

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 organization 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 organization as well as turn on/off the ability for members to comment on the post.
- ❑ **Photo Albums and Videos** – All of our club and league 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 Settings section.
- ❑ **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 [click here](#). If you can’t find what you’re looking for, you can also [send us an email](#) 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.

- **Leagues/divisions** – to create a new league, look for the ‘add’ link in the header of the leagues box. Once clicked you should be prompted by a pop up box to select the name (i.e. Girls Under 12), the sport as well as the ability to select or invite an administrator. Note: you can always invite and select administrators later on after you’ve completed most of the setup.
- **Administrators** – Share the workload of updating your website by inviting extra administrators. This functionality is also found in the Settings section where you can select whether a person has complete site access or which leagues/divisions an individual has administrative access to.
- **Teams** – adding your teams is the next step in creating your organizational structure. While on a league page, look for the ‘teams’ link in the top level navigation. After clicking the link you will be brought to a page where you can add teams to your current season. There are two options when inviting teams, either fill out the 4 required fields for each team you would like to create and click ‘invite’ or use the .csv file uploader (more precise instructions can be found on the page). Note: a team administrator is needed for any team you create, if you don’t want to invite team managers yet, simply fill in your own contact info in the required fields.
- **Events and Game Schedules** – Single events that include socials, meetings, etc., can be created at any level of the organization (org, league or team) while multiple events such as a league game schedule can be batch entered or uploaded on the league page. To take advantage of the uploader, look for the ‘add’ link on the schedule box and follow the instructions on the multi-game scheduler page.
- **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 you’re 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).