Acalanes Booster Website
Team Rep Instructions

Introduction

In order to post, you'll need to log into the Content Management System here: https://acalanesboosters.com/wp-admin/

Log in will be set up by the Webmaster with each Team Rep. Team Reps can share their log in with anyone who will post for the team, but the TeamRep is responsible for any posts made in their account.

Before posting anything please read the Team Rep Guidelines at:

https://acalanesboosters.com/resources/team-rep-guidelines/

These are common sense, but its critical that you follow them. ***Anything you post on the internet can have profound unintended consequences, so be very mindful of what you post.***

Team Posts / News

The most critical section of your team page, yet the simplest, are the team posts. Team posts act as the news updates for your team.   Each post is categorized by you for your sport.   The news feed for your sport page filters based on these categories so that only posts relating to your team display on your team page. All team posts will display on the home page, under News>>Sports Report, and will be sent in the daily Booster update emails.

Posts consist of a title, a body and media (generally pictures, but other media can be included). Posts can exist in a saved draft format, or in a published format. Saved drafts are only visible to you (and admins) inside of WordPress and do not display on the public website. Once a post is published, it is automatically and immediately visible on the website. You can go back and edit posts that have been published at any time, resulting in an immediately updated post on the public website. So, if you make an error, don't worry, just update it!

A post with any content is usually better than no post at all. However, posts with pictures and details, especially calling out positive achievements/stats for athletes by name, are best.
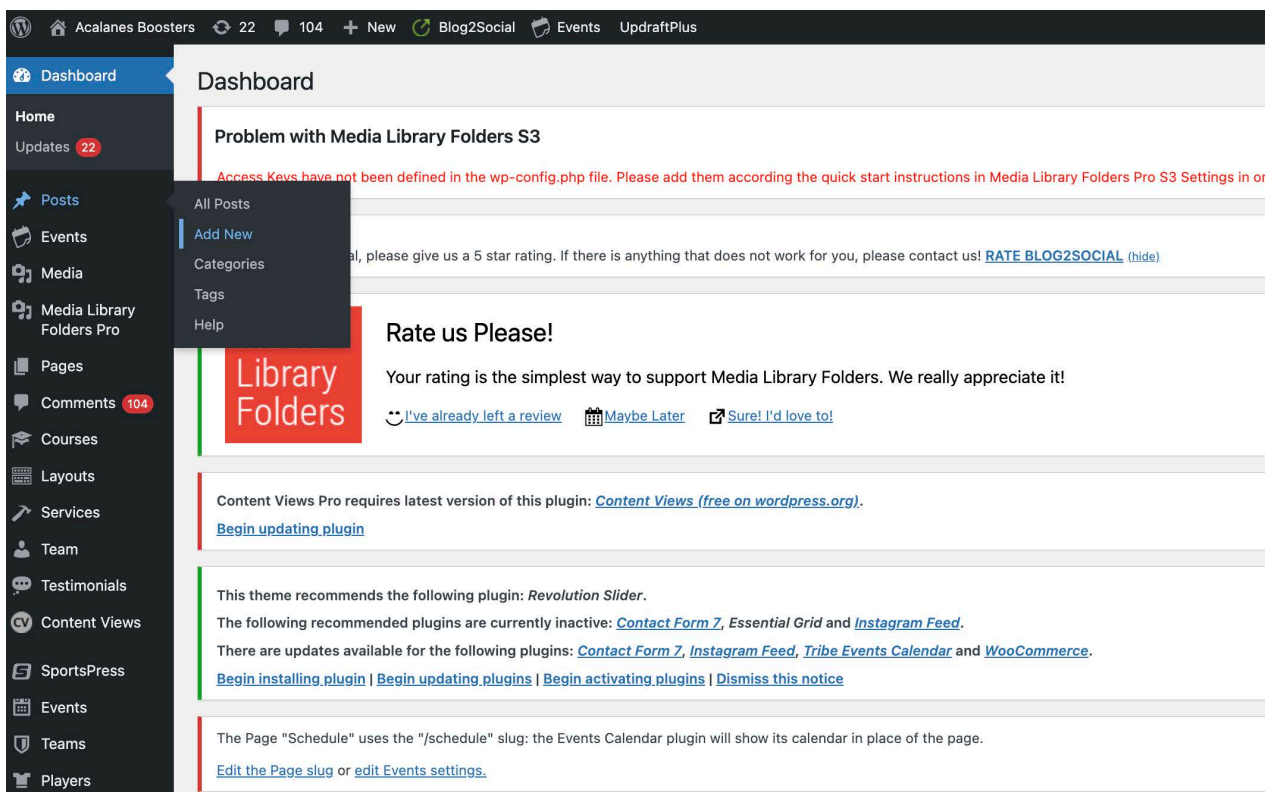
Creating and Publishing Posts

There are 8 basic steps to creating and publishing a post:

1. Create a title for you post
2. Categorize your post
3. Create the body for your post
4. Add pictures and/or media to the body of your post
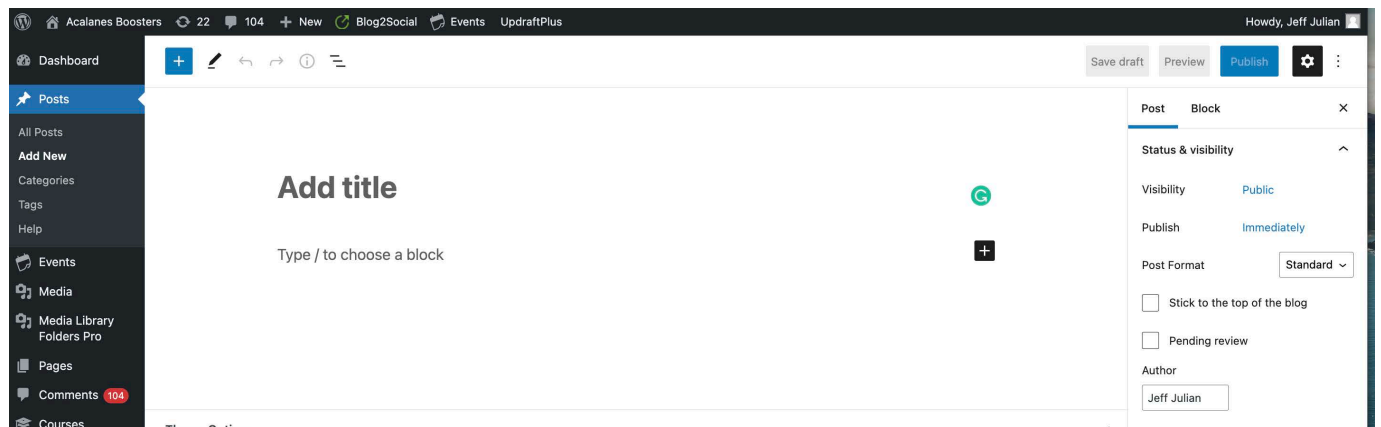5. Review your post
6. Publish your post

Creating a Post

**Step 1** – Click on Posts, then Add New to create a new post.

Step 2 – Add a title in the box that says 'Add title.' Titles should include Boys or Girls/Frosh, JV or Varsity/and Sport. Varsity Sports can exclude the Level in the title.

Step 3 – Categorize your post.   Choose all the categories that apply in the box half way down the screen in the right column (but choose only the categories that apply). For instance, if your post is about JV Football, choose all of Fall Sports, Football and Football JV. Scroll down in the categories box to see all available categories.   You must choose the categories related to your sport for your post to display on your team page.
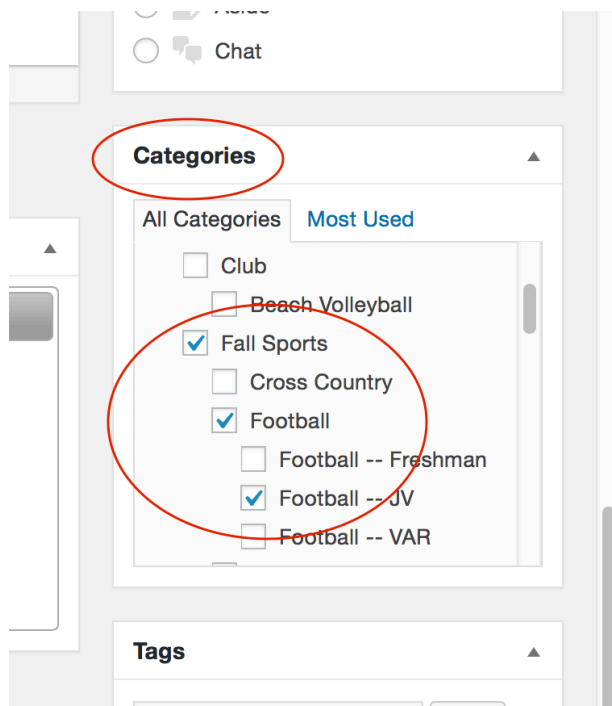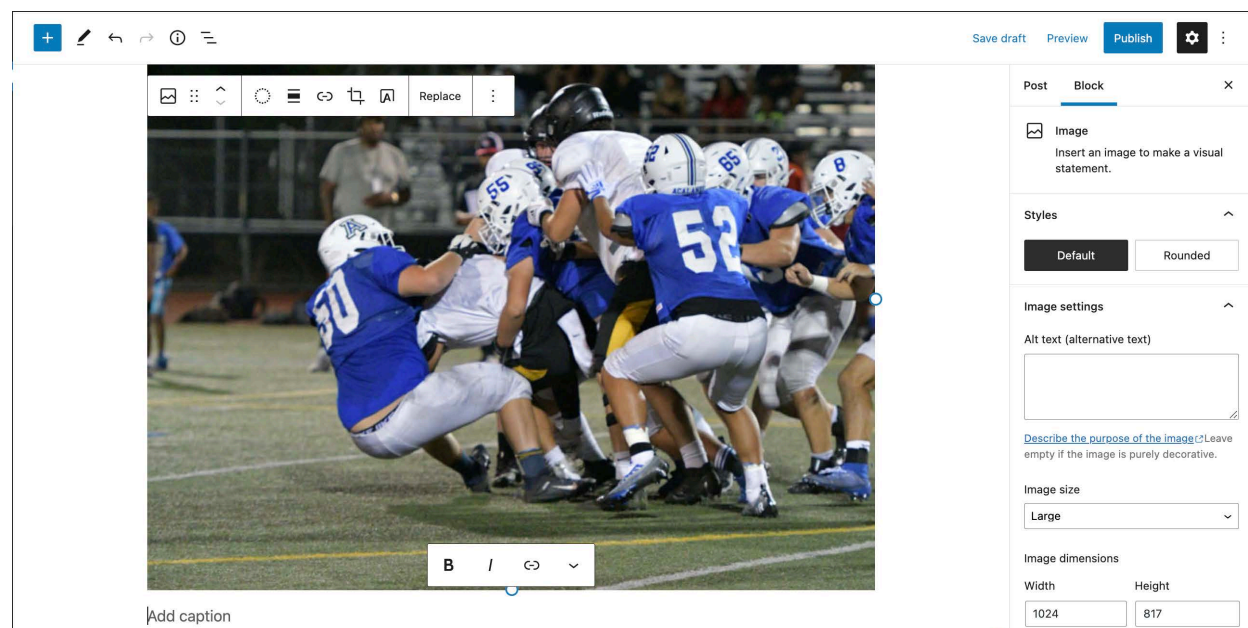
Step 4 – Create the body of your post. Click the blue "plus sign" to chose a block of content. You can chose Paragraph (text), Image (picture), Embed (web page, PDF, etc.), List, Cover, Quote, and more. It's easiest to chose "Paragraph" and type or paste the main body of your post there. Use whatever formatting and fonts you like. Using approximately 20 pt font for the main body produces an easily readable result. As a general practice, highlighting athlete names by making them bold is a good idea. Use larger headers, bold, underline and different fonts to dress up your post to your liking.
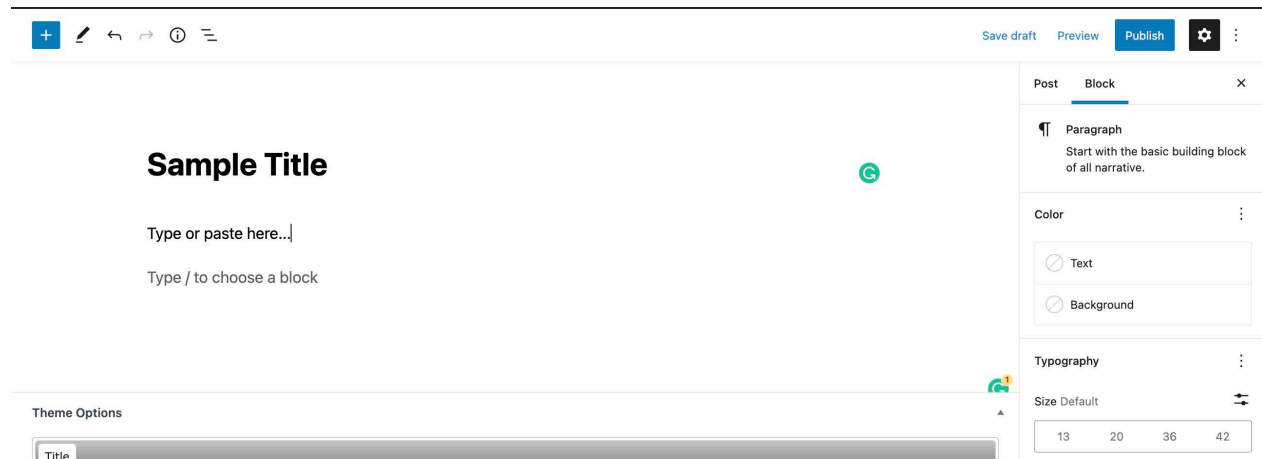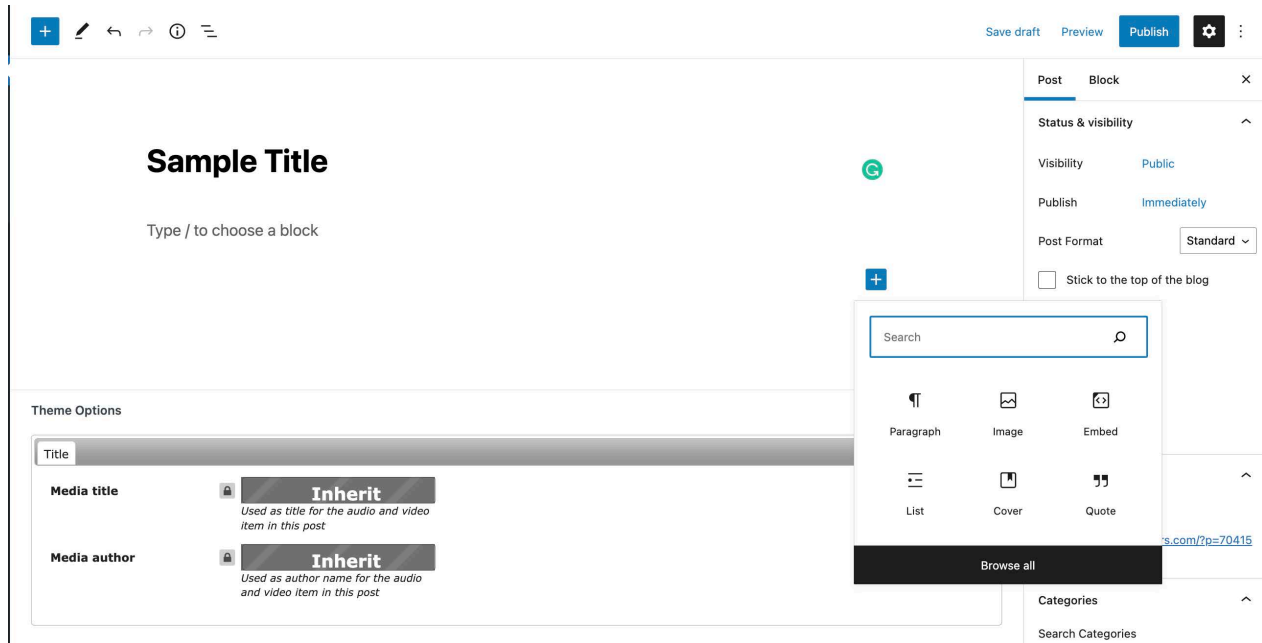
Step 5 – Add pics (if you have them) to the body of your post. Pictures/images are not required in the body of your post, but they do make it much more interesting. Click the plus button again to add "Image". You will be have the choice of Upload, Media Library, or Insert from URL. Media Library contains picture previously uploaded to Boosters. Insert from URL will show a picture from another site. The most common add will be upload from your computer or phone. We strongly suggest that phone pictures be in landscape mode and 1 MB or under. An easy way to get photos down to a workable size is to email them to yourself from your phone and chose a size under 1MB.

Step 6 – Review/Save your post. Review the post for errors, clarity, etc.   Note that the layout that you see in the edit mode is not exactly the layout that a reader will see on the public site. To see exactly how your post will look, click the 'Preview' button in the upper part of the right column. This will open your post up in a new tab, and will display it exactly how it will look if someone opened it on the site. Also, note that just to the left of the 'Preview' button is a 'Save Draft' button. You can click this at any time while you are creating your post to save it.   After you have saved a draft, you can log out and come back later to finish it.   You will find your saved draft in the list of all posts under 'Posts' when you return.   Simply click on it to return to editing.
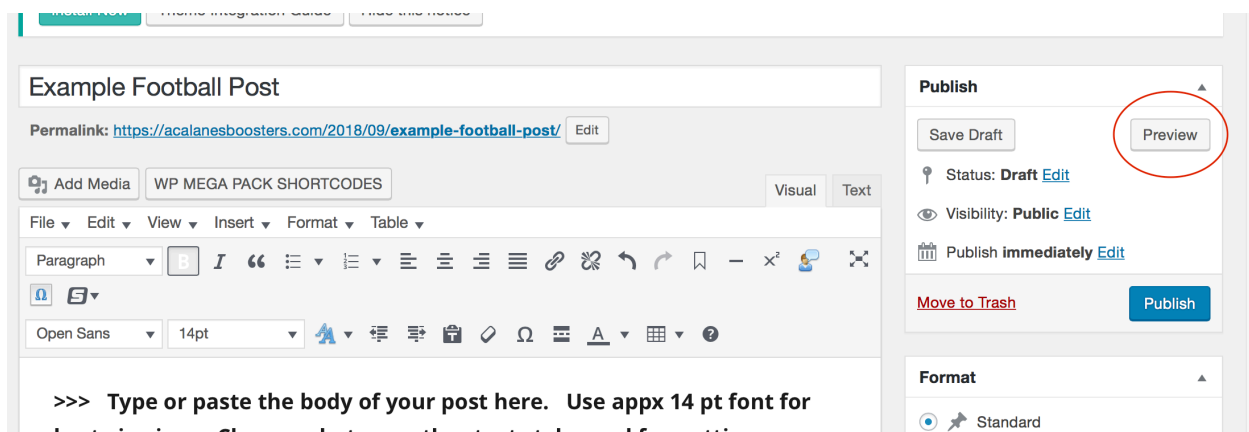
Step 7 – Publish your post.   Once you have reviewed a preview of your post and are satisfied with it, the final step is to publish it. In the same box where you found 'Preview' you will find 'Publish' right underneath it.   Click 'Publish' to go live with your post.

Note – <u>ALWAYS</u> check your post in preview before you publish it.

Lastly, after you have published your post, go the website and look for your post on your team page, and on the home page.   If it doesn't show up, you probably have not categorized your post correctly. **If for any reason you decided you want to take your post down, you can open your post for editing then in the Publish box where you found Preview and Publish you can change the status of the post back to Draft, make it private or even move it to trash to remove it completely.**

Updating Rosters & Schedules

There are three main sections on Team Pages that will need updating each season.

1. Rosters
2. Schedule
3. Team Photos

Roster Updates are needed for every team. Some teams have only Varsity, some have Varsity and JV and some have Varsity, JV and Frosh teams. To add a Roster, it's easiest to cut and paste from an Excel file. Copy the list to you clip board for pasting into the team page. The team page should already have an area for rosters (see example below)

VARSITY ROSTER

Alexander Butler-Kurimai	Cyrus Tabatabai-Ghahyaz	Rocco Fraioli
Andrew Sappal	Gavin Geer	Ryder Bradford-Urban
Artehmis Berloui	Harrison Labrosse	Samuel Whipple
Austin Bishop	Justin Rosenblatt	Thomas Parrott
Azaa Khatanbaatar	Malleus Kadai	Toby Brock-Utne
Carson Wellington	Mateo Picard	Tommy Gallagher
Charles Schultz	Miguel Strittmatter	Tyler Gerhardt
Christian Gotterup	Owen Hulst	Zula Luvsan

To update the roster, first log into the Content Management System the same way that you log in to post. Once you're logged in, you will see the CMS controls at the top of your browser (see below)

Acalanes Boosters   SportsPress   Customize   23   104   New   Edit Page   Edit with WPBakery Page Builder   Events

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When you see the CMS controls at the top of your browser page, use the drop down menus to find the page you want to update (see below)
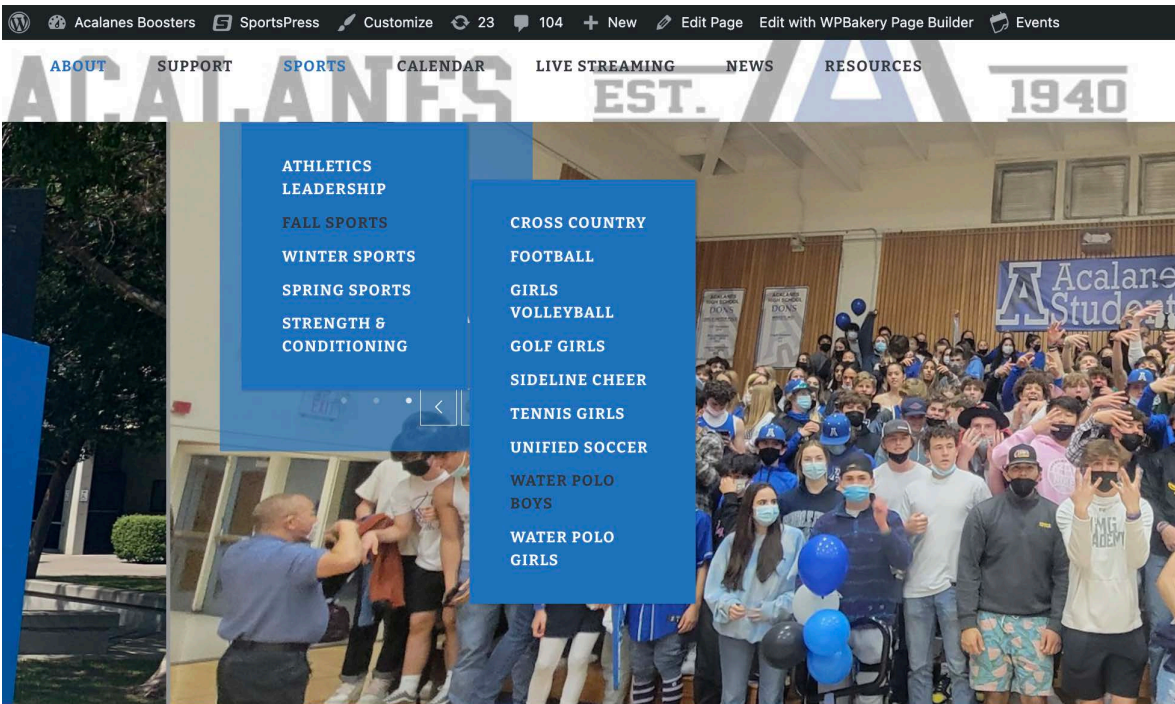

A` UWkag Sd[hWSf fZWbSYWkag i S`f fa gbVSfWVU[U] a`fZW Sh[YSf[a` Sf fZW fab fZSf dVNSVe 7V[f BSYW and you'll see this view below.
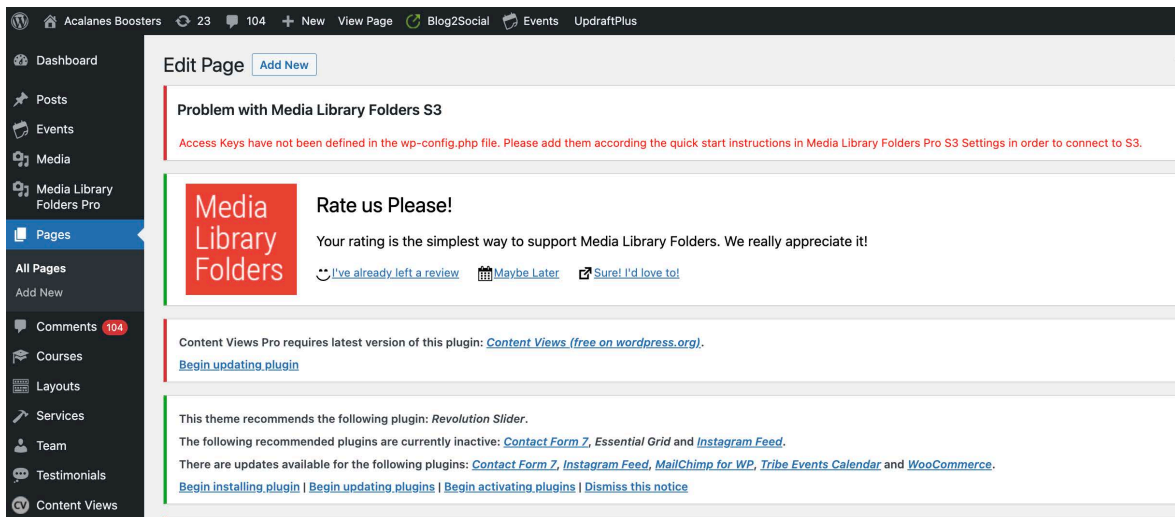
This view is called the WordPress Bakery Builder view, which is a WYSWYG (What You See is What You Get) version of a CMS (Content Management System). Raw HTML is underneath the menu choices that you have in this view. Scroll down the page until you get to the the section that says "Varsity Roster" (see below)
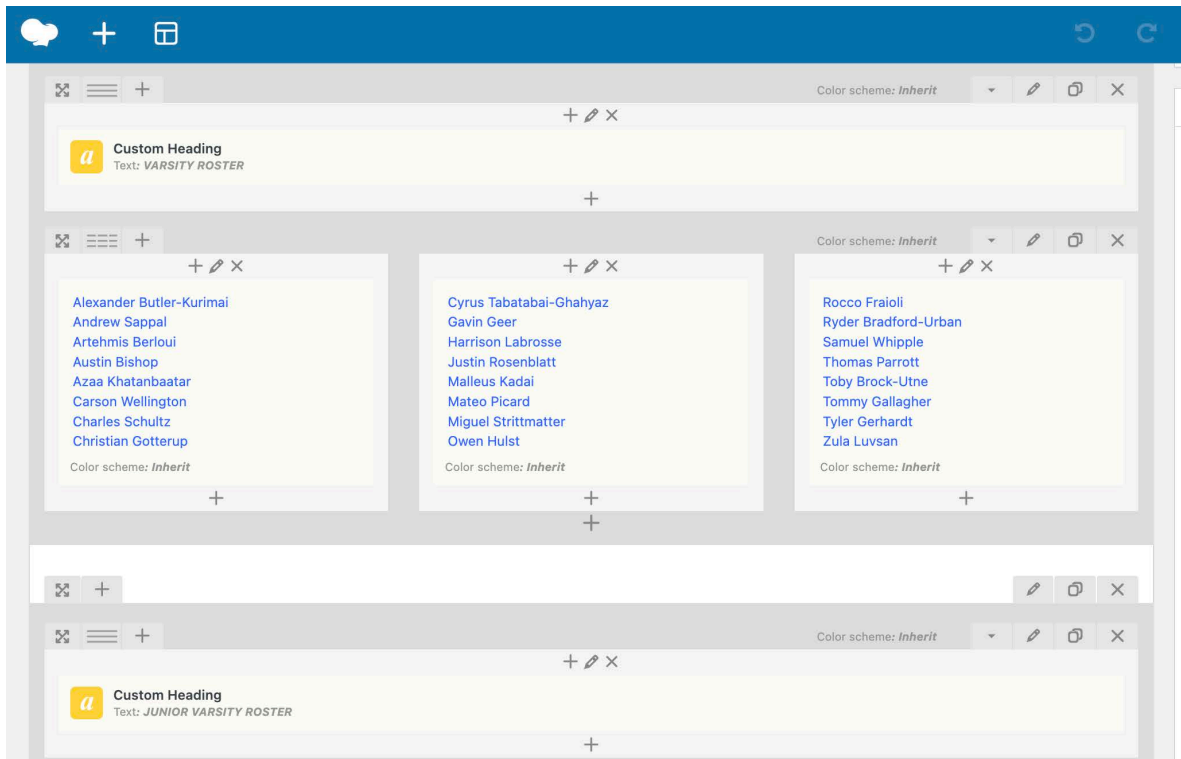
To update roster names, you'll need to click into the text box by scrolling over it and selecting the pencil icon, which will pop up "Edit Text Block".
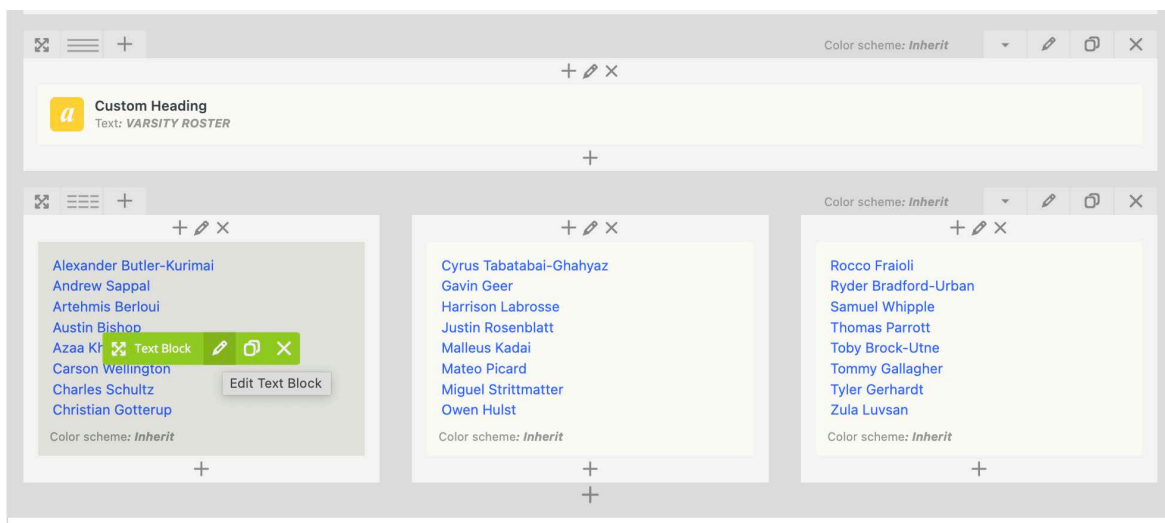
Once you've done that, you can edit the text using your keyboard.
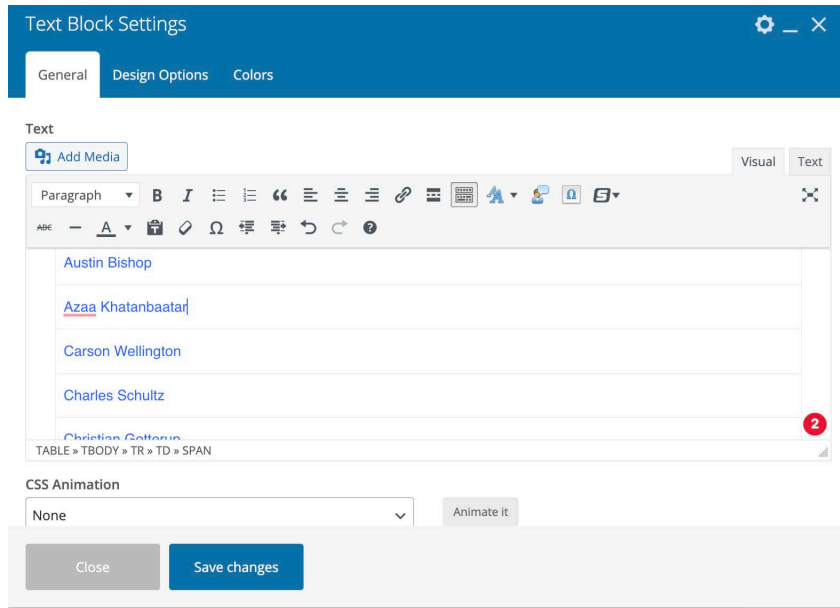
When you're finished editing, choose the "Save changes" button. You can then preview the page before posting. When you're satisfied with the changes, select "Update" from the top right hand corned to update the page.

Schedule Updates happen at the beginning of the season, but often need changing and/or updating as games get moved or cancelled. The most important place to update a game change, addition or cancellation is in the Events Calendar (see below)
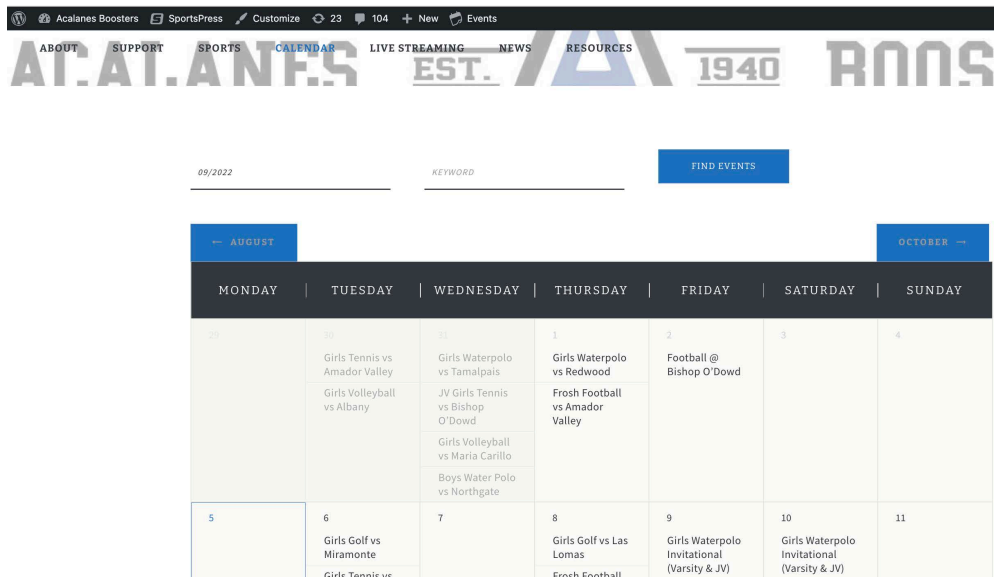
Schedule Updates show on the main calendar by month, linked from navigation, as well as on the home page and each team page by current week (see below)

To add an event, choose the "Add Events" from the Events Menu at the top of the Wordpress Screen (below)

When you get to the "Add Event" Page, there are four steps you take to upload a new event.

1. Type the name of the level "Frosh/JV/Varsity", "Boys or Girls", and the sport, in the top "Add Event" box. Then repeat that listing in the body of the paragraph box
2. Add the correct categories on the right hand side, the same way you do when posting.
3. Add the date and time of the event. Just the start time is fine.
4. Identify the venue where the event is taking place and if you can't find it in the "Create or Find a Venue", create a new one. (see 1, 2, 3, 4 images below)
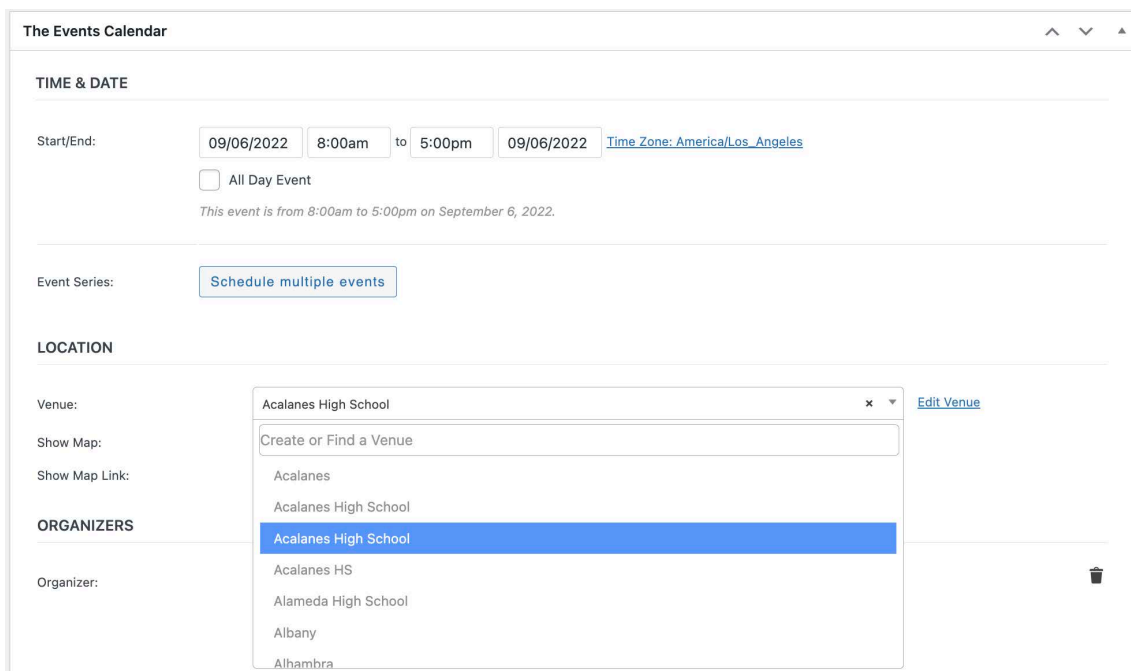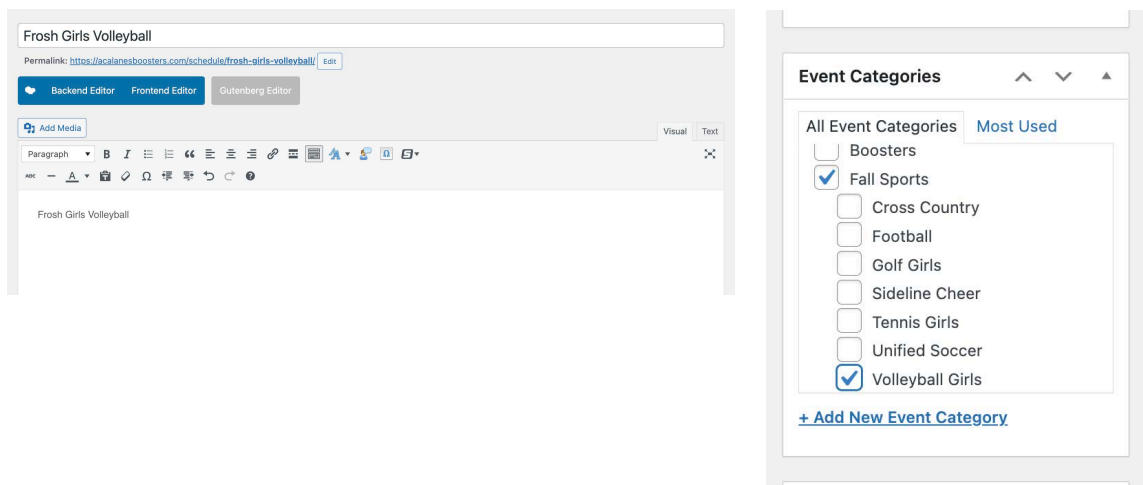
The process to edit events is similar, just with a different starting point. Instead of "Add Event", you choose "Edit Events" from the top Events Menu (see below)
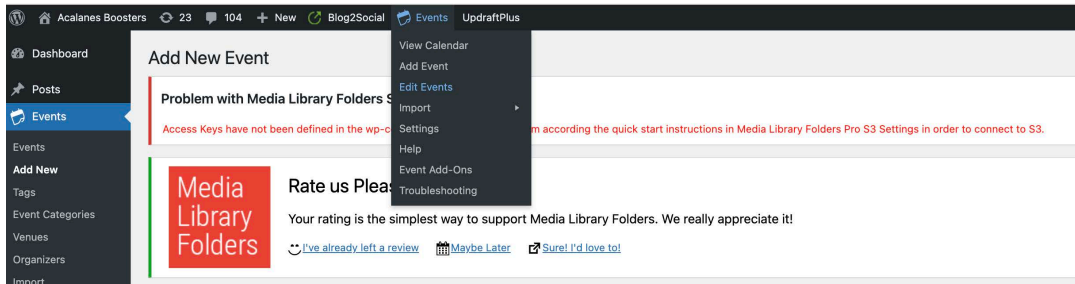

The easiest way to find an event to edit is to use the search box on the right hand side (see below)
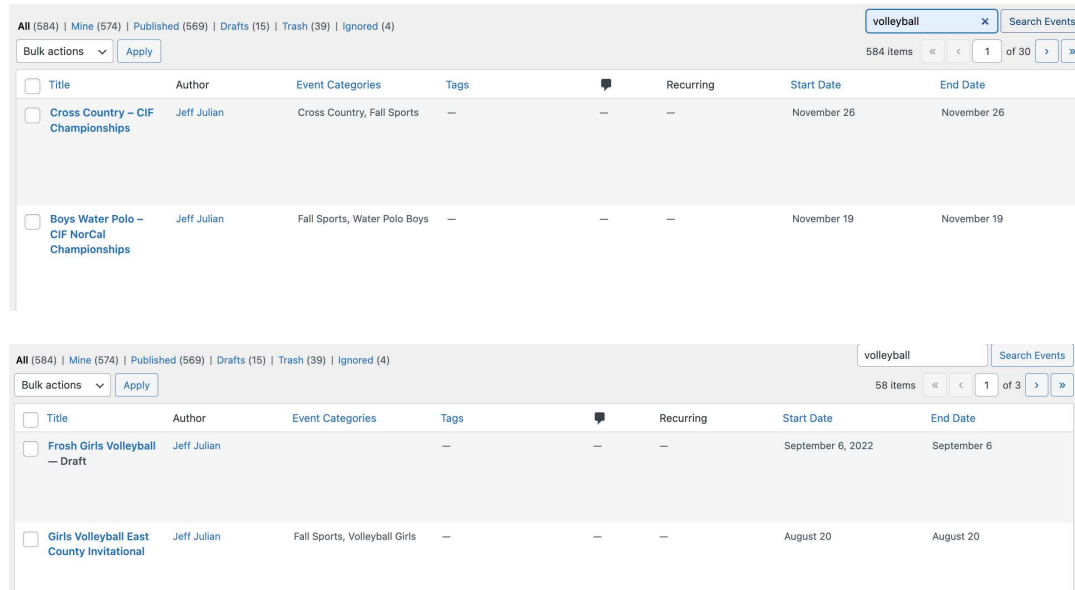
Once you find the event, click on the event title and you will see all the event details. Update the needed changes (venue, date, time, etc.) the same way you do when you create an event. Make sure you select "Update" so save the changes before you leave the page. That's it!

Updating Team Photos: Towards the end of each season, we get team photos that we use to update the main team pages. When you get those photos you can go into the team pages to update the "hero" shots.
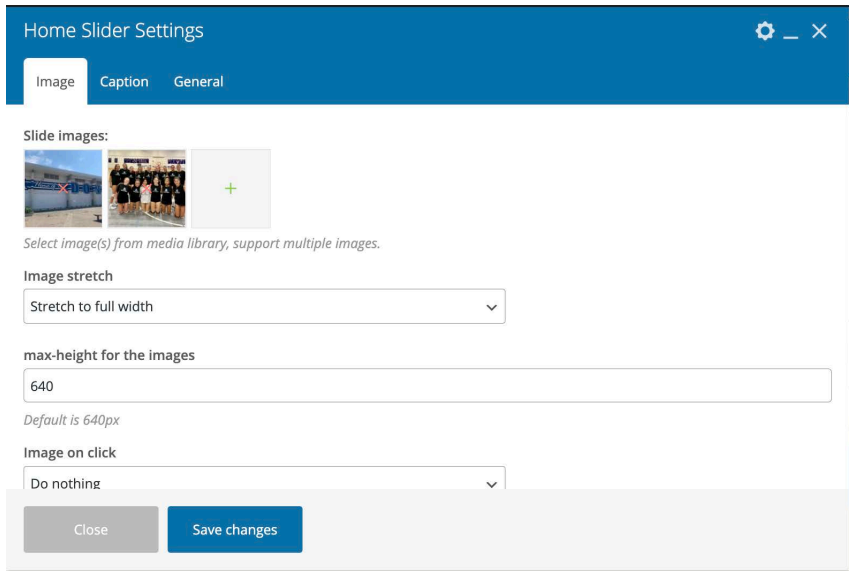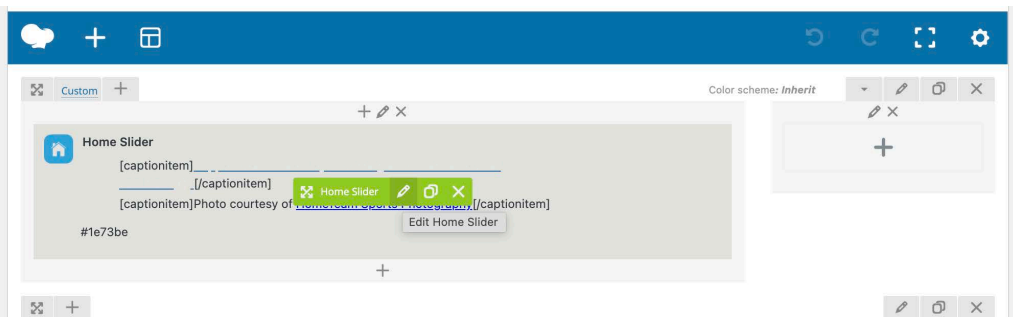
Add Images

Upload files | Media Library

Drop files to upload

or

Select Files

Maximum upload file size: 512 MB.