

TeamPages.com Go Live Checklist

A couple things I want to point out for you to review and update while setting up your site during the 30-day trial:

- ❑ **Logo, Colors and Banner** – these are easy ways to customize your site and make it your own. Uploading and changing these can be done in the organization settings section.
- ❑ **Permission and Privacy Settings** – located in the club settings section are various adjustable permission and privacy settings. This is where you are able to control which top-level navigation items are displayed to both members and non-members.
- ❑ **News and Announcements** – one of the first things you might want to do is post an announcement or news item. To do so, look for the ‘add’ link in the header of the news and announcements box. The next page will include two text fields for a title of the announcement and the text. No need here for formatting as TeamPages will automatically take care of this for you. You should also note the two check boxes at the bottom of the page that allow you to email the post to your entire club as well as turn on/off the ability for members to comment on the post.
- ❑ **Photo Albums and Videos** – All of our club and premium team websites come with unlimited storage space for photos and are all equipped for easy Youtube and Vimeo video embedding. To add photos, first create an album and then take advantage of our bulk photo uploader. One great feature we recently included was a new team photo album section attached to the club. Now, anytime your teams upload an album and make it public, it will automatically show up on your club’s photo galleries for easy viewing.
- ❑ **Pages and Links** – Use our HTML editor to create static information pages. Adding and editing pages is found in the both club and team settings sections.
- ❑ **Widgets (or boxes)** – If you’d like to add more information to your home page, you may want to look to the widgets section in your settings. Here you can create new ones using the previously mentioned HTML editor, as well as decide which of the default widgets you’d like to display. You may also embed smaller applications inside these widgets, but they must be approved by the TeamPages staff for security reasons. For a complete list of white-listed codes, please [send us an email](#) for a up to date list or to make a request.
- ❑ **Documents** – Upload an unlimited number of documents and make them available to all of your members by adding them to the organization or club main page.
- ❑ **Discussion Topics/Forums** - Create topics by clicking the “add” link found in the header of the discussions page.

- **Teams** – adding your teams is the next step in creating your organizational structure. The easiest way to do so is to visit the clubpage settings again. Once on this page, look for the Team Management tab. Creating new team websites is done by typing each team name on a separate line of the text box.
- **Administrators** – Share the workload of updating your website by inviting both extra club administrators and team managers. Team administrators are invited through the Team Management tab. Here you will be able to import contacts, upload an excel file and invite coaches to administer multiple teams. Club administrators can be invited from the Permission and Privacy tab within Club Settings where you will be able to either invite new members, or promote members that may already be administering a team.
- **Events and Game Schedules** – Single events that include socials, meetings, etc., can be created at either the club or team level. Note that while scheduling club events, you have the option to invite any of your teams to the event, which will automatically publish the event to their team calendar.
- **Communication Center** – To send direct messages to your entire organization, simply click the communication link while on the organization or club page. Once here, you will have the option to send out a message to all members or all administrators. If you'd like to add to this distribution list, simply type a specific group or member into the "To" Box and TeamPages will provide a drop down box of all the options available. Note: if your organization consists of multiple leagues or clubs, you can message a specific division by navigating to that page and using the communication link found on each league/division/club page.
- **Seasons** – this is not something you need to be concerned with while setting up, we simply added it in here to ensure you know that come next season you can easily reset and archive many aspects of your site including: teams, games schedules, standings, rosters and stats.



If you have decided to opt in for our premium setup, please supply your account manager with the following:

- The web address of your current website.
- Your organization's logo in a high resolution and preferably as a .png file type and on a transparent background.
- Official organization colors.
- Description of the banner you would like designed for your organization and any other image files or photos you'd like to include. Listing sample sites that you like often speeds up this process and gives our designers a better idea of what the final product should look like.
- A clear written description of your organizational structure (list of division, lists of teams within each division, etc.)
- Organization information and existing web pages you're interested in creating/replicating on your new TeamPages site.
- An excel file that includes names and emails of all administrators and which level of access each has (excluding coaches).
- An excel file with team contact info (5 columns: division, team name, manager first name, manager last name, and manager email).