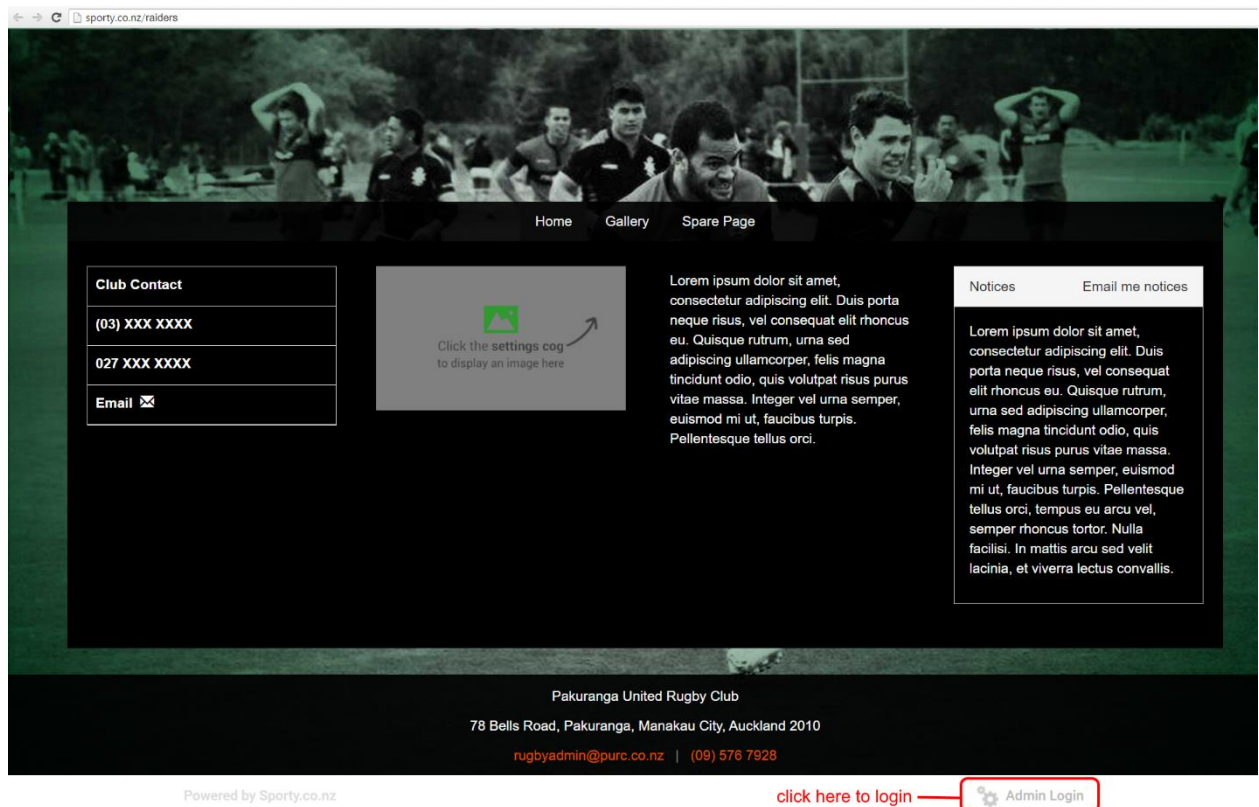


## Sporty Team site USER GUIDE

Every team site has its own unique web address. eg. [www.sporty.co.nz/raiders](http://www.sporty.co.nz/raiders).

### Getting Started

When you first view your site it will look like below. This is set up with placeholder text which you can change once you login.



To login, scroll to the very bottom of the page and click 'Admin Login'

This will take you to the login screen.

Log in

Password

☐ Remember Me      [Forgot Password?](#)

Log in

No Account? [Register Here](#)

Enter your username and password > click Log in.

Now that you are logged in you are viewing your site in 'edit mode'. You can now start adding content.

*If you have forgotten your password, clicking 'Forgot Password?' will enable you to recover your password by entering your username (your password will then be emailed to you).*

***If you do not have a username and password please contact your main website administrator.***

This user guide is designed to help you get started using your team site. For simplicity it only covers the main features of your team website you will be likely to use.

Below is an example of a team site for Raiders.

The screenshot shows a web dashboard for the 'Raiders' team. At the top, there's a header with the team name 'Raiders', a 'Dashboard' link, and user controls for 'View', 'Site Settings', and a user profile 'loadmin'. Below the header is a large banner image of players. A navigation bar contains 'Home', 'Gallery', and 'Spare Page' links. The main content area is divided into several sections: 1. A 'Raiders team' section with a welcome message, training schedule, and team members list. 2. A 'Notices' section with a message from Coach John. 3. A 'John Maorati' section with contact details for a coach. 4. A 'Nike' social media post featuring a video of a red sneaker. 5. A '+ ADD CONTENT' button. 6. A '+ ADD SECTION' button. 7. A footer with club information and contact details. 8. A 'Powered by Sporty.co.nz' link and a 'Logout' button.

1. User profile.

2. Page types

3. Home page

4. Gallery page

5. Spare Page

6. Welcome to the season for 2016.

7. Training days on Tuesday and Thursday at 6pm.

8. Team members:

Hoani, Skoan, Josh, Moshin, Sam, Rawiri, Harrison, Kyan, William H, William K, Reid, Manu, Langi, Joel, Harry, Cameron, Matt

Notices

Hi all

Great to see everyone at training tonight. 16 kids turned up which was great for the first training.

Look forward to seeing you next week.

Coach John

John Maorati

Coach

02334455

Email

Harry Broad

Manager

02445566

095410300

Email

Nike

March 4 at 5:06am

Running will never feel the same.

Find the Nike LunarEpic Flyknit at [www.nike.com/lunarepic](http://www.nike.com/lunarepic). #LunarEpic

1,275 440 222

Pakuranga United Rugby Club

78 Bells Road, Pakuranga, Manakau City, Auckland 2010

[rugbyadmin@purc.co.nz](mailto:rugbyadmin@purc.co.nz) | (09) 576 7928

Powered by Sporty.co.nz

Logout

## 1. User profile.

This is where you can update your personal details including your password, email address & username.

## 2. Page types

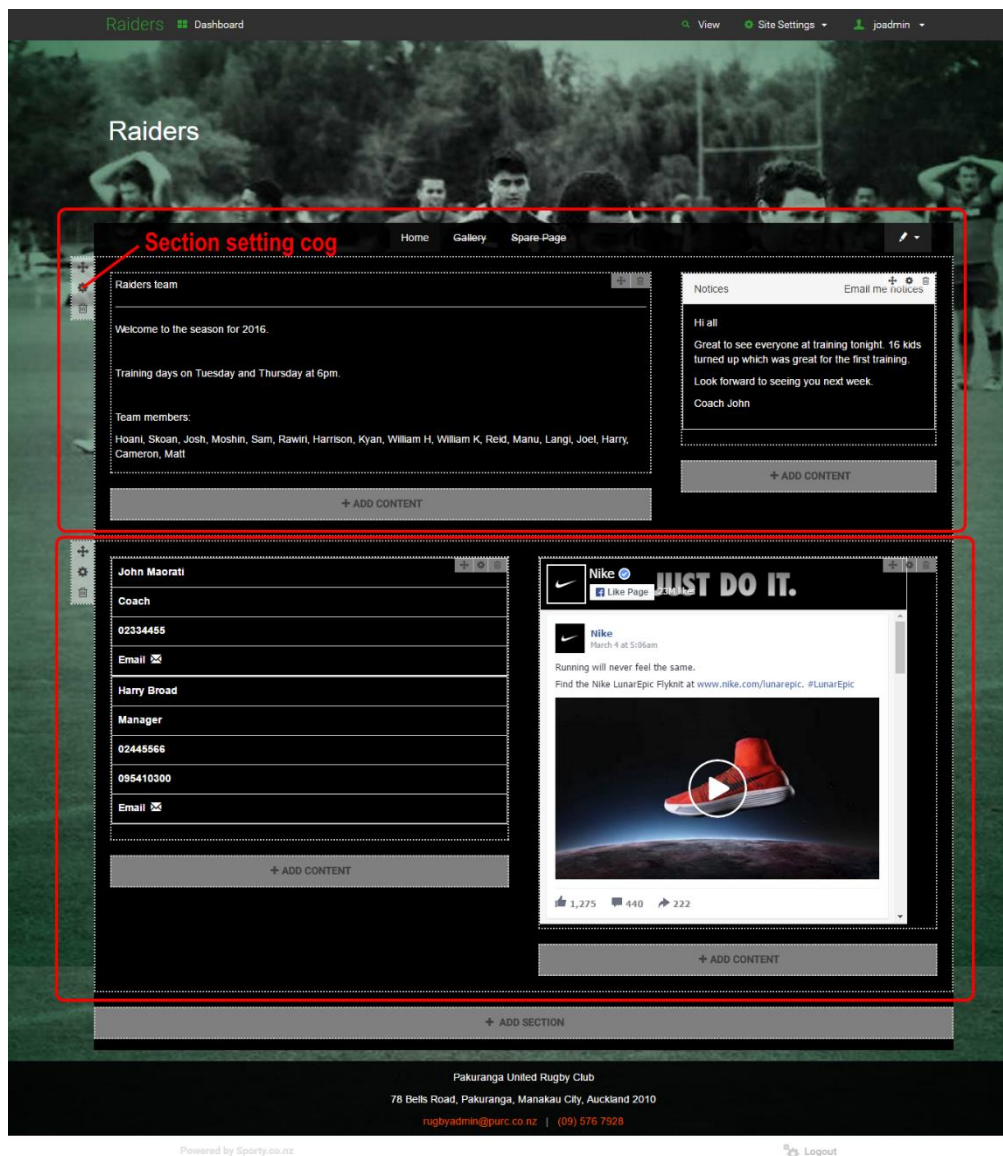
You have 3 pages on your team site, i) a Home page, ii) a Gallery page and iii) a Spare Page.

You can change the name of a page or unhide a page by clicking the pencil beside the page name.

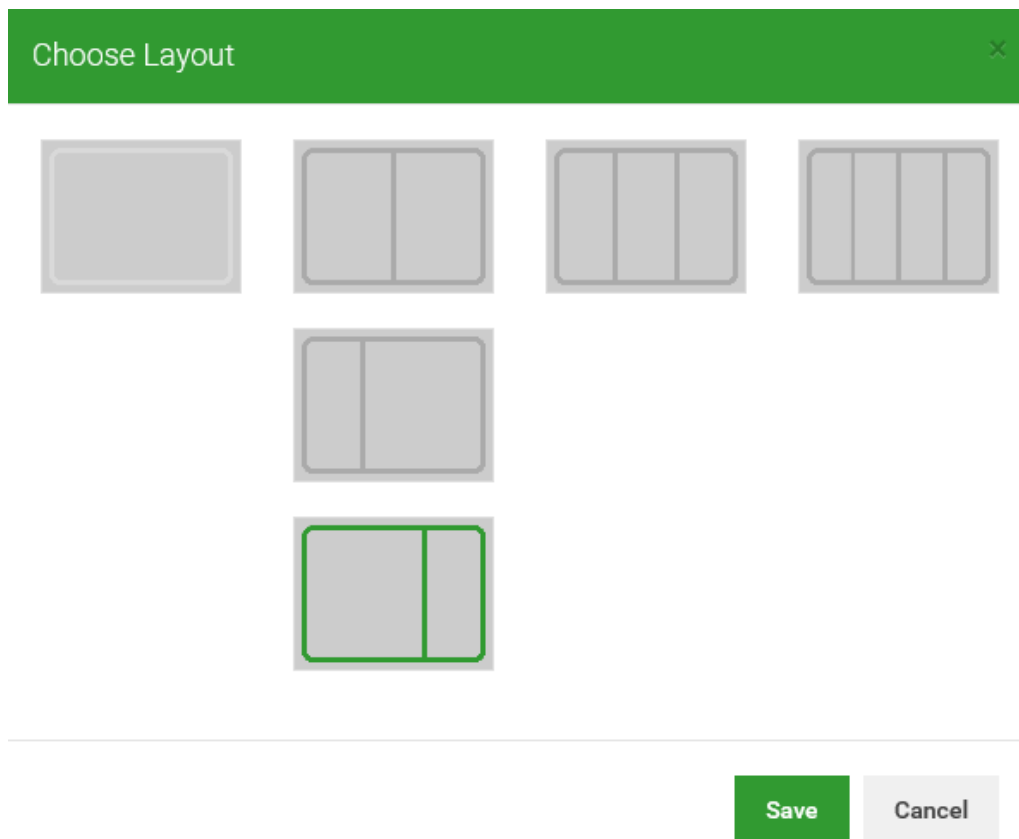


## i) Home page

Your home page consists of Sections.



You can change the layout of each section by clicking on the settings cog for that section.



If you change the page layout of your section it will automatically resize the content you have in your widgets to fit the new section layout.

### Widgets

Within each Section, content is displayed in widgets.

You can add new widgets by clicking the ADD CONTENT button.



This displays the list of widgets available. *Note: Some widgets will not be available to a team site.*

Click on the widget you wish to display on your page.

## Choose Widget



### Text

Type or copy & paste text onto your page. Format your text with headings, fonts and the colours you want. Include links and tables.



### News Feed

Build a list of news items over time. Each item has its own title, text and image. Each item links to its own page for fuller information.



### News Article

Show the latest article from your News section. As you add news articles this widget self-updates to always show the most recent article.



### Scrolling Text

Grab attention with moving text. Use this scrolling text area to alert visitors to cancellations, closing dates or announcements.



### Notices (with opt-in emails)

Display notices that people can opt-in to also receive by email. Automatically syndicate your announcements to Facebook.



### Facebook Feed

Promote your Facebook page by displaying a feed of your Facebook content within your website. Make it easy for fans to connect.



### Social Share Buttons

Make it easy for people to share this page with their social network on Facebook, Google+ or Twitter. Connect with your community.



### Google Map

Display a map to your location or event. It's easy for people to find directions using the power of Google maps.



### Video (YouTube)

Play video within your website. Paste a link to any video on YouTube and let people play it live through your site.



### Online Form

Select one of your web input forms. Let people register online, with details automatically added to your online database.



### Button

Add a button that makes it easy for visitors to click through to other pages, sites or documents. Use your own colours and style.



### Image

Display a photo from your computer or your gallery. Add a caption if you wish. You can also link your image to a web page or document.



### Photo Slideshow

Automatically create a slideshow of photos from your computer or your gallery. Pick and mix the photos in whatever order you want.



### Image Thumbnails

Show a series of thumbnails of your images that your visitors can click to see larger versions. You decide which images to include.



### Sponsor Slideshow

Recognise your sponsors by displaying their logos in a slideshow. Include links through to their own websites to increase value.



### Stacker

Display images and links that remain the same on every page this widget appears, regardless of where you update them.



### Document List

Let documents display publicly on your page. Browse your document folders to select which documents to display.



### Teams List

Coming Soon



### Contact List

Insert a list of key contact names and details such as role and phone number. Keep email addresses private from spam.



### Column Splitter

Customise your page layout by dividing your column into 2, 3 or 4 narrower columns. Just choose a column layout and click save.



### Embed (iFrame)

Display content hosted by another website service within your page. For example, a Google calendar or third party widget.



### Insert Code Snippet

Insert a code snippet. Warning: Only for advanced users.

## ii) Gallery page

Your Gallery page displays images you have uploaded. To start uploading images click 'Manage Photos'.

Home
Gallery
Spare Page

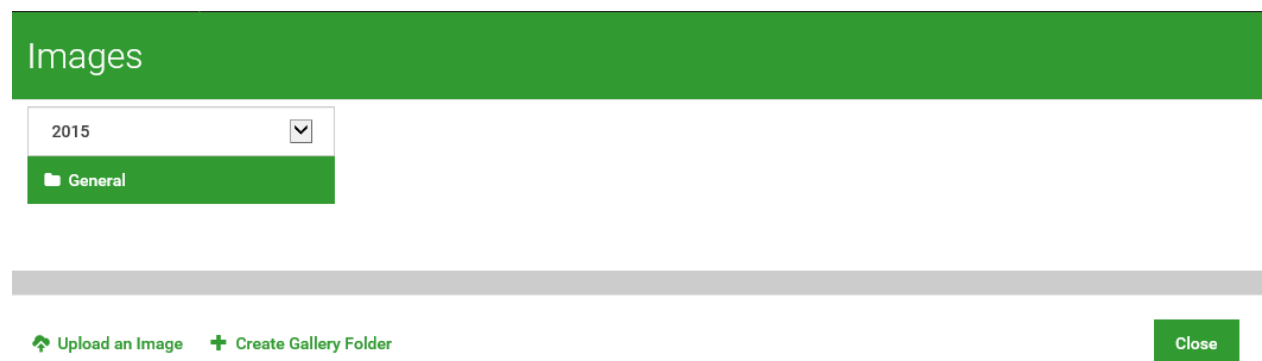
2015

General
This folder is empty.

Manage Photos

Click 'Upload an image' > then browse your hard drive and upload your images.

You can create multiple gallery folders to store your images. You can hide a particular gallery folder if you don't want to display these photos publicly.



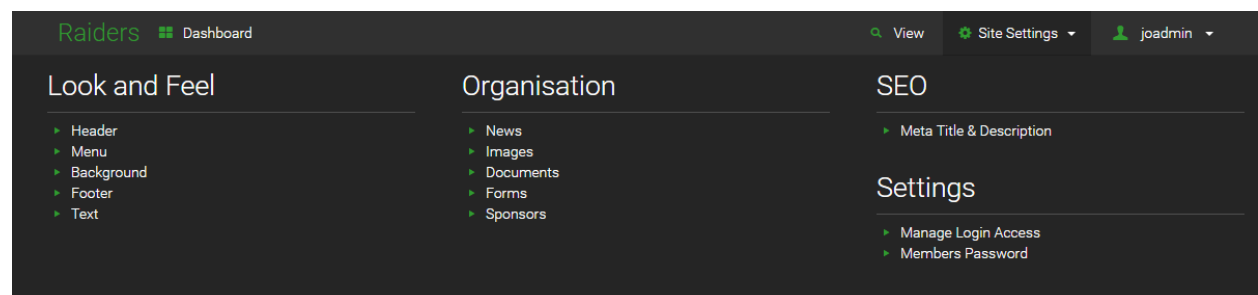
### iii) Spare Page

This page is hidden by default. You can unhide the page and click ADD CONTENT to start building your page by adding widgets.

## 3. Site Settings

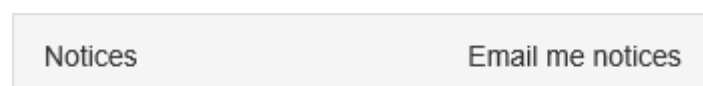
Through 'Site Settings' you can change the look & feel of your team site. For example, upload a header, change the font, add a footer.


You can also upload images into your gallery directly through the Images area in 'Site Settings'.

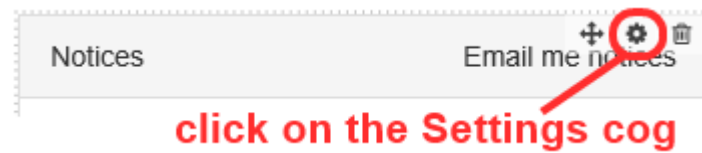


## 4. Notices widget

A really neat widget you can add is the Notices widget. This is where your team members can click on the 'Email me notices' link and opt-in to receive notices from you.



To enter a notice > click on the Settings cog 



Type your notice > click Save > then click Send.

This automatically sends the contents of the notices field to whoever has opt-ed in.

Notices (with opt-in emails) Settings

Notice Content

Remove Subscribers

Font ▾ Size ▾ **B** *I* A ▾ ↶ ↷ 🔗 🔗 🔗 🔗 🔗 🔗

☰ ☰ ☰ ☰ ☰ ☰

Hi everyone,  
Training is cancelled tomorrow night as the ground are close.  
John (Coach)

✉ Send

Cancel

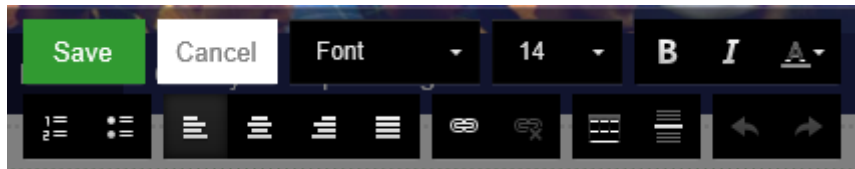
Save

The notices section is designed to be self maintaining ie. every email sent contains an unsubscribe link that allows the recipient to remove themselves from the list with just one click.



## 5. Text widget

When you click into the text widget and start typing text the text editing toolbar (see image below) will appear at the top of the text box. You can format text eg. font size, colour, **bold**, *italics*, underline as well as more advanced features such as inserting links, aligning text and adding bullet points.



The text field recognises if you have entered an email address and automatically creates a mailto form for you. It also recognizes web links and automatically changes these to 'click here' links.

Once you add text you will be prompted to Save before you can click into another area/page.

## 6. Contact List widget

Use this widget to enter the contact details of your team manager, coach etc.

Any email address entered in the email address field will automatically be converted to an envelope so your email address **will not** be publically displayed.

## 7. Facebook feed widget

If the team has a Facebook page you can add this to the sub-site.

## 8. Add section

To add addition sections click 'Add section' this lets you choose the layout of the section.

Then click add content, choose a widget and start adding content to the section.

For information on other widgets and support, please visit our online help site at

**<http://support.sporty.co.nz>**