

Puck Systems Version 2 Website User Manual

(For coaches/team managers and level managers)

A note from Team Sport Technologies/Puck Systems

At Team Sport Technologies we work hard to provide the most complete Hockey Association Website product available on the market today. We are constantly finding ways to improve and enhance the Puck Systems product, and we are honored that your organization has chosen our company for your website needs.

There may be a small learning curve that comes with working on this new system, but we promise that it will be worth the trouble. If you have any additional questions about how to setup your team section or how to use the system's features, please contact your organization's Webmaster for further instructions. This person will be your best resource moving forward. That said, if you truly cannot find the information you are looking for, you can email your questions to support@pucksystems.com and a technical representative will quickly answer them. We attempt to answer all emails within 24 hours.

Thanks so much for your patronage, it is people like you that drive us to continually build the best hockey website system possible! Have a great season!

Step 1 – Getting Access

Receive permission from the organization Webmaster to edit your section. To do this, you must first click “Signup” in the upper right hand section of the website home page and create an account. Even if you had an account on the old website, you still must create a new account here. Once your account has been created, you should contact your organization's Webmaster and ask that they grant you access to your team or level.

Once they have granted you permission, you will now simply need to login with your created username and password to have access to edit your team. Unlike the old website, there is no specific “coach” username and password.

Step 2 – Editing Your Team

Once logged in, use the website navigation to locate your team, once on your team, go to the upper right hand corner of the website and click “Edit Mode”. You can now edit and add to your team section. Puck Systems Version 2 is powerful because it allows you to create an unlimited number of pages on your team site.

****Special Note****

Coaches and Team Managers – When adding a new page to your team section, remember that that your TEAM NAME button must be highlighted when you click Make New Page.

Step 3 - Creating a Page on Your Team Website

For example, lets create an example page called “About our Team”

-Click Teams, and use the left hand navigation to find your team, when your team name is highlighted, go to the upper right hand corner of the website and click Edit Mode.

-Back on the left hand side of the website, click “Make a New Page”

-Type the button title, type the page title, then choose the page type (typically always choose General unless told otherwise) and click “Create”.

-Now that this page has been created, you can choose to enable or disable it, you will want to enable this page. You can also choose to delete the page you have just created.

-You can now also choose to add content to this page. This content is know as Page Elements...so, grab the Page Elements drop down menu, choose “Text Block” and click Add.

-This will pop up a new window. In this Window, please make the block title the following: About our Team.

-You can now type whatever text you want in the box!

-You have successfully created a New Page.

Step 4 – Moving Forward

The entire website works this way. So, if you want a Team Awards Page...click Make A New Page, call it Team Awards and click save. You can now choose Text Block, or Document etc... from the Page Elements drop down menu. Now you can add content to your new page.

Do you want a Team Documents Page? Create a new page, title it accordingly and then choose “Document Upload” from the Page Elements drop down. Do you also want to add some text to that Documents Page? Choose “Text Block” from the drop down and type your text. You can now drag and drop this text block at the top of the page if you wish.

Remember, you can choose to add as many pages to your team website as you wish, and on those pages, you can add any “elements” that you wish. If you have questions about this process, please do not hesitate to contact your association Webmaster for further instruction.

Other Frequently Asked Questions:

Q: How do I create a link?

A: Go to the page that you wish to work with. Now choose to add a text block to that page. Type your text in the block. Once you have finished typing your text, use your mouse to highlight the word or words that you wish to turn into a hot link. Know that you have highlighted that text, click the little button above text block that looks like a “chain link”. Now, type in or copy in the web address you want to go to, choose whether you want to open it in a new window or not, and click Insert. You do not need to add a Title. You have now created a link!

Q: How do I add an Event to the Calendar?

A: Be sure you are in “Edit Mode”. Click the main CALENDAR tab in the horizontal bar below the website header. Now click Add New Event. Be sure that you **click the drop down tag menu and select your team**. Then type in the Date, Location and Title and choose Save. You’ve now added to your calendar.

Q: How do I add an Announcement to the News?

A: Be sure you are in “Edit Mode”. Click the main NEWS tab in the horizontal bar below the website header. Now click Add News Article. Be sure that you **click the drop down tag menu and select your team**. Then type in the Title, Author, Date and Text and choose Save. You’ve now added to your news.

If you have more questions or if some of the old information on your team site was not yet transferred to the new site, please contact your Webmaster or email support@pucksystems.com

Thanks!