

Acalanes Booster Website

Team Rep Instructions

Introduction

This document walks the Booster Team Rep through all steps necessary to update and maintain their page on the boosters website, acalanesboosters.com. It is necessary to understand the basics about spreadsheets, picture files and some other simple technical processes, but you need not have deep computer skills to maintain your sports page.

Before posting anything, or making any modifications to your team page, 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.

Each sport has their own page, such as baseball (<https://acalanesboosters.com/sports/spring-sports/baseball/>), and within each sport page you can have sections for varsity, JV and freshman teams, if desired. On each page, the following standard sections are provided:

1. Sport header picture (the pic at the top)
2. Booster Support -- What Boosters does for [your sport] (left tab at the top)
3. Team Resources – Where funding for [your sport] comes from (right tab at the top)
4. Events for the Week – Standard weekly calendar that shows only events for [your sport] including all Var/JV/Frosh events
5. Team News – Posts for all updates only for [your sport] including all Var/JV/Frosh posts
6. Banner Announcement – a high lighted section to post short announcements about [your sport]
7. Sections for each of Var/JV/Frosh, which each include
 - a. Team photo for that team (Var or JV or Frosh) for [your sport]
 - b. One of two formats for a roster for that team (Var or JV or Frosh) for [your sport]
 - c. An pic of the coach for that team (Var or JV or Frosh) for [your sport]

- d. The schedule for that team (Var or JV or Frosh) for [your sport]
- e. Many additional items not shown in the standard template, if you want to use them, including more pics in various formats (just ask about anything else you would like to have)

Each Team Rep is to fill out and maintain these sections. Most of these will be one time updates that require very little maintenance, like your schedules. Others, like your posts for news, require you to post an update within a day or two of events or other activities.

Once you figure out how to navigate WordPress (the platform for our website), and update the initial sections, keeping posts up to date is simple and requires a minor amount of time.

Please email jim_burleigh@yahoo.com with any questions.

Logging In

To log in to your sport page, go to www.acalanesboosters.com/wp-login.php and enter your username and password (emailed separately to you). This takes you to the WordPress dashboard for the Boosters website.

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. Upload media for your post (usually pictures)
2. Create a title for you post
3. Categorize your post
4. Create the body for your post
5. Add a 'Featured Image' (the pic at the top and the pic that shows in the thumbnail for you post)
6. Add pics to the body of your post (pics that will only show up once someone opens your post)
7. Review your post
8. Publish your post

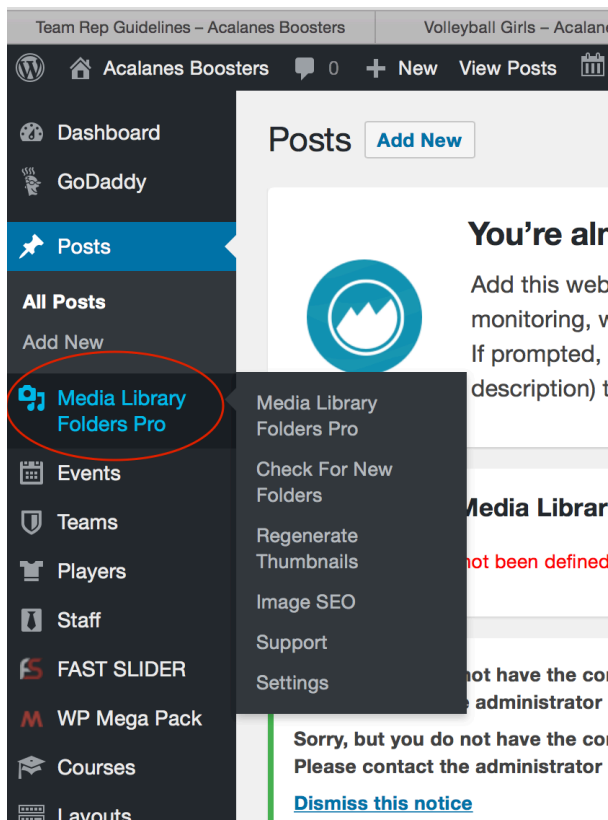
Upload Media

Before you begin your post, first upload the pics you'll use in the post (you can actually load them any time, but beforehand is easiest).

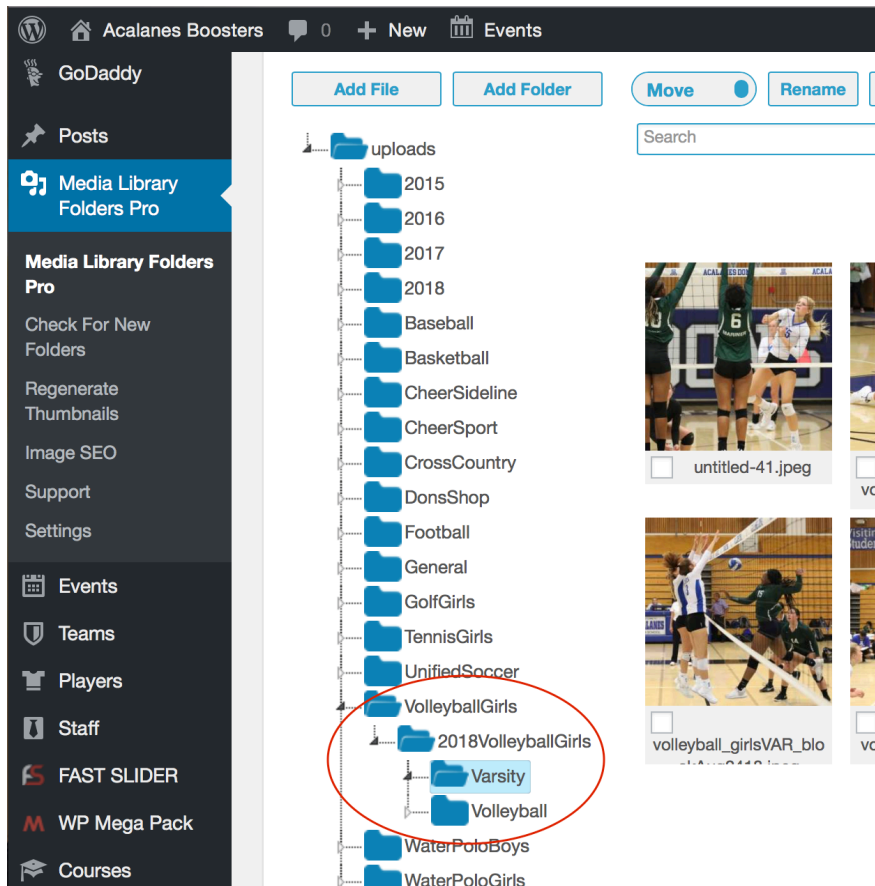
Specifically, for a Featured Image, you will want a landscape oriented picture. Portrait or landscape oriented pics will work in the body of your post.

Steps to upload media:

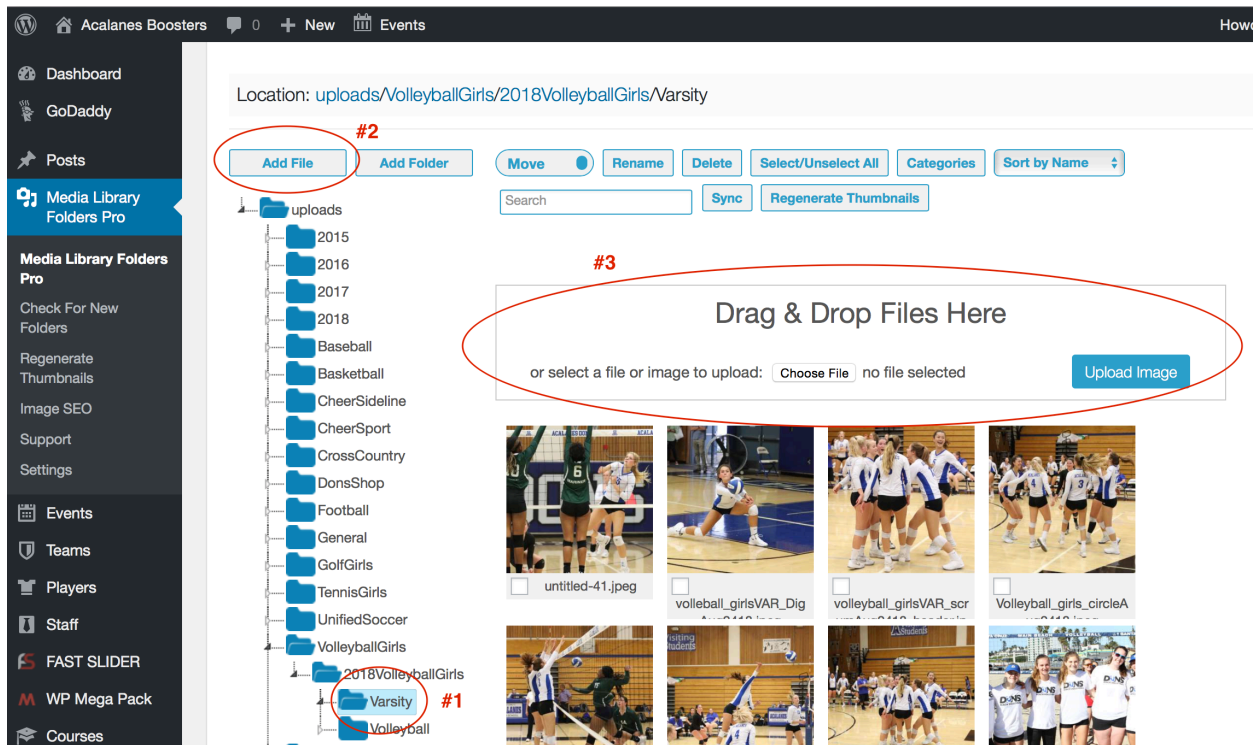
Step 1 -- In the left WP menu, click on 'Media Library Folders Pro'



Step 2 – Open the folder associated with your sport/team. You may have one folder for your entire sport, or you may have one for Var/JV/Frosh. Note that there may or may not be pics in your folder (as shown) when you first click on it. Also, it may take up to 30 seconds for any pics to display, and there may not be any spinning wheel or other indicator that the system is working. If there are no pics in that folder, the system will display a 'No Files Found' message.



Step 3 – With the folder where you want to upload pics open, click on the ‘Add File’ button in the upper left, then drag and drop pics to the box in the middle (one at a time works best, but you can try dropping two or three if you want).



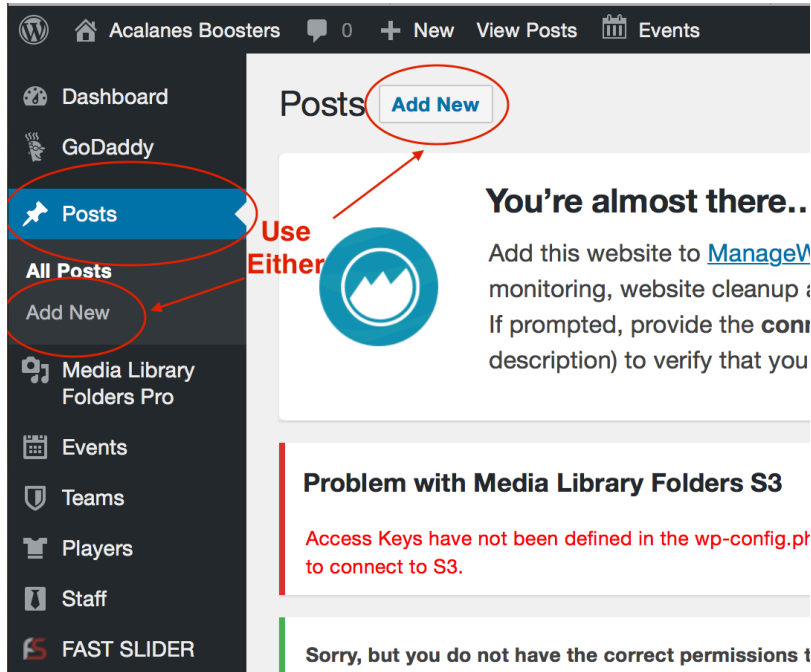
Step 4 – Validate that your pics are there. You may see an upload bar, followed by a spinning wheel (or similar) before your pic loads. Sometimes it may take 30 seconds or so for you new pic to display (during which there may or may not be a progress indicator) – be patient.

Your pics should now be loaded into the folder you chose, and available for use.

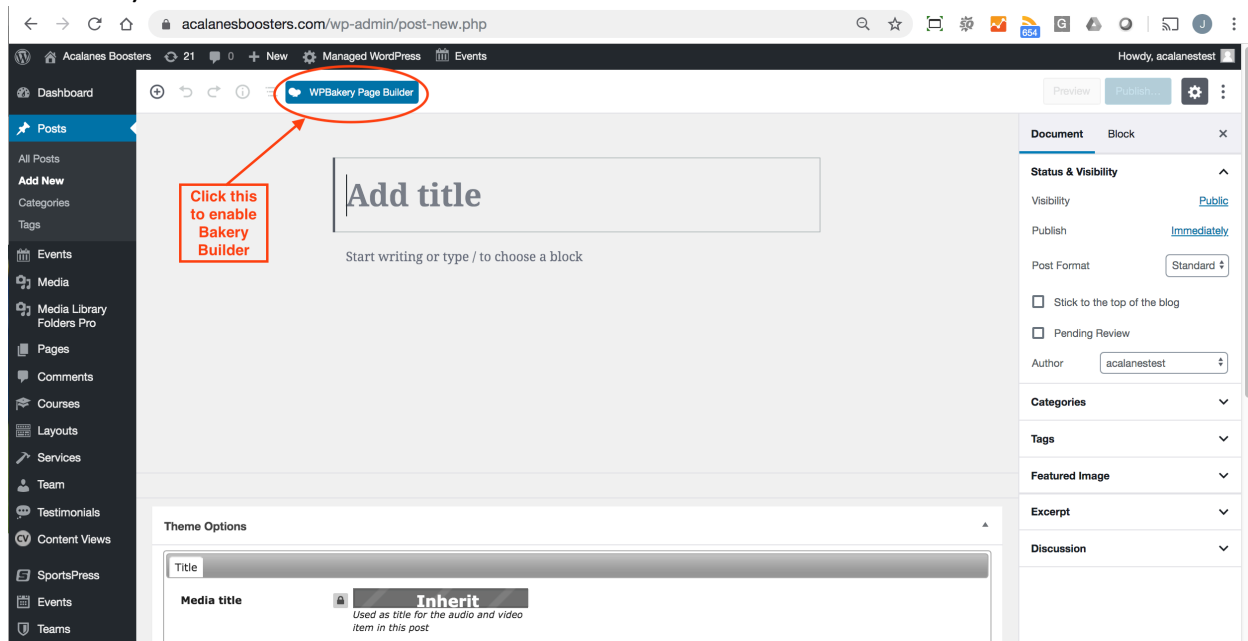
Creating a Post

Before creating your post, make sure you have uploaded the pictures and any other media/files you may want for the post. Next, follow the XXX steps below to create, check and publish your post.

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

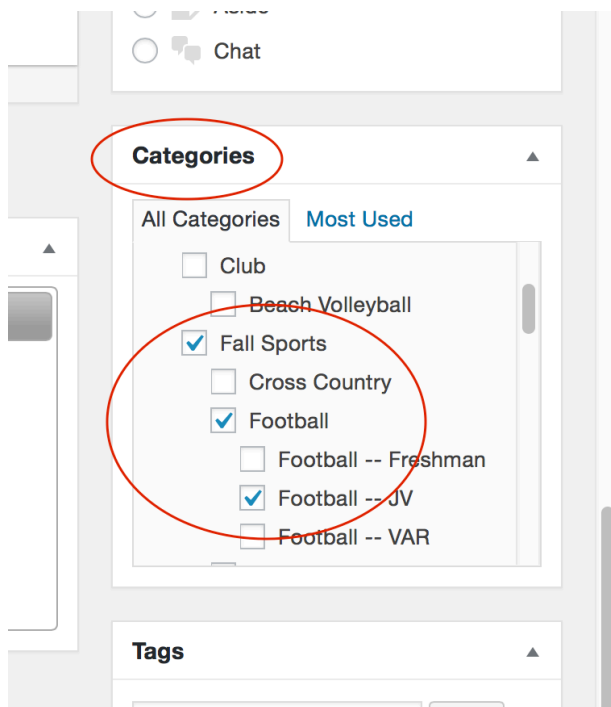


NOTE – We use a technology called ‘Bakery Builder’ to make things easier to construct on WordPress. If you go to add a new post and your screen looks like the image below, click on the Baker Builder button at the top to activate the simpler entry template (all further instructions and pics assume Bakery Builder is enabled)

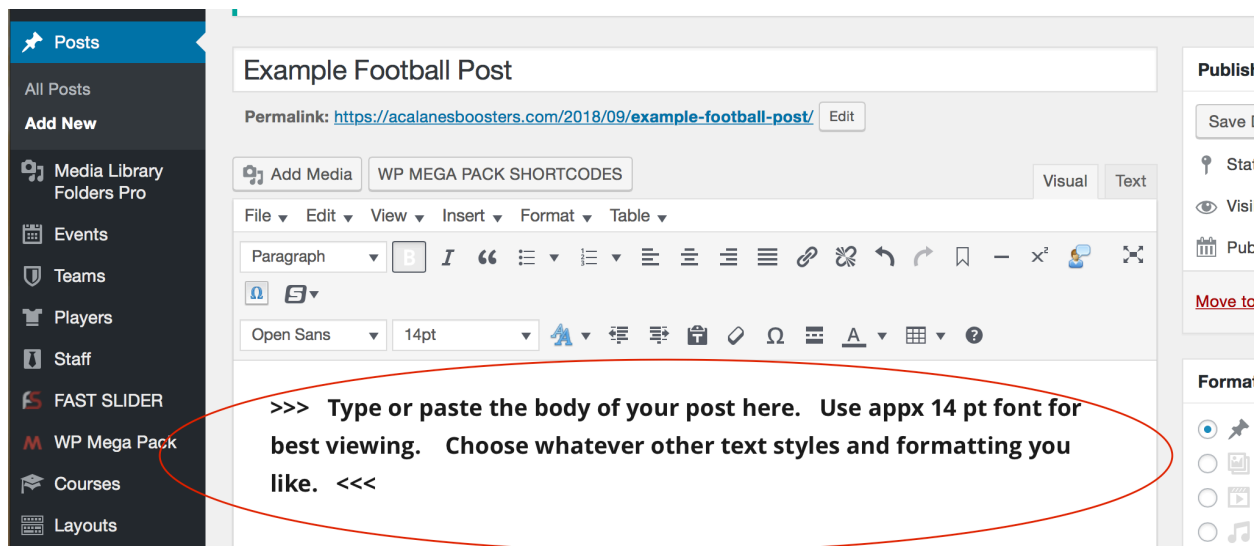


Step 2 – Add a title in the box that says ‘Enter title here.’

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.

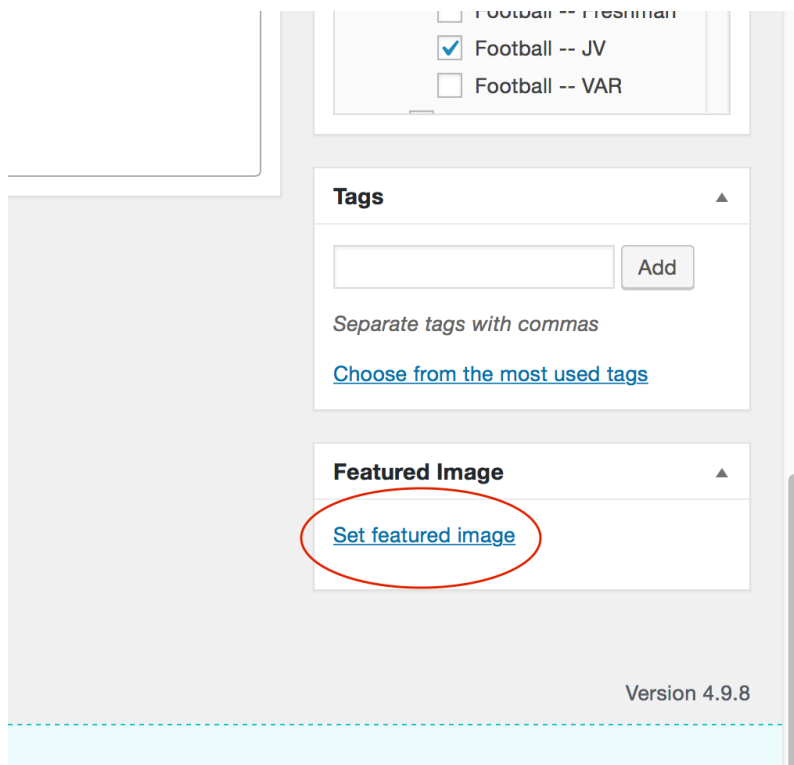


Step 4 – Create the body of your post. Type or paste the main body of your post in the large open area. Use whatever formatting and fonts you like. Using approximately 14 pt font for the main body produces an easily readable result. As a general practice, high lighting athlete names by making them bold is a good idea. Use larger headers, bold, underline and different fonts to dress up your post to your liking.

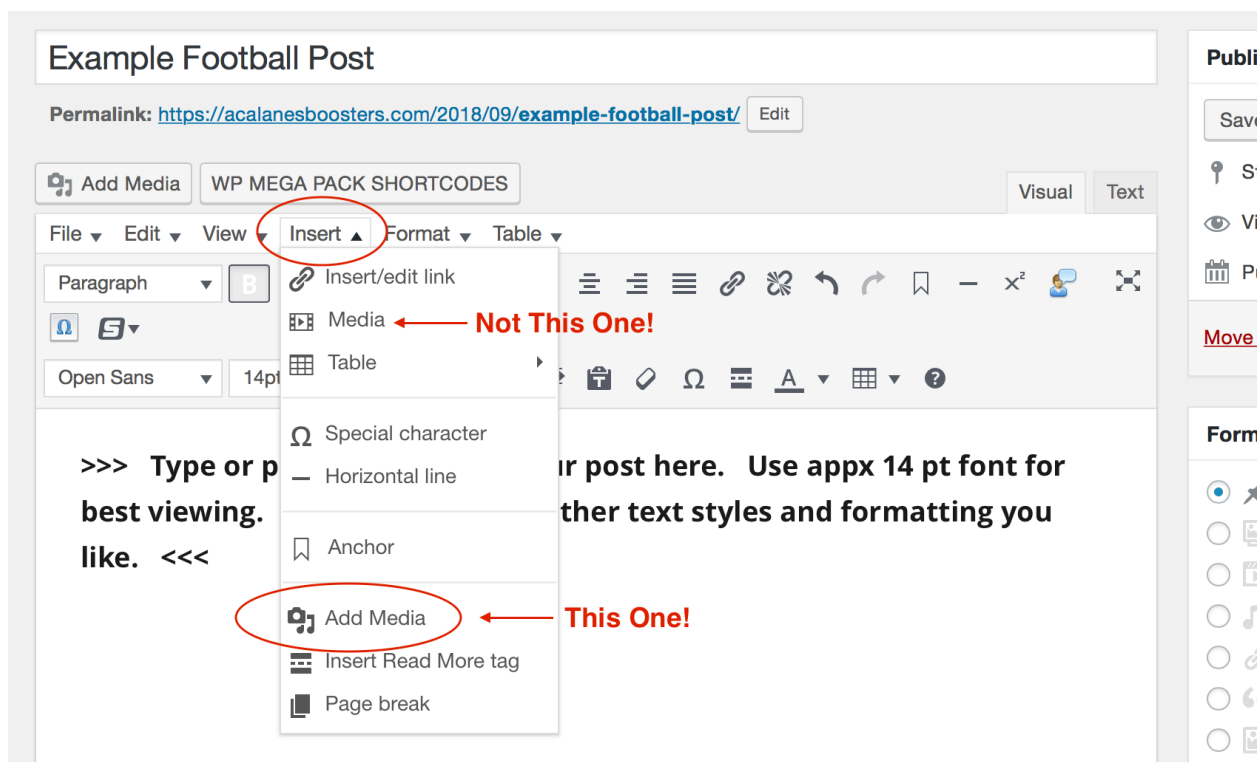


The screenshot displays the WordPress post editor interface. On the left is a dark sidebar with navigation options: Posts, All Posts, Add New, Media Library Folders Pro, Events, Teams, Players, Staff, FAST SLIDER, WP Mega Pack, Courses, and Layouts. The main editor area has a title field containing "Example Football Post" and a permalink field with the URL "https://acalanesboosters.com/2018/09/example-football-post/". Below the title is a toolbar with "Add Media" and "WP MEGA PACK SHORTCODES" buttons, and tabs for "Visual" and "Text". A rich text editor toolbar is visible with various icons for text formatting. The main text area contains the placeholder text: ">>> Type or paste the body of your post here. Use appx 14 pt font for best viewing. Choose whatever other text styles and formatting you like. <<<". This text is circled in red. On the right side, there are panels for "Publish" (Save, Status, Visibility, Publish) and "Format" (with various icons).

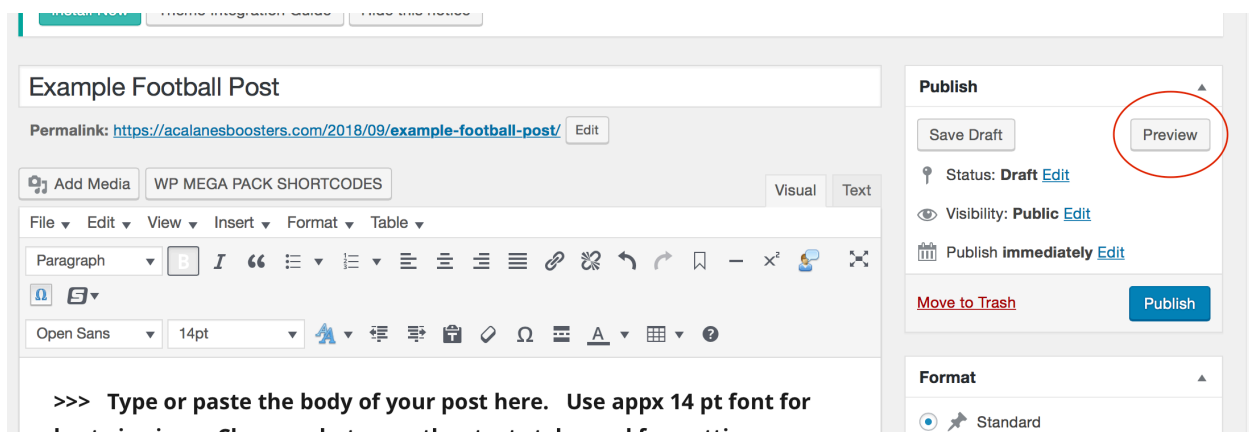
Step 5 – Add a featured image to your post. In the very bottom of the right hand column, find and click the ‘Set featured image’ link. This will take you to the media folders to choose an image. Open the folder where you previously uploaded your images and choose the pic for the big featured pic. (used for top and thumbnail). This image should be in landscape format. You can always choose a pic, then use the ‘preview’ function (see below) to check out how that pick works. If you don’t like it, choose a different pic. Note that having a featured image is not mandatory, as the post can go out without any image at all. But, using at least a stock image, and old representative pic or something is best.



Step 6 – 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. To add pics to the body, place your cursor where you want the pic to be placed, then go the menu above the body and choose ‘Insert’ then ‘Add Media’ (do not choose just the ‘Media’ option). This will take you to the media folders where you can choose the pic(s) you want from what you have previously uploaded. Once you have a pic in your post, you can move them around by cutting and pasting. You can also resize them by clicking on the pic in question, then clicking the pencil icon in the box that appears. Choose ‘large size’ or smaller – do not choose ‘Full Size’.



Step 7 – 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 8 – 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 – **ALWAYS** 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 under the sports report on the home page. If it doesn’t show up, you probably have not categorized your post correctly. If you don’t like the way the thumbnail looks, or anything else about your post, go back to Posts, find your post, open and edit it, then Publish it again. **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.**

Team Events (Games, Dinners, etc)

Team game schedules (and other events) can be posted on your team page in two formats. The most important is to post each game or other event as a calendar event. Once posted, it will automatically show up on the weekly calendar view on your team page, and it will show up on the master calendar under the schedule tab. Each game / event needs to be posted separately for this process.

Creating and Publishing Games / Events

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

1. Navigate to Events → Add New Event (NOTE: There are two 'Events' menu options; you must use the top/first option, NOT the Event option below 'SportsPro')
2. Enter the title of the game/event.
3. Categorize your event
4. Choose date and time for your event
5. Choose / enter location for your event
6. Review your event details
7. Publish your event

The screenshot shows the WordPress 'Add New Event' page. The left sidebar menu has 'Events' and 'Add New' circled in red. A red box highlights the 'Events' menu item with the text: 'Use this 'Events' menu option – NOT the Events option lower down under SportsPro'. Another red box highlights the 'Add New' menu item with the text: 'Follow this format for game titles'. The main content area shows the event title 'Volleyball Girls JV @ Miramonte' circled in red. The page also displays various notices and a 'Publish' sidebar on the right.

Enter Event Title

All games should be titled in this format:

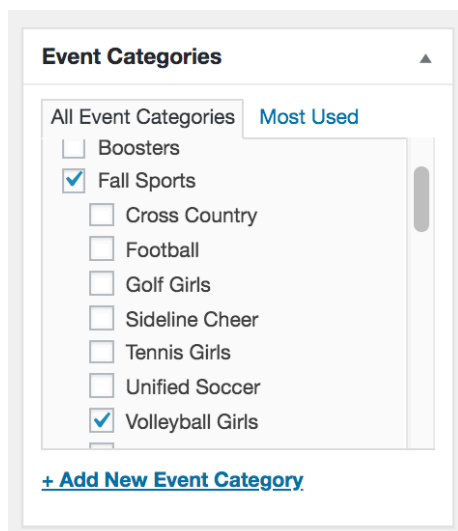
“SPORT BOYS[or]GIRLS LEVEL @[or]vs OPPONENT”

Example: “Volleyball Girls JV @ Miramonte” for an away girls JV volleyball game at the Mats.

- Where @ is for away games and vs is for home games.
- Use BOYS or GIRLS only if needed, eg, Football, Baseball, Softball, Wrestling, Cheer, etc. don't need qualifiers.
- Use Varsity, JV or Freshmen as appropriate
- Example: “Volleyball Girls JV @ Miramonte”

Categorize Your Event

Using the check box options in the right hand column, choose all options that apply to your game/event. For our Girls Volleyball game we would choose 'Fall Sports' and 'Volleyball Girls.' These selections are used by the filters on your page to display only those games/events related to your sport. If you don't choose the correct sport check box here, your game/event will not display on your page.



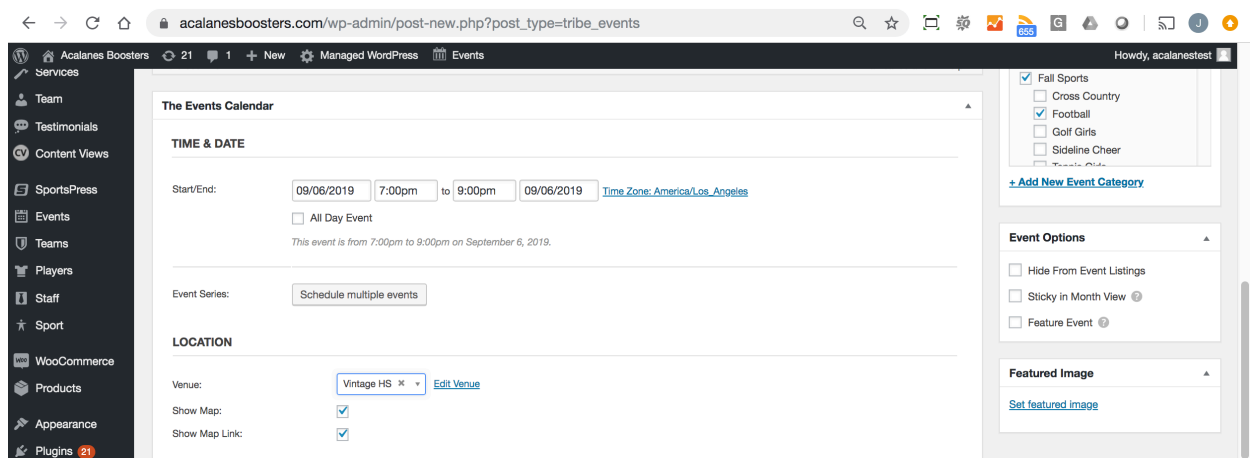
The screenshot shows a web form titled "Event Categories" with a dropdown arrow. Below the title are two tabs: "All Event Categories" and "Most Used". A list of categories follows, each with a checkbox:

- Boosters
- Fall Sports
- Cross Country
- Football
- Golf Girls
- Sideline Cheer
- Tennis Girls
- Unified Soccer
- Volleyball Girls

At the bottom of the form is a blue link: "+ Add New Event Category".

Choose Date & Time For Your Event

Using the boxes below the event detail area (which you generally leave blank), choose the appropriate time and date for your game/event.



The screenshot shows the WordPress admin interface for creating a new event. The browser address bar indicates the URL is `acalanesboosters.com/wp-admin/post-new.php?post_type=tribe_events`. The page title is "The Events Calendar".

TIME & DATE

Start/End: 09/06/2019 7:00pm to 9:00pm 09/06/2019 [Time Zone: America/Los_Angeles](#)

All Day Event

This event is from 7:00pm to 9:00pm on September 6, 2019.

Event Series: [Schedule multiple events](#)

LOCATION

Venue: [Vintage HS](#) [Edit Venue](#)

Show Map:

Show Map Link:

Event Options

Hide From Event Listings

Sticky in Month View [?](#)

Feature Event [?](#)

Featured Image

[Set featured image](#)

Choose Location For Your Event

Using the boxes below the time and date area, choose the location for your event. Use the search option or scroll to find the venue. If it doesn't exist, you can enter a new venue, but double check for different ways the venue may already be listed before creating a new venue.

Last, double check the details for your event, then publish it using the blue Publish button.

NOTE: You can always come back later and adjust game/event details if anything changes.