

# SYFA Web Site Instructions for Team Managers

## Create a Login

- To obtain editing access over specific pages of the site, i.e. your Team's Pages, you need create a web site account.
- [Click here to go to the web site login page](#) or click on the "Login" link at the top of each page.
- If you have not already created an account for the web site, please click on the **"Create an Account"** link in the middle of the page.
- Enter a unique Username and Password for yourself (please write this down and keep track of it) and then complete the rest of the form. Click "Sign Up".

## Notify us

- Send an email to [youth.program@shakopeefootball.com](mailto:youth.program@shakopeefootball.com), letting us know that you have signed up at the site - include your name, team name, position with the team and contact number.

## How to Edit Pages, Add Pages, and Add/Update Content

- If approved, you will then be granted permission to access your team's home page(s) on the web site. The team's pages are found under ["Youth Teams"](#) on the top navigation bar of the site. Once there, on the left side of the page click on the appropriate level, then the appropriate team.
- After permission has been granted, you will receive a confirmation reply. Then you can login, go to your team's page and begin editing the content.
- When logged in and at your team's page, you will see the **"Edit Mode"** tab in the upper right side. You may also click on the **"Site Admin"** tab on top and then the **"My Pages"** tab to view a site map. The pages that you have Editing permission over will be highlighted.
- Click on the **"Edit Mode"** tab. You can insert **"Page Elements"** by moving your cursor over the yellow horizontal line on the page until it says "Add Page Element". Use these to edit or add Text, Photos, Documents, Events, News Articles, Links, Contact Info, YouTube Videos, etc.
- Please note that your Team pages came defaulted with Roster and Stats pages. These pages default to "Disabled" and are not active until you "Enable" them to make them public. You are able to use these pages at your discretion.
- You may also **"Add New Pages"** (tab on the left side) under your team's main page section to organize additional content.

## Questions? Need Help?

- If you need any help with any of the Page Elements, the first step you can take is to scroll down to the bottom of any page and click on the link ["SPORT NGIN"](#).
- Sport NGIN is the service provider for our site and on their home page; you will see the selection "Support".
- In the Support section, browse topics or search the Knowledgebase on your question.
- If the questions that you have are not answered there, please return to the main [Support](#) page and submit your issue.
- Your question or issue will be addressed in a timely manner.
- You are also welcome to contact your site's Webmaster or call Sport NGIN directly at 1-888-255-7840 ext 3.

Thank you and have fun!