep things neat, add a table with 1 row and 1 column. Click on the “Table” option in the toolbar:

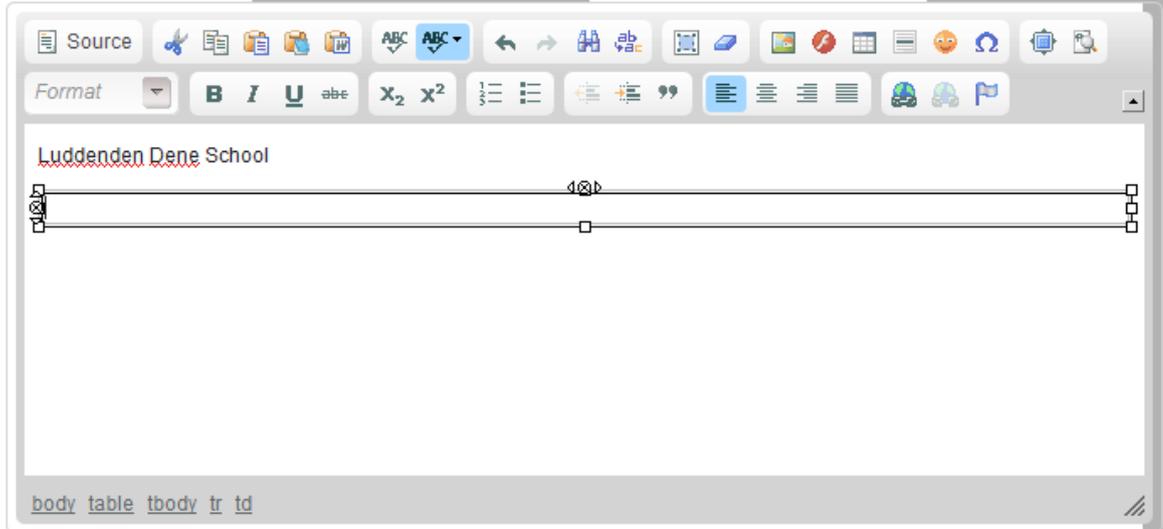


This will present another Dialog. Set the row and column numbers to 1, width to 100% and alignment to Centre:



Click OK. This will add an Empty table to your screen:

Home Pitch:

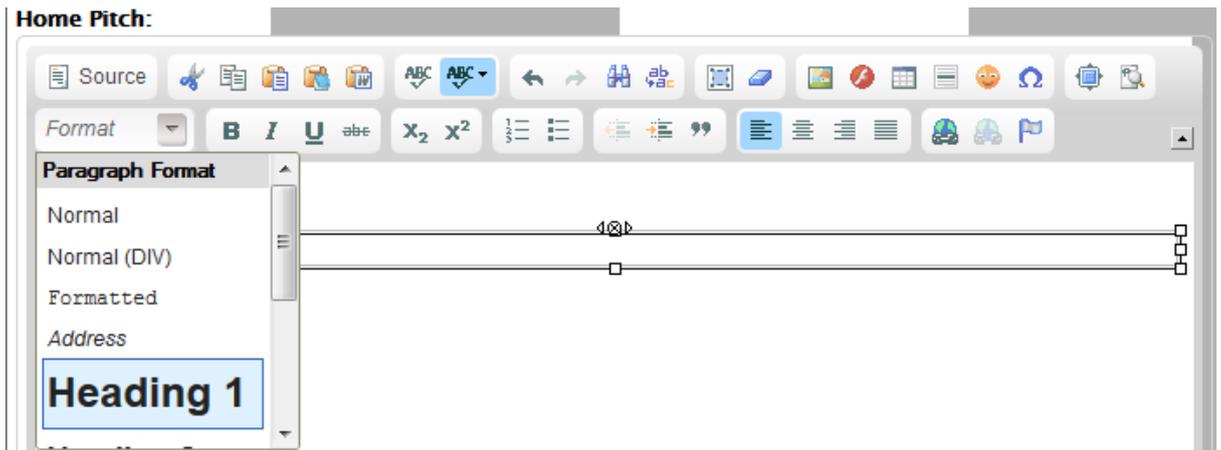


Home pitch for the team

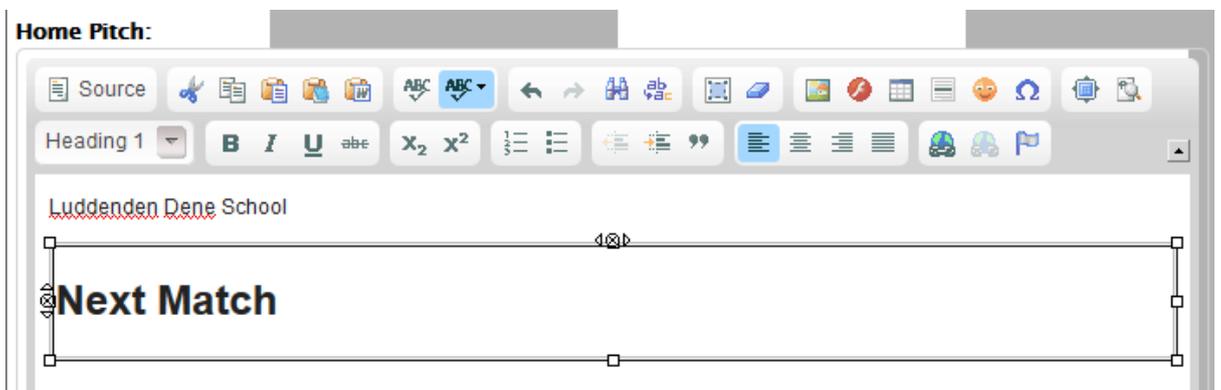
Now you can start adding info to this Table.

Select the format you want and then enter the text, I'll add a "Next Match" Heading:

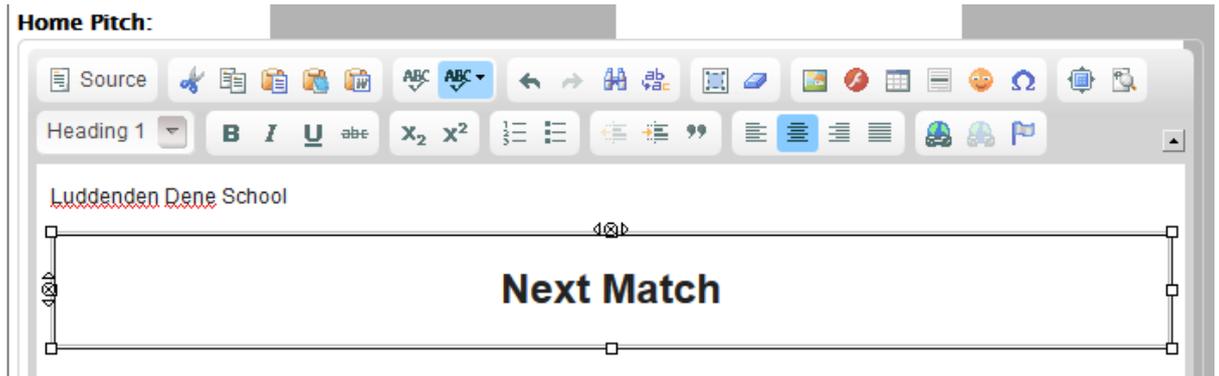
Home Pitch:



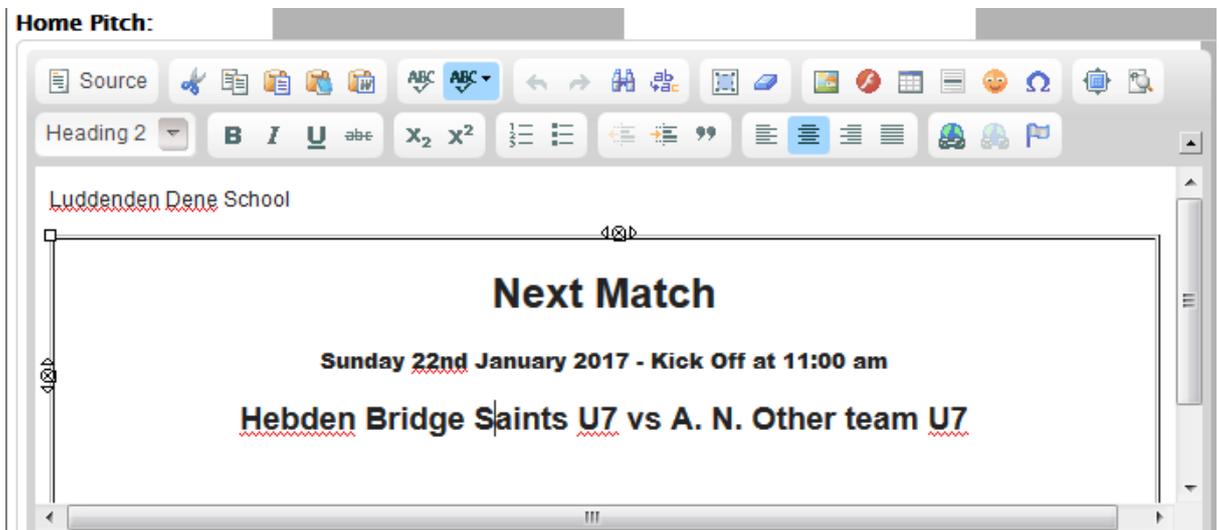
Enter the text:



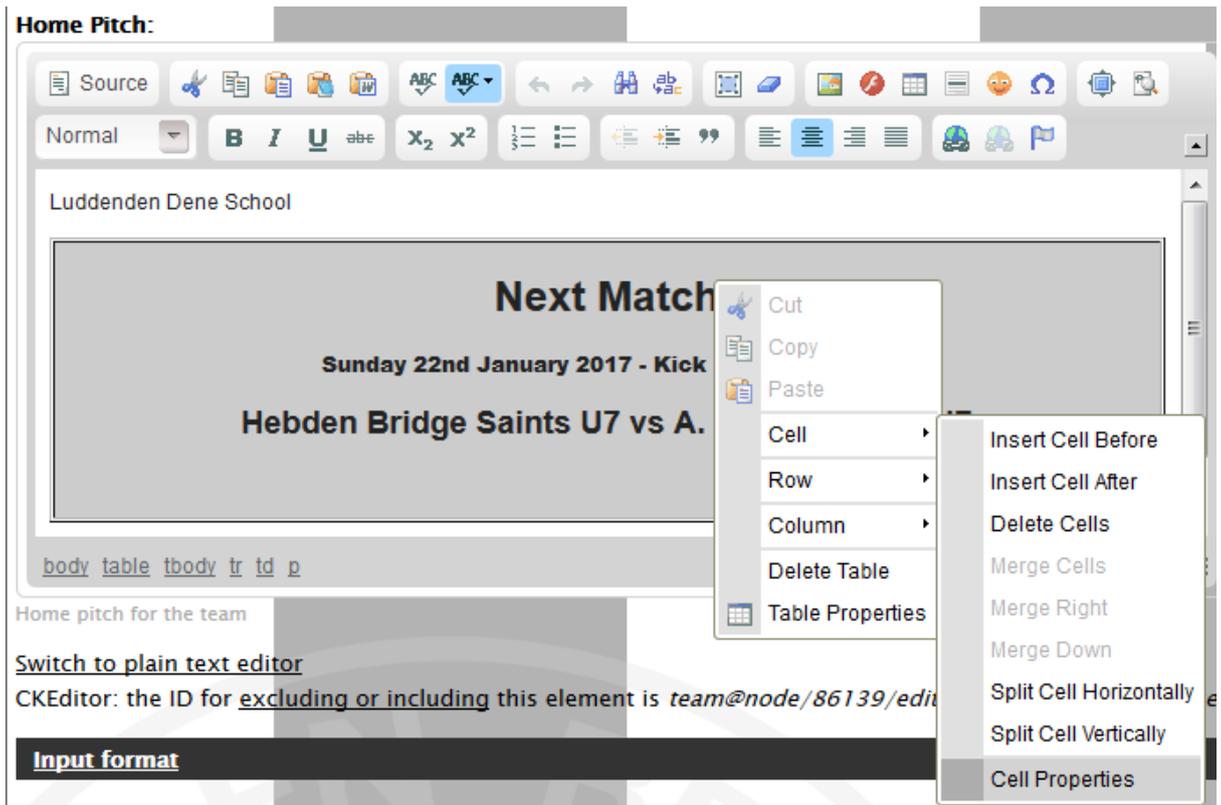
And align it if you want to:



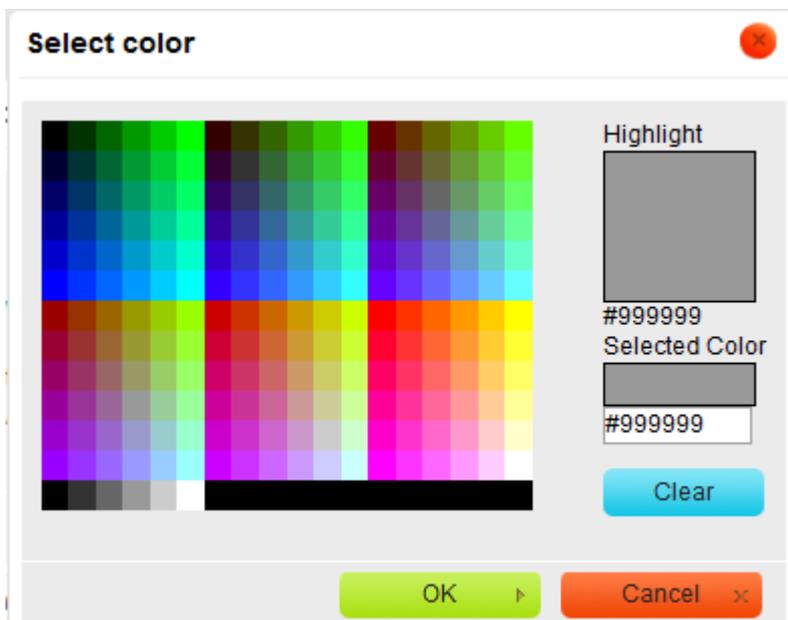
From there, just add more info as required, formatting it as you go:



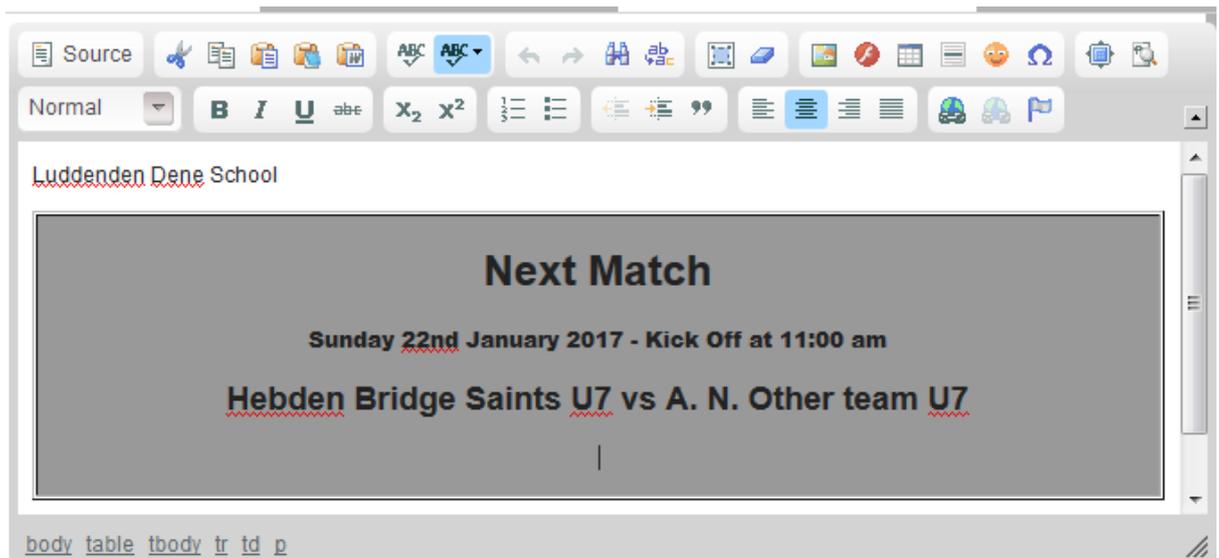
If you want to change the background colour of the table right click in it and select "Cell Properties"



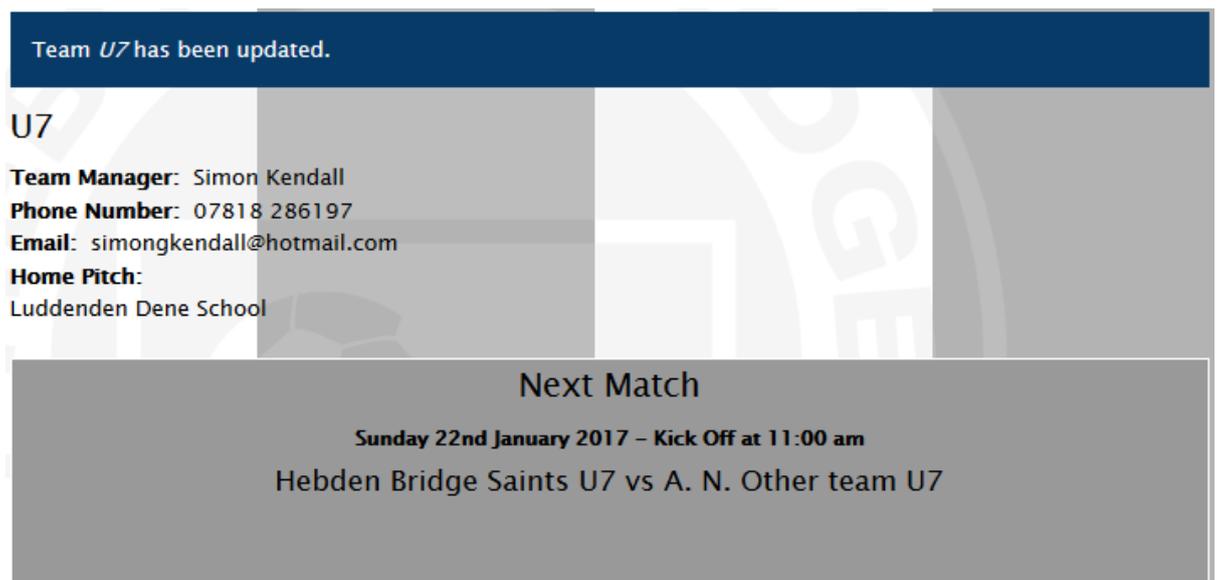
Click on "Choose" next to the Background Colour option and select the colour you want:



Click OK and it will be applied to the cell:



At any point, you can preview the changes you have made by clicking the “preview” button at the bottom of the screen. If you are happy with how it looks, click “Save”. This will take you out of Edit mode into the normal view. Everything should look as you set it.



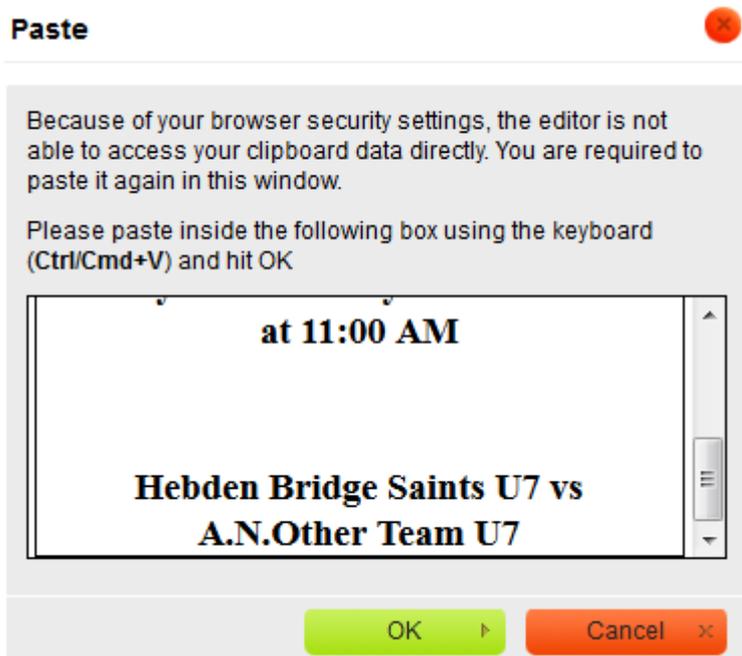
4. Adding information – Word option.

If you are happier setting things up in Word rather than by the method above then this is an option for you. Simply set everything up as you want it in word first, then enter the “Edit” mode in your team page.

Copy the detail from word, then click on the “Paste From Word” option in the menu:



This may well open up another dialog depending on security settings, if it does just paste it again:



Click "Ok" and the detail will be added to the page, formatted as it was in Word. If you are familiar with Word this may well be your best option.

Hopefully this is of use, but if you want any more information please let me know.