Getting Started with Grand Rapids Crew Juniors Team Web Pages

The Grand Rapids Crew Juniors website at http://www.grcrewjuniors.org/ features a page for each team. This web page allows each team to post a team photo, team roster, latest team news, and schedules/results. The teams U15 and older may also post player profiles and photos.

This guide should be useful for the team to get started updating or managing their team page, and should be adequate to cover the basics. There are more advanced features and capabilities available. Check out the *For Managers* page on the GR Crew Juniors website for additional information, details, tips, examples, and suggestions.

To allow each team to update their team page, the website administrator will provide the team with a user login that provides access to their team page. The team manager or designated team web person should send an email to the club website administrator (Ken Coviak, ken.coviak@comcast.net) indicating the team and requesting a user id.

General Guidelines

- Only the team manager or designated team web person will update the team page. If more than one person will be updating the team page, they should each request their own login id from the club website coordinator.
- All teams are encouraged to enter player rosters.
  - For teams U14 and younger, you may wish to enter just the first name and last initial, or perhaps just the first name.
  - For teams U15 and older, the full name should be entered.
  - All premier teams are expected to enter player rosters, and premier teams U15 and older are encouraged to enter player profiles.
- Only U15 and older teams will have player profiles included.
- Do not list players email addresses in player profiles or elsewhere.
- All contact info should be with parents consent and only the parent(s) email(s) should be listed.
- All references to the club should be Grand Rapids Crew Juniors or GR Crew Juniors.

Access to the Team Page

To be able to update the team page, start at the home page:
http://www.grcrewjuniors.org/

At the bottom of the right panel, select *Admin Login*.
At the prompt, enter your user id and password. (The password is case sensitive, the user id is not.)

Please note – any questions, concerns, or requests regarding your team pages, features, issues, etc. should be directed to our club website coordinator, Ken Coviak (email ken.coviak@comcast.net). **DO NOT SUBMIT REQUESTS DIRECTLY TO DEMOSPHERE!**

After logging in, you are presented with your Admin Home page, with a list of site pages to which you have access. Across the top center, under the banner, are several tabs with cute icons:

- Home Page – takes you to the Crew Juniors site home page. You can navigate around the site, but you can only update the page(s) to which you have been given access.
- Site Map – allows you to navigate to any page on the Crew Juniors website, but you can only update the page(s) to which you have been given access.
- User Info – allows you to change your login password, and to enter an email address (please do, useful if you forget your password) and home phone number (please do, useful if the club website coordinator wants to contact you)
- Support Center – The Video Library tab has a number of short training videos describing how to edit and update pages on the website. See the group listed under the heading WebWriter. The Knowledge Base tab also has some useful information**. Note – DO NOT use the Online Request tab to submit support requests to Demosphere, and DO NOT submit requests to Demosphere directly.** All Demosphere support must be handled through the club website coordinator only.
- Log Out – become an ordinary site visitor again.
- Admin Home – visible on all the tab pages except Admin Home.

On the Admin Home page, click on your listed team page name. Your team page will be displayed, with some additional controls displayed for the page and each article on the page. The Demosphere videos do an excellent job of explaining how everything works, so we will just refer you to the videos: Click on the Support Center icon at the top, then select the Video Library tab, and look under the WebWriter group. More specifically, you will find the following videos useful:

- Creating Articles
- Article Management
- Paste from Word and Paste as Plain Text
- Upload an Image
- Upload a Document

For more advanced features, you may want to view these videos also:

- Photo Gallery
- New Calendar
- Create an Outside Link
- You Tube Integration

Your Admin Home page also has a link to the WebWriter manual, but most people will probably prefer to view the videos.

Team Page Format Guidelines
For at least a little bit of uniformity, we are following these guidelines for setting up team pages:

- The first center article on the team page has a title which is the name of the team. This article contains a team photo, and generally nothing else. If no team photo is available, the body of the article may be blank.
- There is an article on the page with the team roster. When the website coordinator sets up the team page, a table will be added with the roster if available to the coordinator.
- Teams may add additional center articles, side articles, photos, photo galleries, team calendar events, schedule, etc.
- Do pay attention to photo sizes. See the following sections.

For the U15 and older teams, we are currently handling player profiles as side articles on the team page. Please discuss with the website coordinator for your team. (This probably deserves its own section also.)

Using Photos
There are two ways to use photos on your team page:

1. Placing individual photos
2. Adding a photo gallery

These are handled differently and will each be described. But first, we need to cover some photo basics. A digital photo is composed of pixels, each representing the color of an individual dot or square, and arranged in rows and columns to form the picture. The dimensions of a photo are represented as the number of pixels wide by the number of pixels high.

A photo straight from a digital camera might be about 3000 pixels wide and 2000 pixels high or larger. This is ideal for making prints, where the dots are small and the detail is needed. It is not so good for displaying on a computer monitor or a web page, because a computer monitor might only display 1000 or 1200 pixels wide. The dimensions of the photo need to be reduced to display it on a web page.

The dimensions of the photo should be reduced before it is uploaded to a web site, to the largest size that it is expected to be displayed. This can be done in any photo editing program, and there are a number of free photo editing programs available if your needs are not too advanced. When you resize a photo, save it using a different name so that you do not overwrite the original.

Reducing the dimensions also has the effect of significantly reducing the file size, which will make for faster upload, and faster page display.

Placing Individual Photos
When you resize your photo prior to uploading, use the following guidelines for the new photo dimensions:

1. For a Very Large photo on a web page, use up to 800 pixels wide
2. For a Large photo on a web page, use up to 600 pixels wide
3. For a Medium photo on a web page, use up to 400 pixels wide
4. For a Small photo on a web page, use up to 200 pixels wide

Photos are placed inside articles (center articles or side articles). On your team page (when you are logged in as administrator, of course), click on New Center Article to create one, or Edit an existing one.

1. Place the cursor in the Main Story area and click the location where the photo is to be inserted.
2. Above the Main Story area, find and click on the Insert/Edit Image icon (it looks like a little postcard with a picture of a mountain).
3. In the pop-up window, click on the Browse/Upload button.
4. A Folder window will open. In the left panel, find and select the folder with the name that corresponds to your team page. You may need to click on the "+" to expand the folders to find it. This is the folder on the web server where your image will be stored.
5. In the bar at the top, click on Upload.
6. Click on Browse… and find the file on your computer that you want to upload.
7. Click on Upload Selected File.
8. The file should upload and then be shown in the main file area.
9. With the newly uploaded file still selected, click on Insert Selected File in the lower right corner.
10. The Folder window will close, and the photo will be displayed in a preview window. You can make further adjustments to the properties before you insert it. When you click on OK, the image will be inserted.

After placing the image, you can select it and right click to edit the image properties.

Placing Photo Albums
A photo album element will display a set of photos. It will show a strip of thumbnails along the bottom edge. Arrows on the left and right ends allow you to maneuver along the length of the strip. A larger window above the strip will show one photo at a time. Clicking on a photo being displayed in the larger window will cause it to be displayed individually in a larger size, up to 800 pixels wide or high.

To create a photo album, on your team page click on New Photo Gallery. You are presented with a list of the current photo galleries, if you want to select an existing gallery to use. To create a new gallery, fill in a name for the gallery in the indicated box at the bottom, and click on the button Create New Gallery to the right of it. Please use a name for your gallery that associates it with your team, to differentiate from the other 68 teams in the club.

After the (empty) gallery is placed on your team page, you can click on the article/element Edit button to add photos, add captions, delete photos, etc. The maximum file size is 2 MB, and the largest displayed dimension is 800 pixels (width or height). I recommend resizing the photos to 800 pixels on the longest dimension before uploading, which should get the file size well under 2 MB also.

Contact info:

GR Crew Juniors website administrator – Ken Coviak, email ken.coviak@comcast.net home phone 616-676-2873 (best in the evening between 7-9:30 pm), cell phone 616-808-7261, work phone 616-241-7114.