

## Administrator instructions

### Welcome to Haysball

One reason we have a new web site is to make it more useful to visitors. Our site now allows the volunteers who make Hays youth baseball a success to post information directly to our off-the-field home at <http://www.leaguelineup.com/haysball> on the Internet.

### What is an administrator?

You may be thinking: So I'm an administrator -- what's that?

Well, an administrator is someone who helps keep the Haysball web site a special place where HYBA players, parents, coaches, commissioners, umpires and fans can find all the information they want to know about Hays youth baseball.

You can enter this information yourself. As an administrator you have special rights that allow you to enter and update information about your team, league (same as division) or other area of responsibility. With your help Haysball can truly be HYBA's off-the-field home.

Intimidated? Don't be. You can't break anything. It won't take long for you to feel comfortable entering the information. Remember, we can always "fix" something if we need to. Thanks for your willingness to contribute to the web site. Good luck!

### Getting started

Before you can enter information into the web site, you must get a user name and password from the webmaster.

At the Haysball [home page](#), click the rotating mailbox in the left column, and send an email requesting your ID and password. It's that simple. Please include your league and team name, and identify your role, such as head coach (manager), team mom or whatever. If you are not the head coach, please include your head coach's name.

The webmaster will send you a username and unique password via email.

### Passwords

Please **don't change the password** you are assigned. The webmaster may need to access the web site with your username and password to provide you help and support when you need it.

If the webmaster needs to use your username but cannot, he will delete your username and administrator rights. If that happens you can ask request that your rights be reinstated.

Managers, you may want to share your username and password with someone — a coach, team mom or parent — who can help you maintain your team and player information on the web site. In fact, I encourage you to do that. But just remember that whoever has your ID and password can do anything that you can to the web site.

## Administrator login

Go to the HYBA Welcome (home) page at <http://www.leaguelineup.com/haysball>.  
From the Main Menu on the left, click **Administration**.  
After Username: type your assigned **username**  
After Password: type the **password** assigned to you.  
Click the **Login** button.

## Administrator options

After you log in, the Admin Menu on the left lists the web site areas in which you can enter information. Click on one of the areas to go to an information entry screen or a menu of options for entering information. Options often are available on dropdown menus. Access them by clicking the down-pointing arrow on the right of a menu pane.

## Save your changes

Be sure to click the **SAVE** button each time you enter or edit information so the new information will be published immediately on the web site. If you do not click **SAVE**, the information will not be changed on the site.

## Help

Feel free to [email](#) me (best) or call at 295.2744 by 10 p.m. if you have a question or need help.

## Commissioners

Each league commissioner has administrator rights that will allow him to enter:

- team information such as the manager and coach names, phones & email addresses for teams in his league
- player info such as name, number, position, and even hitting statistics
- schedule information for your league and teams
- game results for the league.
- items for the news page
- events for the calendar.

Based on the games results that are entered, the league standings will be automatically updated. Scheduled games will be automatically entered on the calendar.

## Managers

Select from the Admin Menu choices on the left, then enter information about your team coaches, players, game & practice schedules, and game results. Look around to see the possibilities.

Each manager has administrator rights that will allow entry of:

- team information such as the manager and coach names, phones & email addresses for teams in his league
- player info such as name, number, position, and even hitting statistics
- schedule information for your team
- game results for the team.

## **Schedules**

If you select **Schedules | Multiple Games/Single Team** and then select the **Schedule** option for your league & team, you can enter your team's scheduled practices and (later) games.

If you select **Schedules | Single Game/Single Day**, you can enter a **Schedule Comment**, such "Be at the field 30 minutes before game time." When a site visitor selects **Schedule** an "i" icon appears to the left of the scheduled event, and the visitor can click the icon to see the comment.

When your players, parents and coaches visit the web site, they can see your scheduled practices by clicking **Schedules** on the Main Menu, then selecting your division and team.