

Webutuck Warrior Athletic Dept Website Instruction Manual

This document contains directions for maintenance of the Webutuck Warrior website. The AD, Booster Club and Coaches are the persons responsible for the content posted.

Important: Please note that no pictures of students can be posted without parental consent.

To make updates to the site use the following URL: <http://webutuckathletics.com/admin>
Contact the AD or Webmaster to obtain access. AD, Webmaster, Booster Club members and Coaches are all listed on *Coaches page*.

HOME PAGE

The home page is automatically built using News and Schedule information entered in various sections.

Alumni Section

Not used at this time.

Booster Club Section

This section is reserved for the Booster Club. The Officers section should be kept up to date and its purpose should be fairly clear to all. For the News, Schedule and Announcement tabs follow the guidelines followed by Sports teams discussed later in this document.

Coaches Section

This section is maintained by the AD and lists coaches, trainers, etc. along with their e-mail addresses.

Merchandise & School Info Sections

These sections are maintained by web sponsors and can not be altered by WCS.

Links/Forms Section

This section is maintained by the AD and is really two distinct functions.

Links

This part of the section is to be used exclusively by the AD and Athletic Dept. If you wish to have something added contact them. All Sports or Team specific links should be added to that teams Annoucements tab.

Forms

This function is shared between the individual sports teams, athletic dept and booster club. In order to reduce maintenance and make it easier to use the following conventions need to be followed when adding or updating forms.

Display Order	Display Name Prefix	Sport
0000-0099	None (Athletic Dept/AD only)	All - Coed, Boys & Girls
0100-0199	Baseball - Varsity:	Baseball - Boys Varsity
0200-0299	Baseball - Junior Varsity:	Baseball - Boys Junior Varsity
0300-0399	Baseball - Modified:	Baseball - Boys Modified
0400-0499	Basketball - Boys Varsity:	Basketball - Boys Varsity
0500-0599	Basketball - Boys Junior Varsity:	Basketball - Boys Junior Varsity
0600-0699	Basketball - Boys Modified:	Basketball - Boys Modified
0700-0799	Basketball - Girls Varsity:	Basketball - Girls Varsity
0800-0899	Basketball - Girls Junior Varsity:	Basketball - Girls Junior Varsity
0900-0999	Basketball - Girls Modified:	Basketball - Girls Modified
1000-1099	Cheerleading - Varsity:	Cheerleading - Coed Varsity
1100-1199	Cheerleading - Junior Varsity:	Cheerleading - Coed Junior Varsity
1200-1299	Cheerleading - Modified:	Cheerleading - Coed Modified
1300-1399	Field Hockey - Varsity:	Field Hockey - Girls Varsity
1400-1499	Field Hockey - Junior Varsity:	Field Hockey - Girls Junior Varsity
1500-1599	Field Hockey - Modified:	Field Hockey - Girls Modified
1600-1699	Golf - Boys Varsity:	Golf - Boys Varsity
1700-1799	Golf - Boys Junior Varsity:	Golf - Boys Junior Varsity
1800-1899	Golf - Boys Modified:	Golf - Boys Modified

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Display Order	Display Name Prefix	Sport
1900-1999	Golf - Girls Varsity:	Golf - Girls Varsity
2000-2099	Golf - Girls Junior Varsity:	Golf - Girls Junior Varsity
2100-2199	Golf - Girls Modified:	Golf - Girls Modified
2200-2299	Indoor Track - Varsity:	Indoor Track - Coed Varsity
2300-2399	Indoor Track - Junior Varsity:	Indoor Track - Coed Junior Varsity
2400-2499	Indoor Track - Modified:	Indoor Track - Coed Modified
2500-2599	Soccer - Boys Varsity:	Soccer - Boys Varsity
2600-2699	Soccer - Boys Junior Varsity:	Soccer - Boys Junior Varsity
2700-2799	Soccer - Boys Modified:	Soccer - Boys Modified
2800-2899	Soccer - Girls Varsity:	Soccer - Girls Varsity
2900-2999	Soccer - Girls Junior Varsity:	Soccer - Girls Junior Varsity
3000-3099	Soccer - Girls Modified:	Soccer - Girls Modified
3100-3199	Softball - Varsity:	Softball - Girls Varsity
3200-3299	Softball - Junior Varsity:	Softball - Girls Junior Varsity
3300-3399	Softball - Modified:	Softball - Girls Modified
3400-3499	Track & Field - Varsity:	Track & Field - Coed Varsity
3500-3599	Track & Field - Junior Varsity:	Track & Field - Coed Junior Varsity
3600-3699	Track & Field - Modified:	Track & Field - Coed Modified
3700-3799	Volleyball - Varsity:	Volleyball - Girls Varsity
3800-3899	Volleyball - Junior Varsity:	Volleyball - Girls Junior Varsity
3900-3999	Volleyball - Modified:	Volleyball - Girls Modified

Sports Team Sections

Roster and Photo Gallery purpose and use should be self evident and no further details provided.

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News

Sports & Booster Club

After you add news you must then edit it and check (Show in sports section only) box this will have news show up in selected Sport only, not on the front page.

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Athletic Director

Same as above expect for:

- Top News story which should always be listed #1 on front page by unchecking (Show in sports section only) on desired news article. This is a Sports, Booster or AD news story normally picked by the AD. Coaches can do this in obvious cases but should always inform AD.
- The Welcome News which should always be listed #2. This page is seldom changed and is owned by AD. You can use the [Sports Calendar](#) link to view information related to games, practices, events, etc. Any member of the Athletic department who has update access to the website should also be able to update the calendar.

Alumni

This is not used at the moment, these news stories do not make it to the front page (no checkbox to consider).

Front Page News

"Don't Use a Top Story" should be selected.

Announcements

This tab can be used in any way a team see fit. Some suggestions are to include team stats or links that are specific to the team or sport.

Schedule

Most coaches are aware there is a Orange County BOCES Schedule which maintains the official Section 9 schedules. There is also now the WCS Athletic calendar which each team could add games and practices to is they desire. Regardless of that this tab should always contain games for the current and following week. This is because these games are used to automatically update the Scoreboard on the home page. Unplayed games should have the time and locations filled in. After each game is completed the score should be added using the following format: **(W or L) X-Y** where *X* is winning total and *Y* is losing total. For example: (W) 15-0

Other Administration Functions

The following functions should only be used by the Athletic Dept or Webmaster.

Users

This function will allow persons to edit various sections of the athletic website. The AD and Webmaster should have all boxes checked. Everyone else should have their own team or area checked. Every person who has an id to the website should also be given a an id to update the School Athletic calendar. Contact the [school webmaster](#) to obtain this access.

Manage Sports

This section is used to create, update or team teams in the program. Note that **Modified teams** can only be created by using the Custom Sport link at the bottom of the page. The Sport name should be exactly the same as the Varsity and JV names. In the Custom fields you would enter the value 'Modified'.

Also note that whenever you add a new team you need to assign them display order numbers, etc. Refer to the FORMS section listed previously for details.

Remove Old Schedules

We should probably avoid using this function as there is a chance of deleting stuff you don't really want to.