



SportAdmin Training

Logging In

1. Open your browser and go to your home page
2. Go to your sport/activity. This is what your users see.
3. Open a new tab or window and go to the same address. Clicking from tab to tab now shows the same screen.
4. In the 2nd screen, pull down the "go to" menu to "AdminCentral". This is your admin door.
5. Choose your Role as "SportAdmin", enter your regular credentials, and Login.
6. Choose your Sport/Activity.
7. Now you can click between the public and your admin pages.

Sport/Activity Level Tools

1. Venues: read the instructions. Check map accuracy.
2. Schedules: read the instructions, see the public results.
3. **News & Articles: your content pages**
4. Uploads: follow the acceptable formats
5. **Banner: how about a banner for your program?**

Season Level Tools

1. Overview: your summary of the setup
2. Edit: view/change dates and description
3. Viewer: study your age/grade - gender breakdown.
4. Reg Settings
5. Transactions: look into registrations
6. L&T Mgr, Role Mgr: if you use Leagues and Teams
7. **Pop Mgr: groupings, email, emergency management**
8. Vol Mgr, Uniforms.