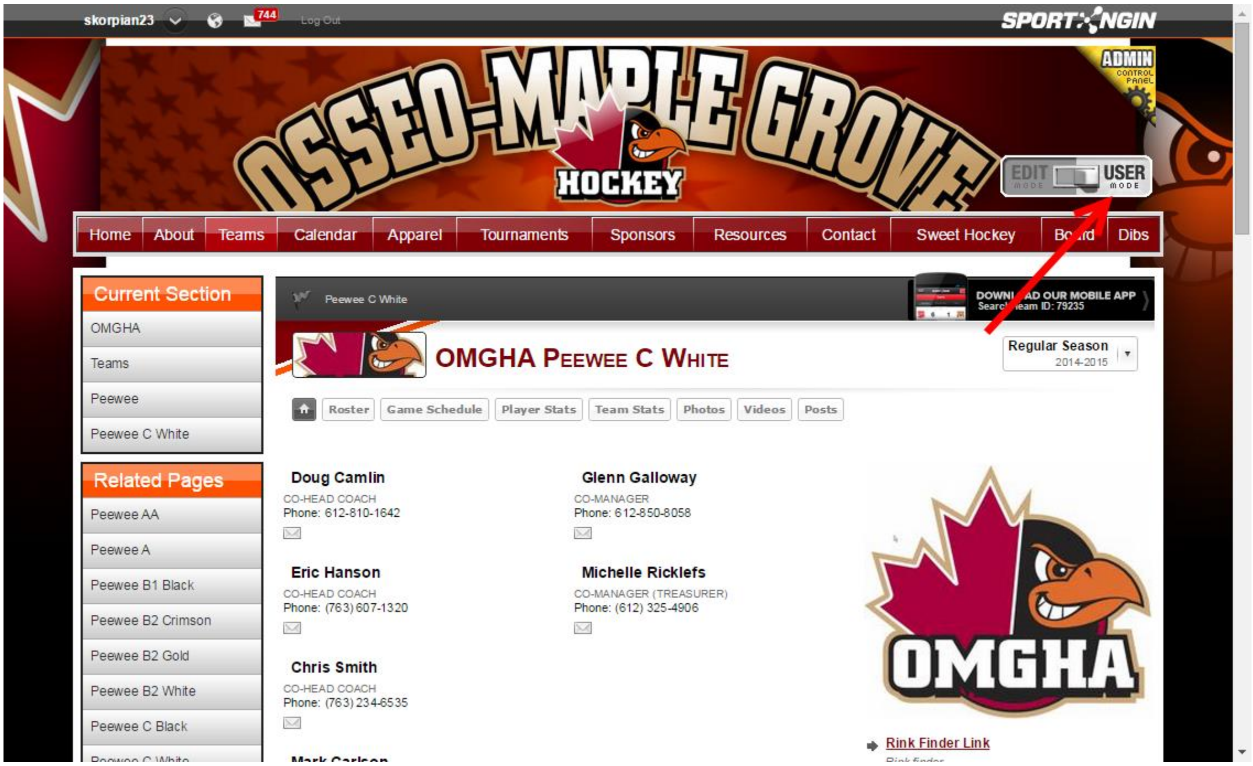
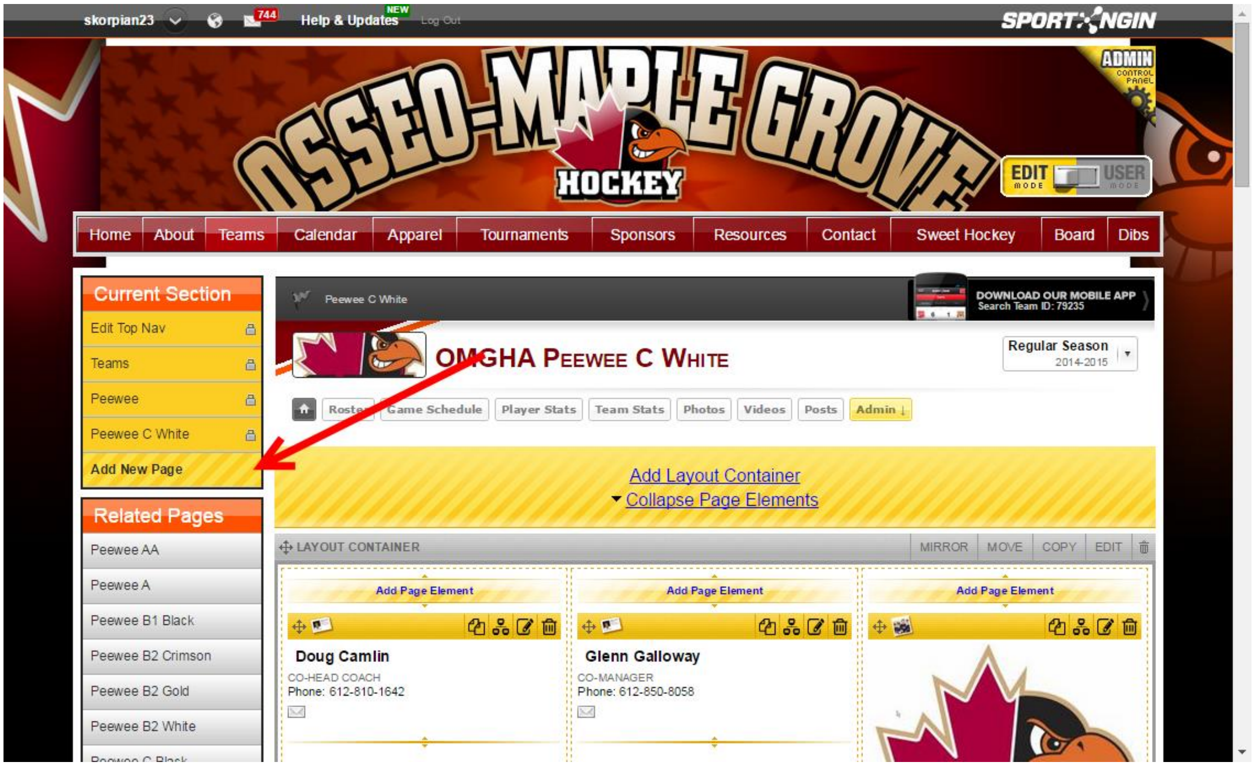
Adding the Finance Page to a Team

You will need to make sure your Team Roster page is filled in correctly first. Refer to the documentation [Adding players to the Team Roster]

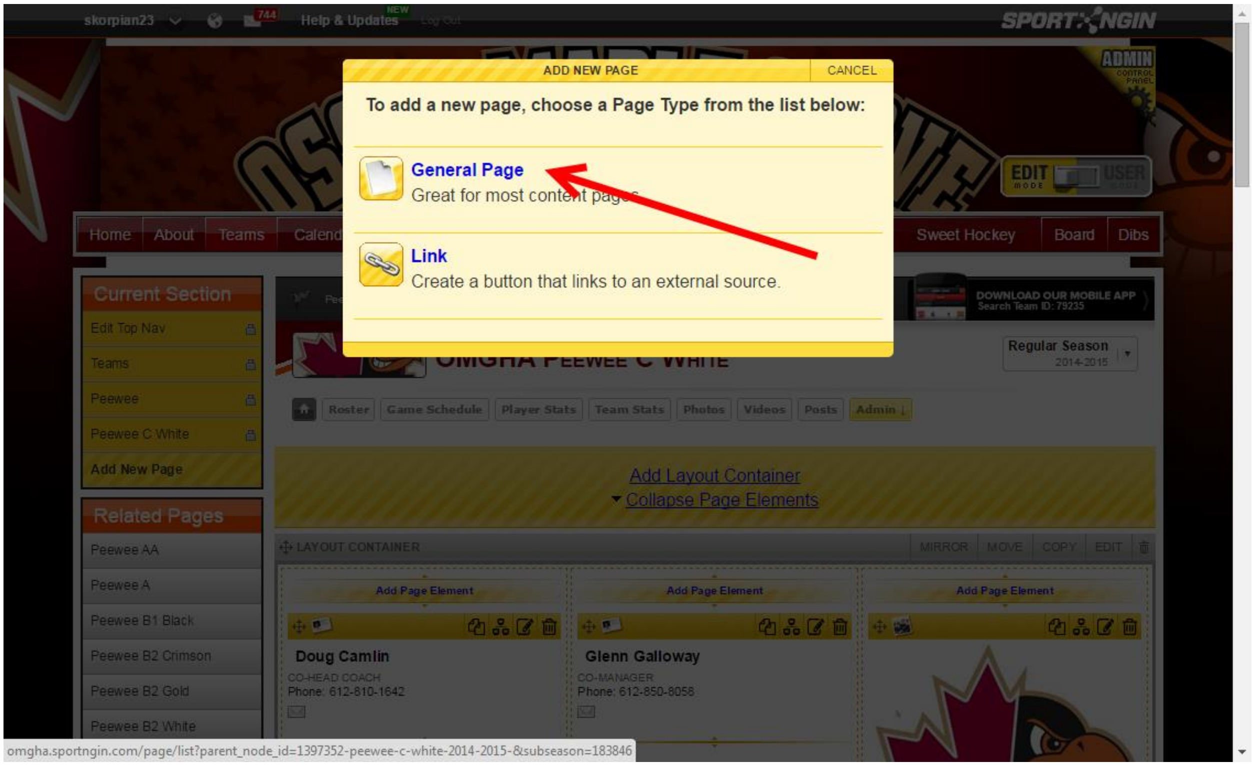
1) From your team page, click the Edit Icon



2) On the left, click on "Add New Page"



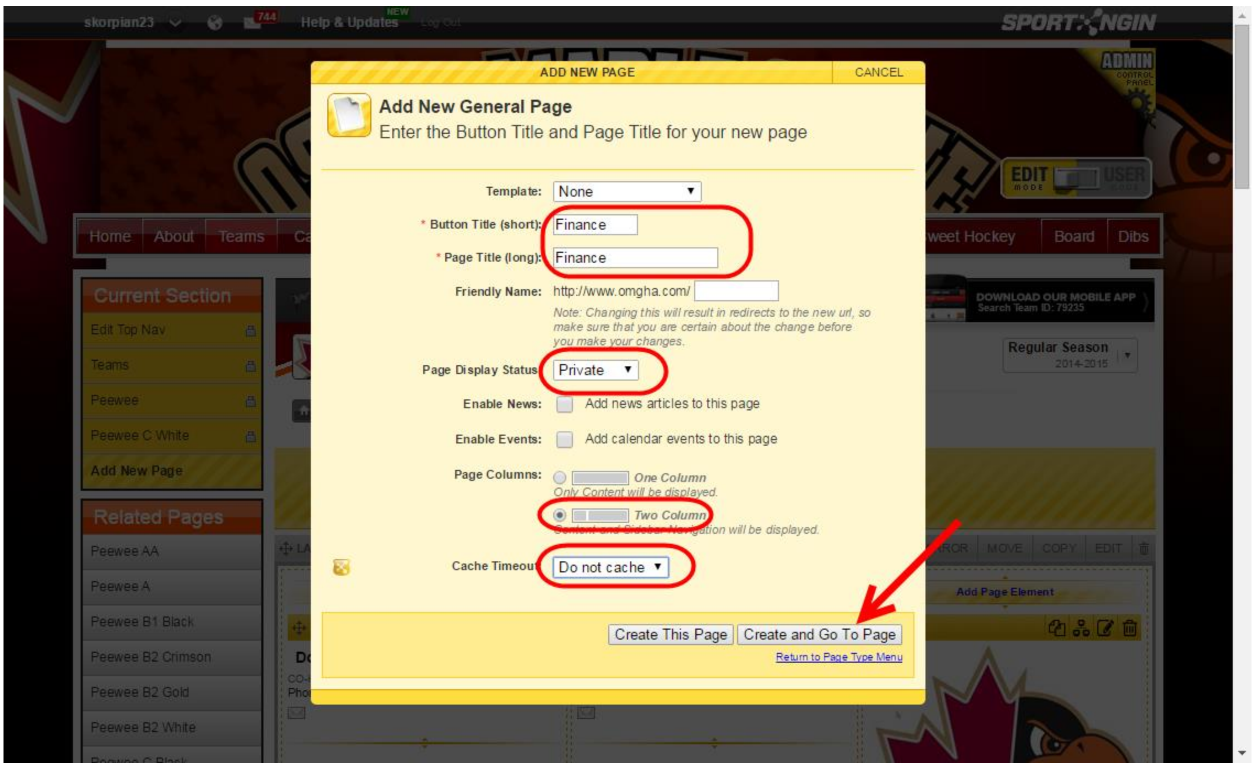
3) Click on “General Page”



4) Fill in the following info

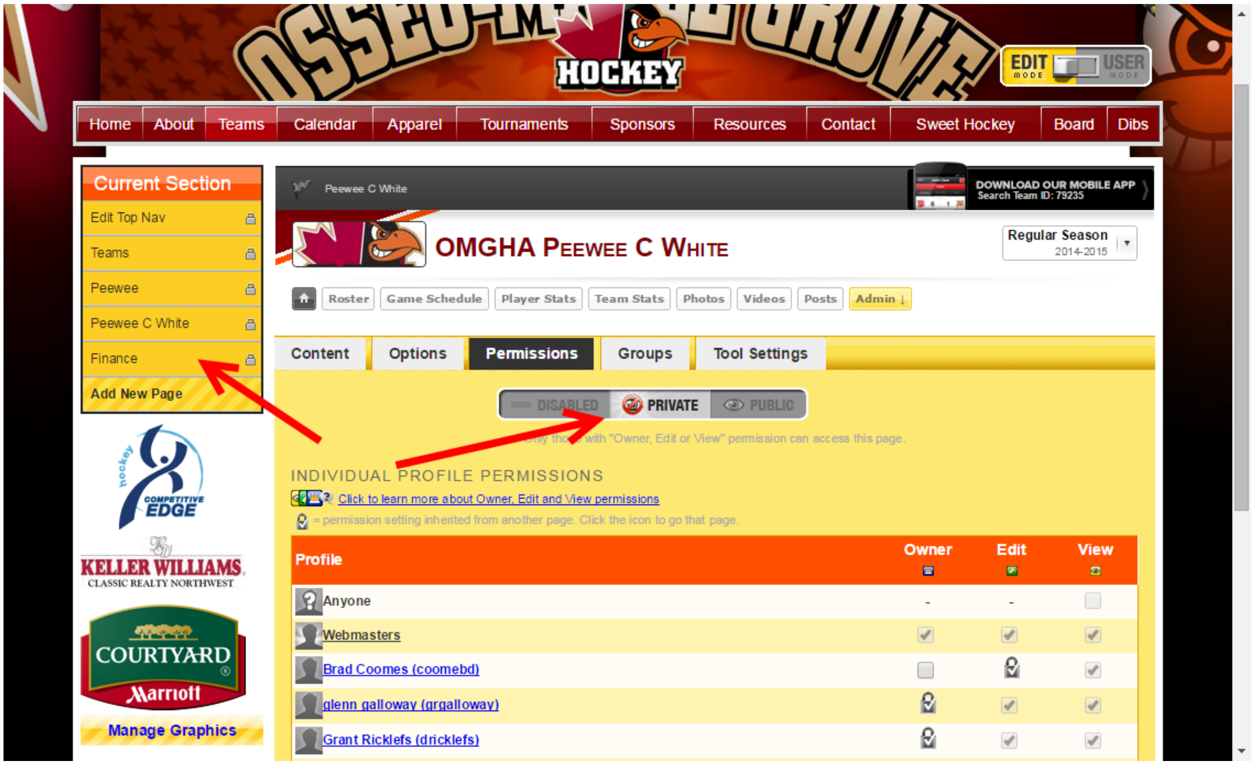
Button Title: Finance
Page Title: Finance
Page Display Status: Private
Enable News: Leave unchecked
Enable Events: Leave unchecked
Page Columns: Two Column
Cache Timeout: Do Not Cache

Click on "Create and Go To Page"

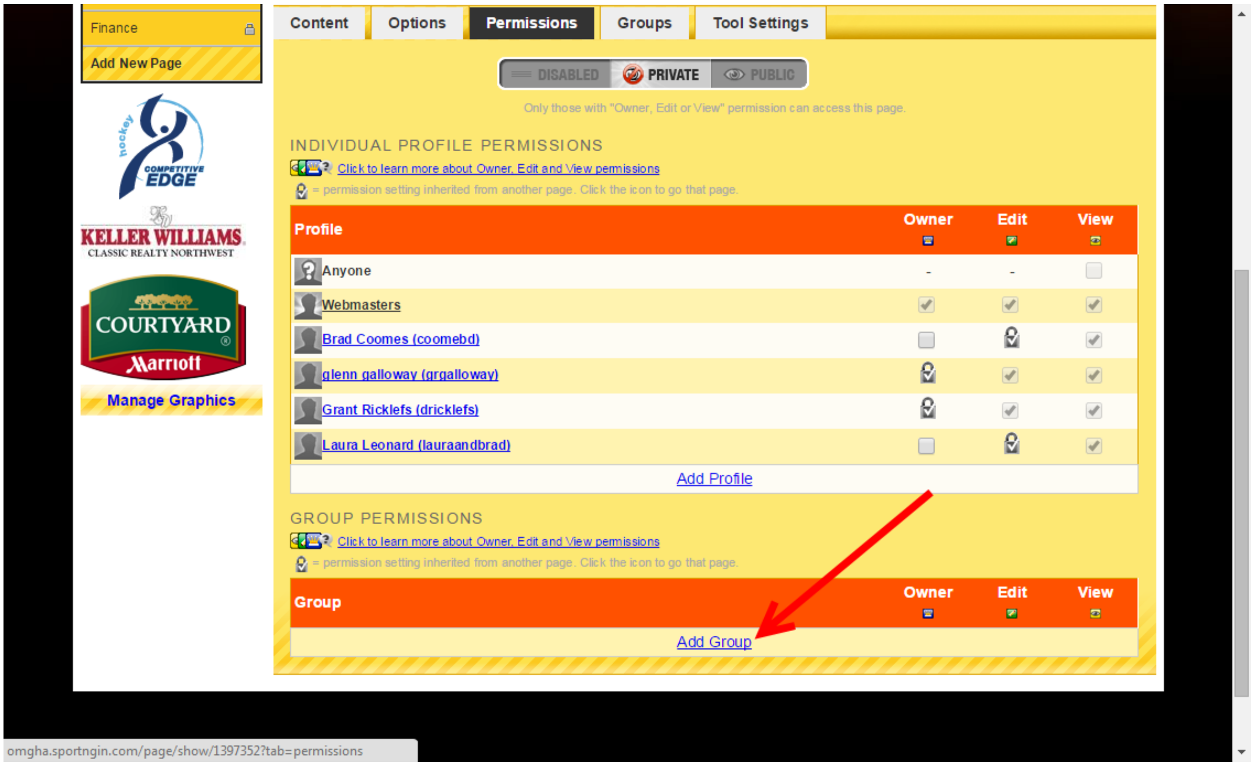


5) Click on Permissions

6) Make sure the page is set to Private and not Disabled nor Public (Also make sure you click on Finance first to ensure you are looking at your Finance page and not your main team page)

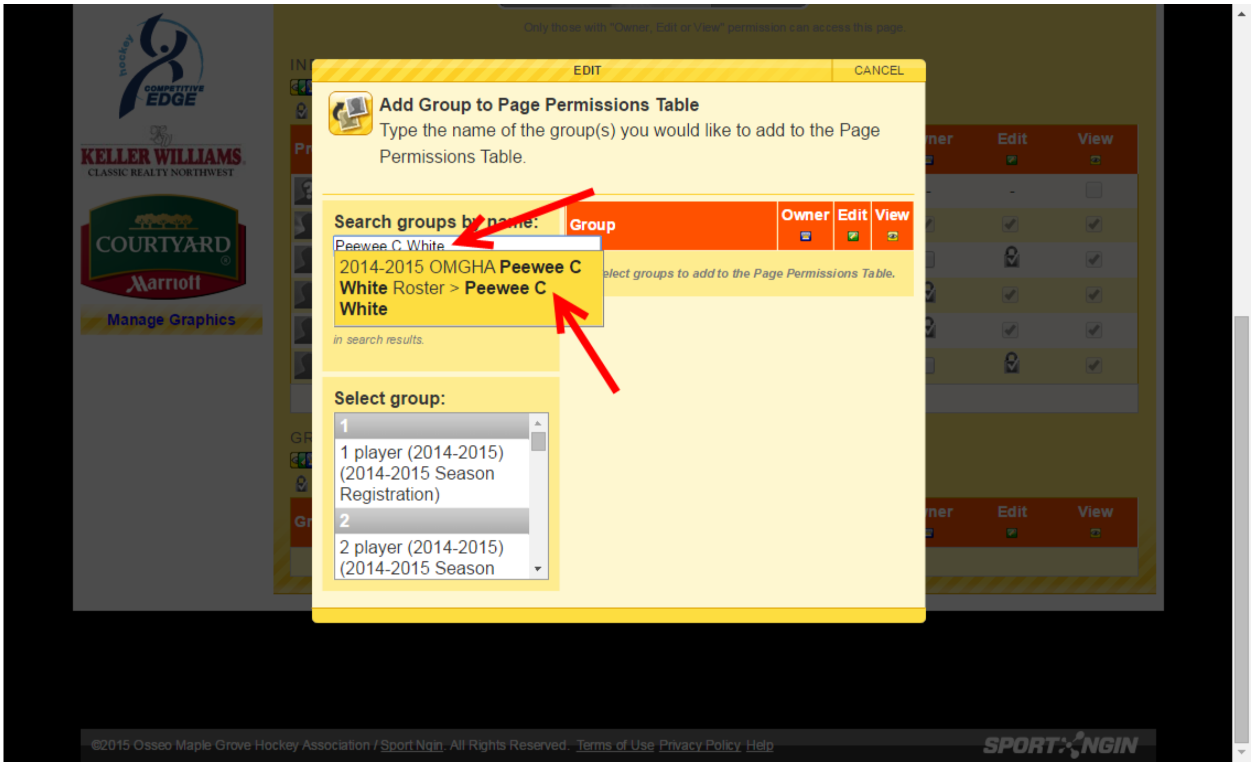


7) Click on “Add Group”

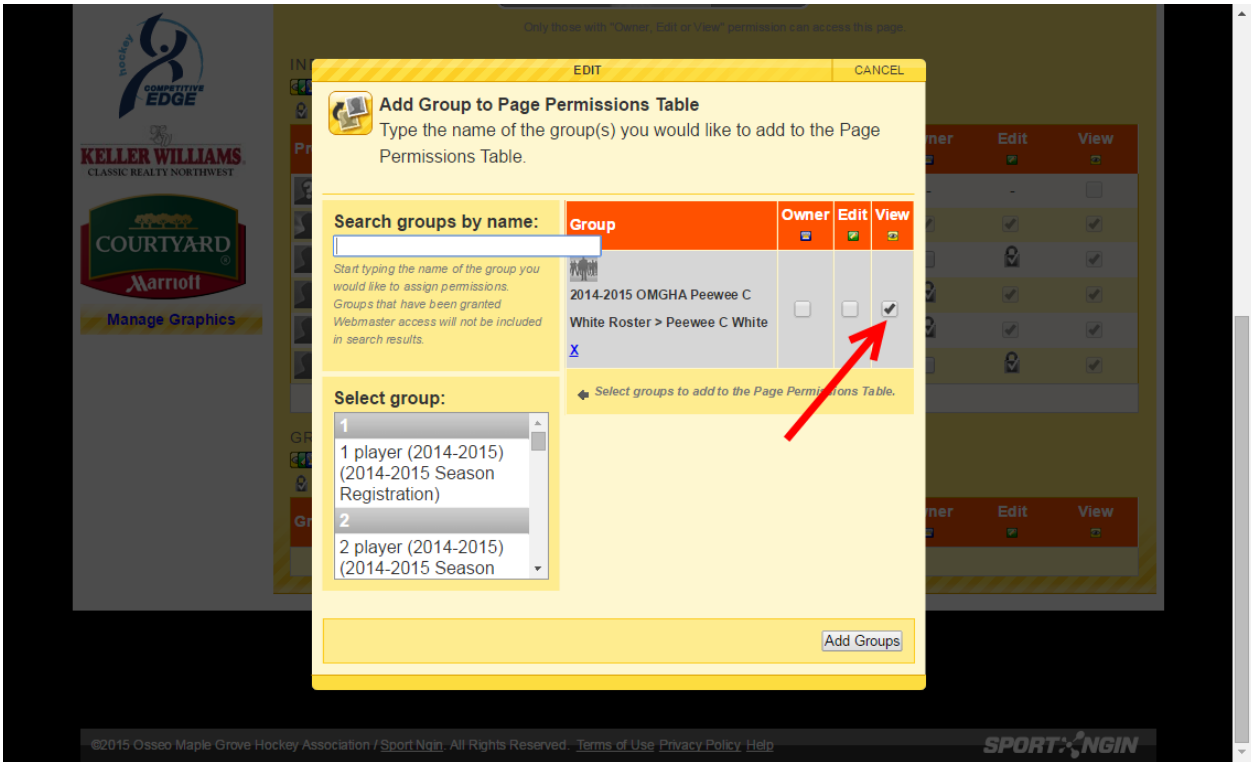


8) Find your Team.

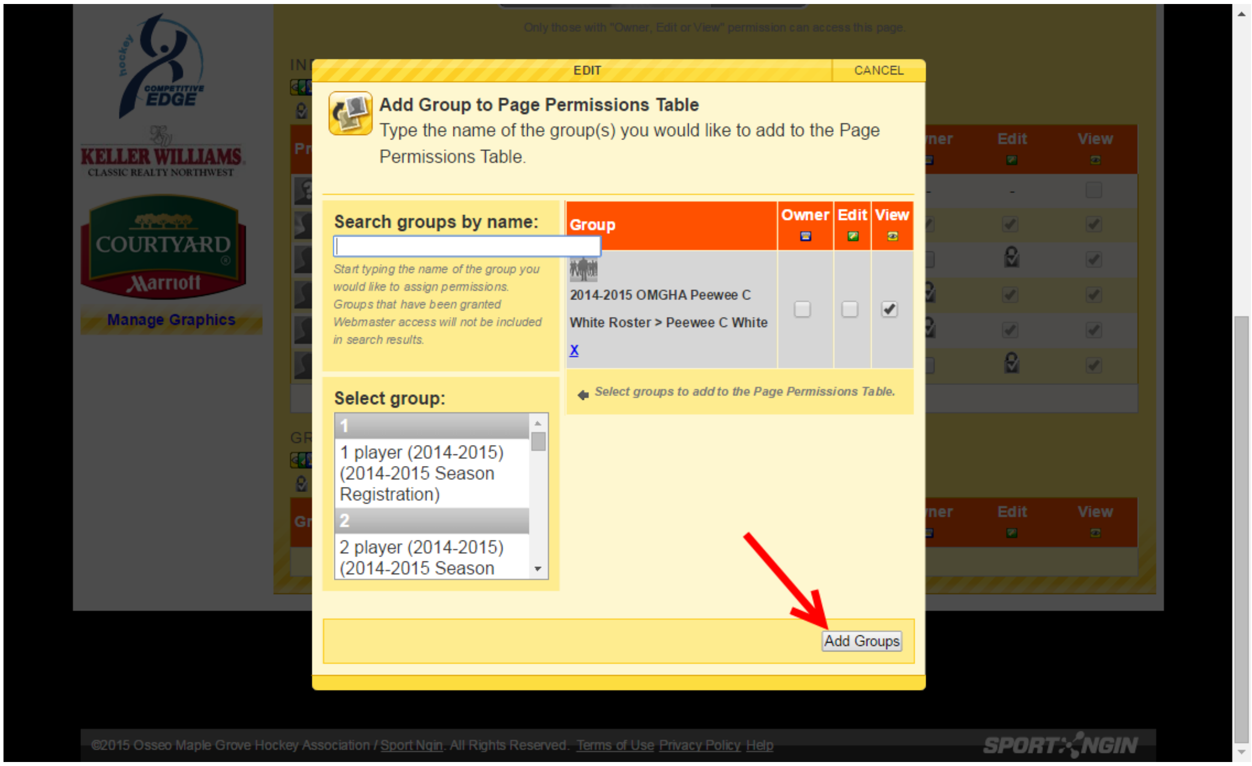
In this example, I typed “peewee C”



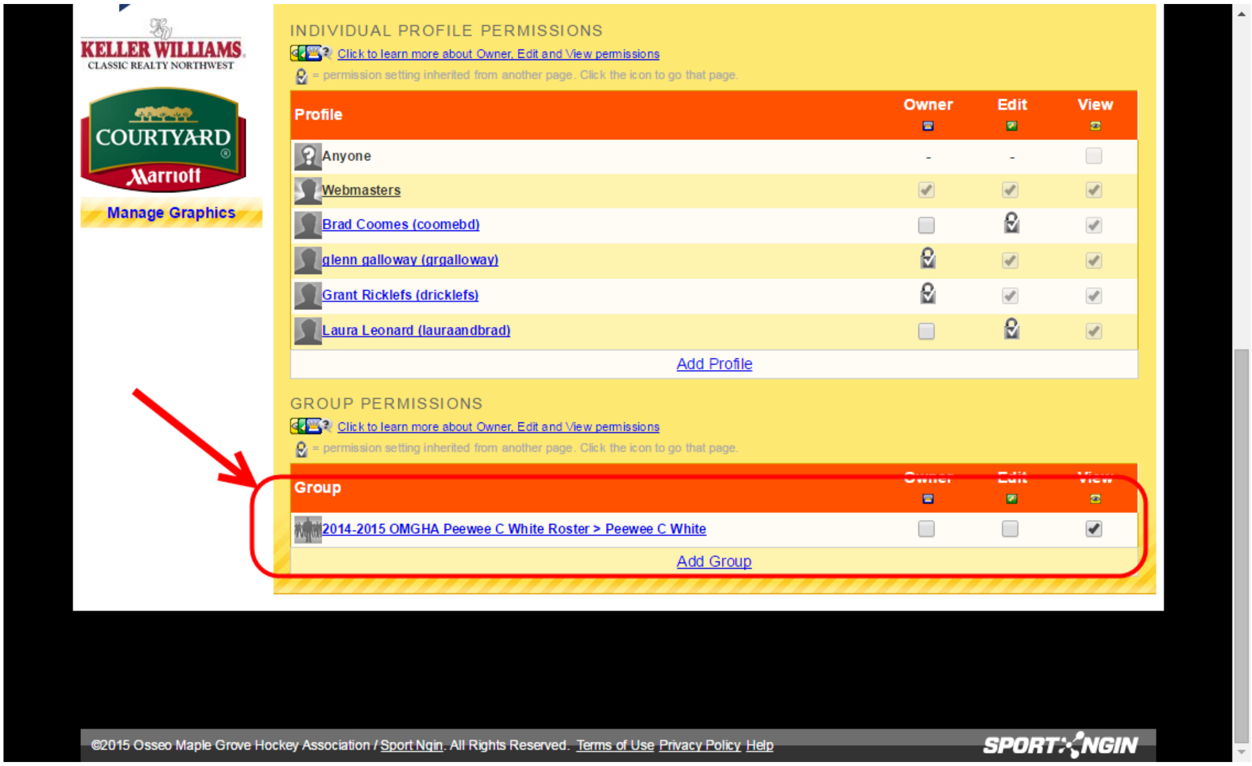
9) Select your team, and make sure “View” is selected (leave Owner and Edit unchecked)



10) Click on “Add Group”



11) Done


KELLER WILLIAMS
CLASSIC REALTY NORTHWEST
COURTYARD
Marriott
Manage Graphics
INDIVIDUAL PROFILE PERMISSIONS
Click to learn more about Owner, Edit and View permissions
= permission setting inherited from another page. Click the icon to go that page.
Profile
Owner
Edit
View
Anyone
Webmasters
Brad Coomes (coomebd)
glenn galloway (grgalloway)
Grant Ricklefs (dricklefs)
Laura Leonard (lauraandbrad)
Add Profile
GROUP PERMISSIONS
Click to learn more about Owner, Edit and View permissions
= permission setting inherited from another page. Click the icon to go that page.
Group
2014-2015 OMGHA Peewee C White Roster > Peewee C White
Add Group
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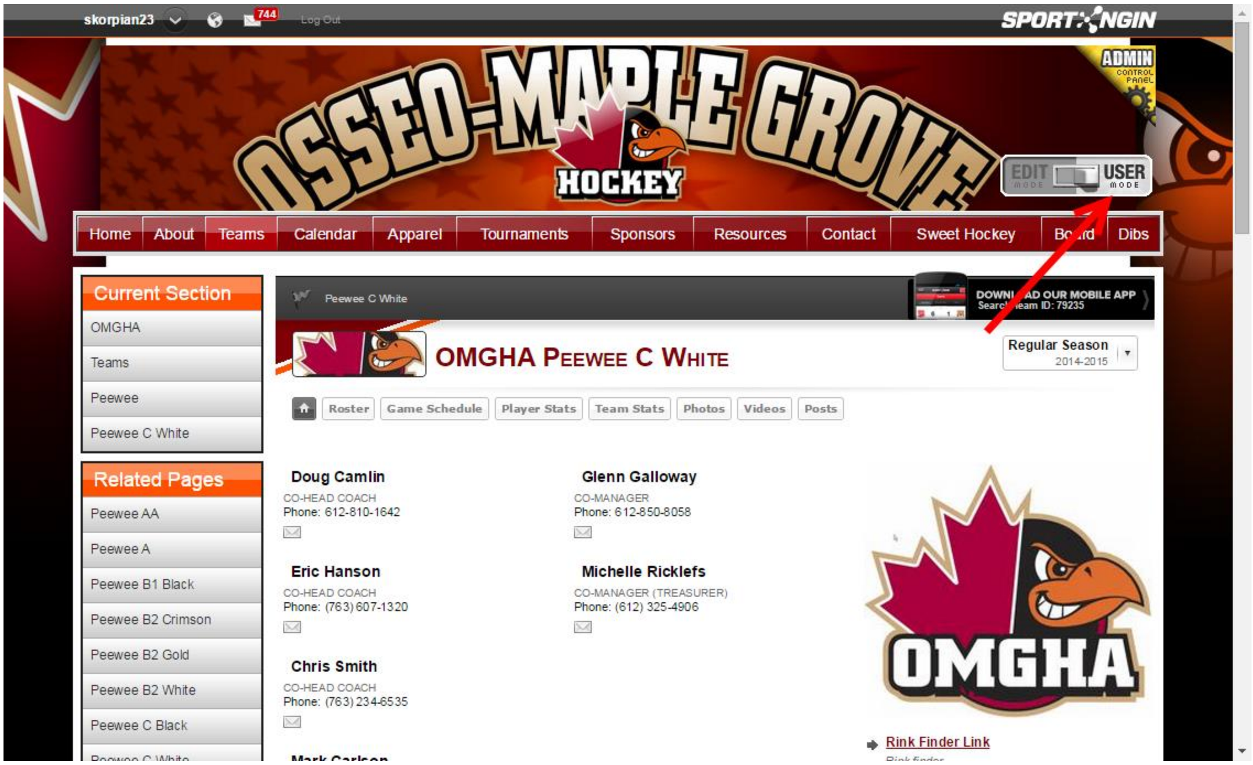
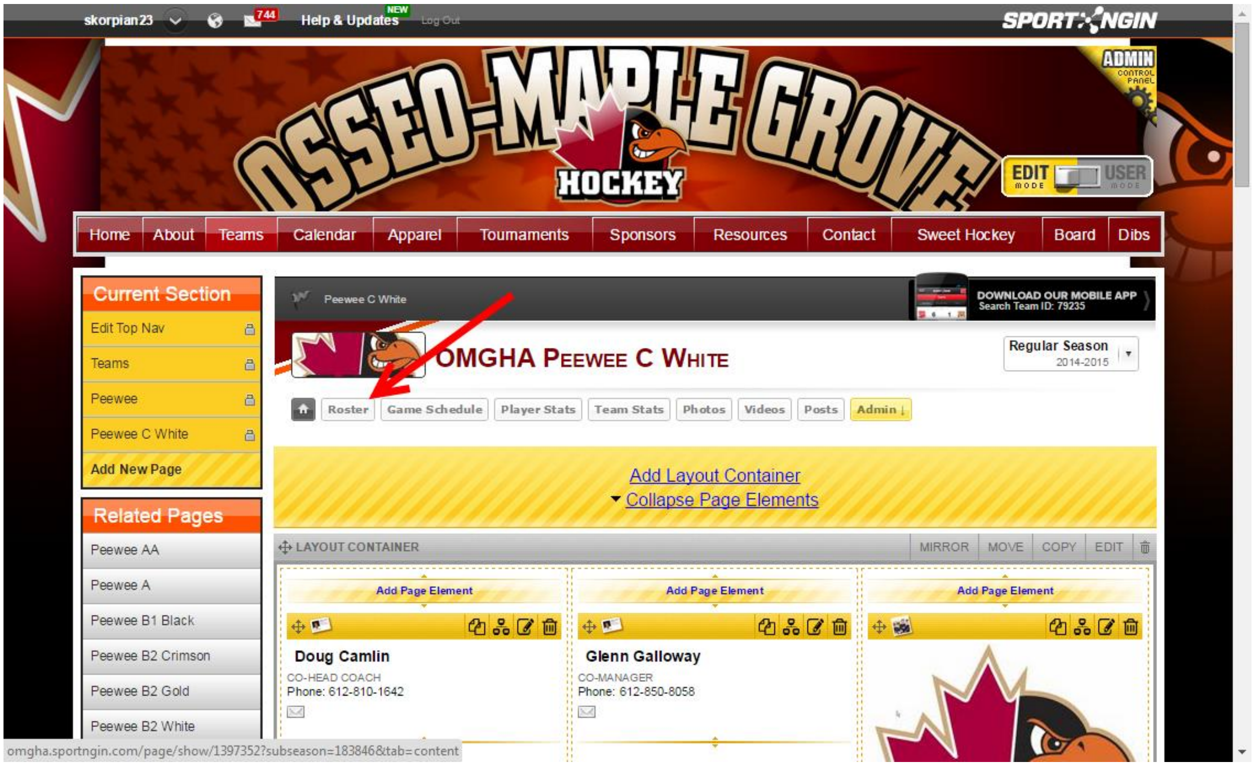
SPORT NGIN

Adding players to the Team Roster

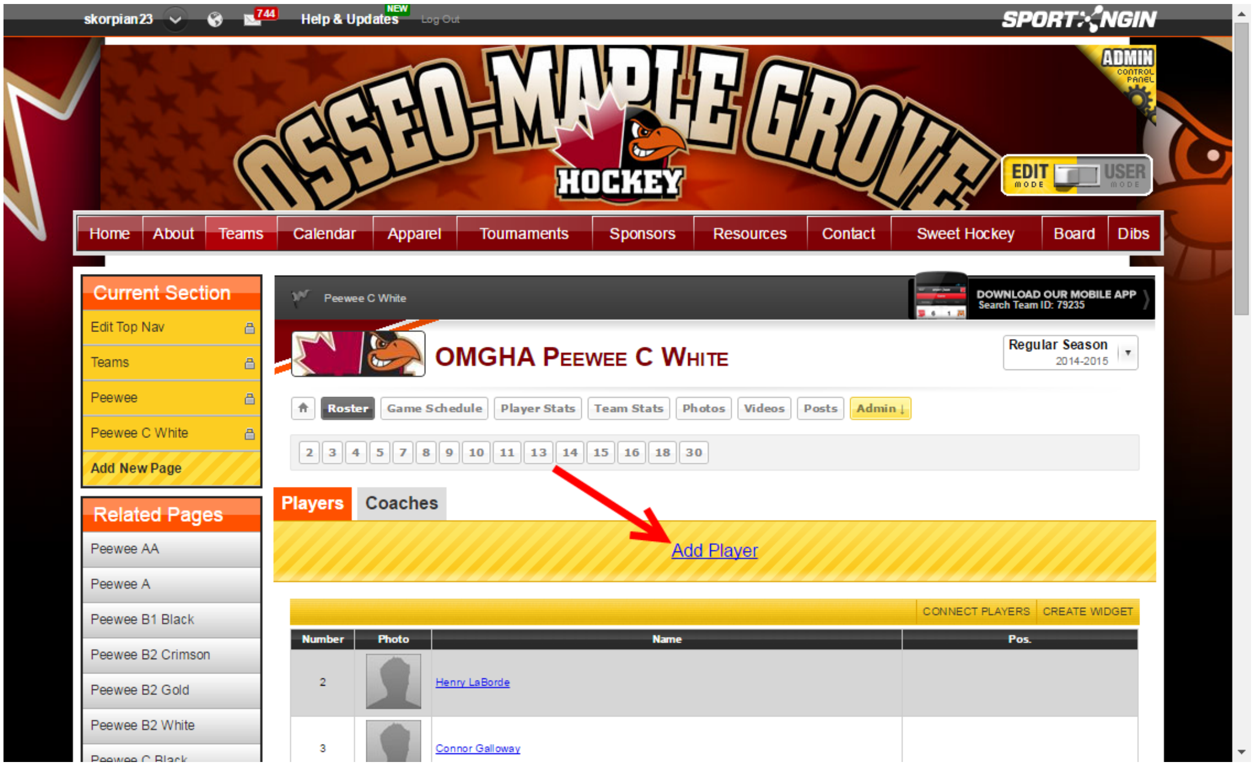
1) From your team page, click the Edit Icon



2) Click on Roster

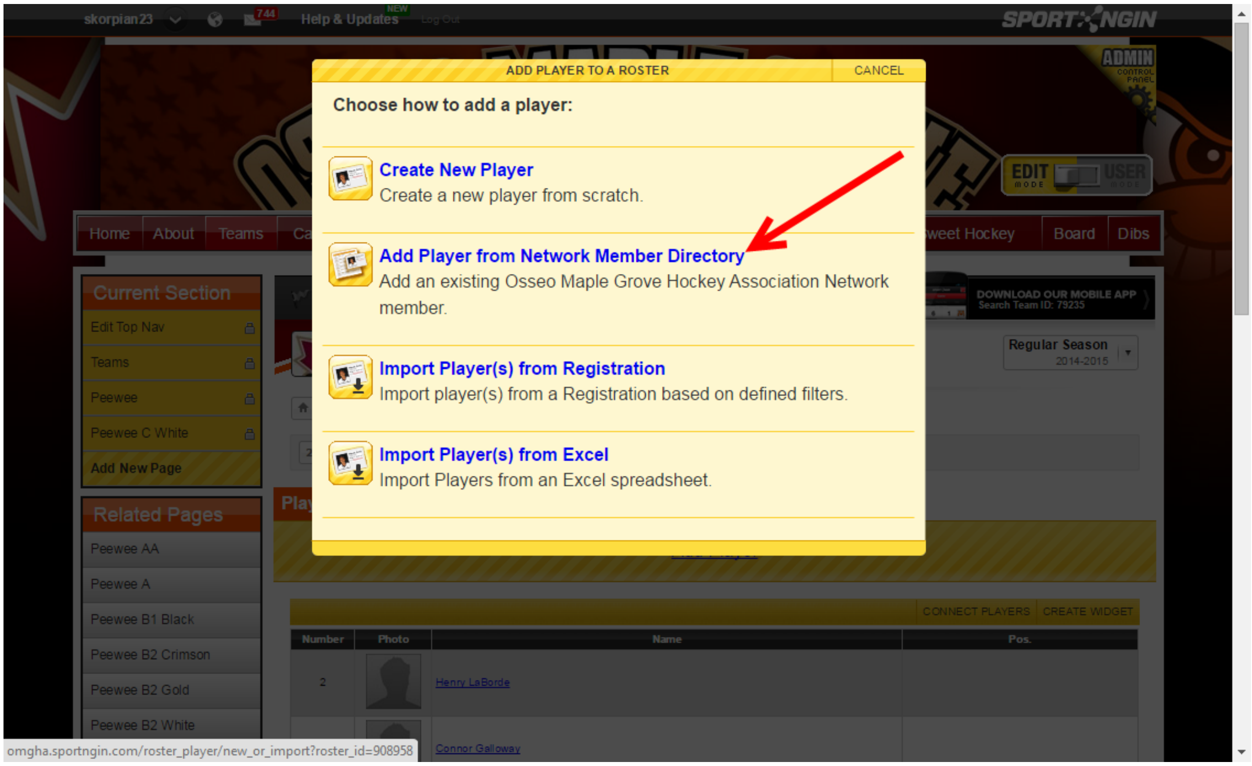


3) Click on Add Player



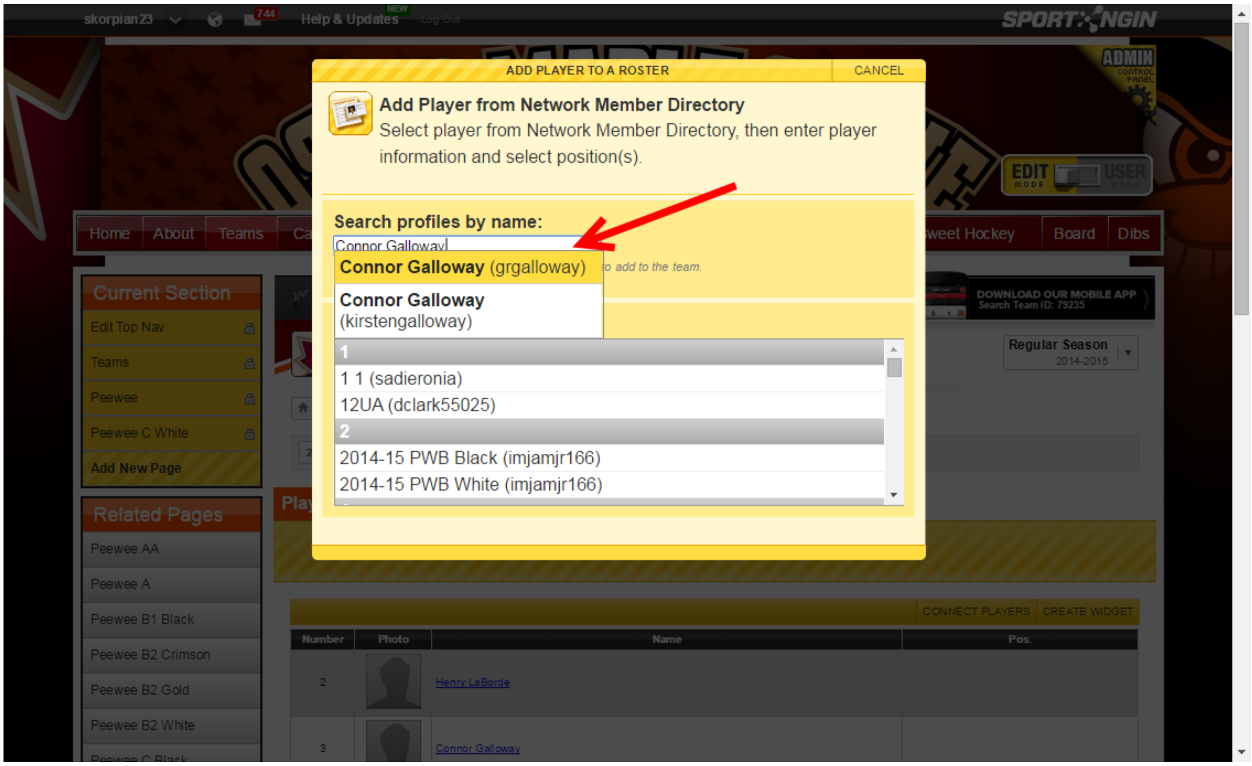
4) Add Player from Network Member Directory.

DO NOT USE Create New Player. This will not link the child's parent to the team group.

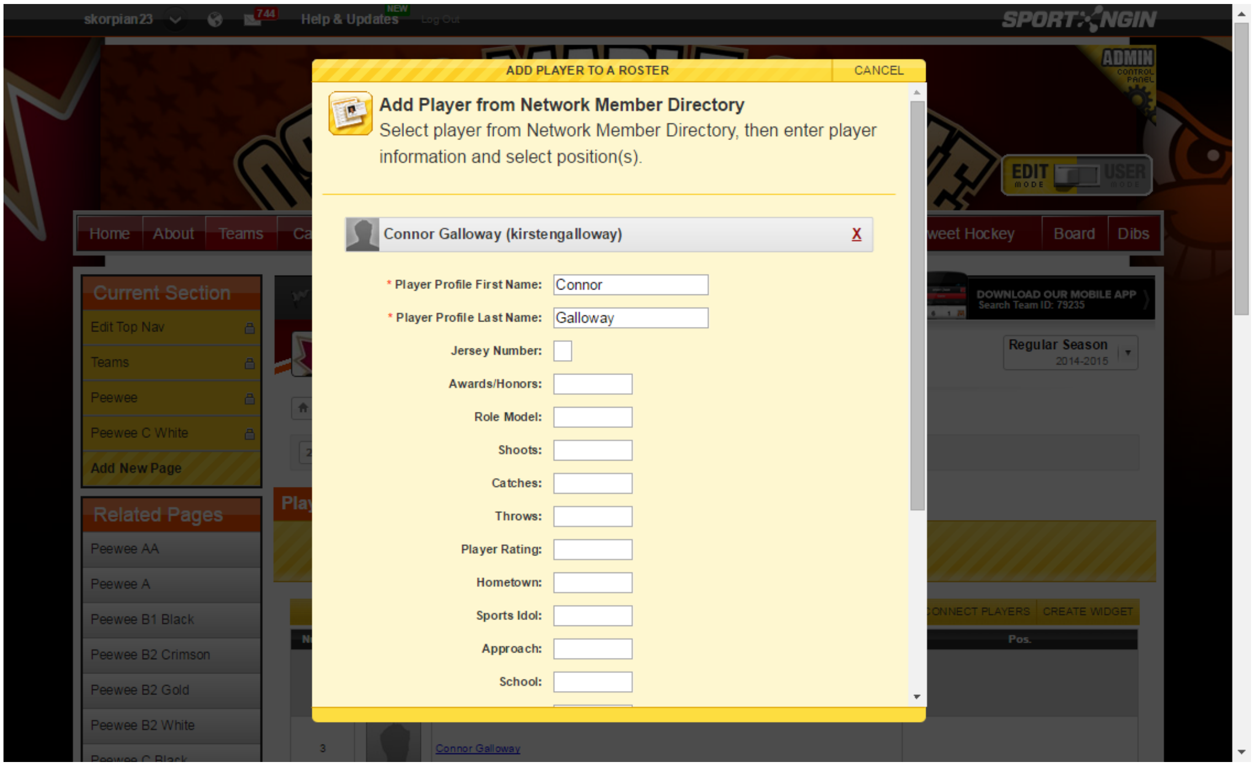


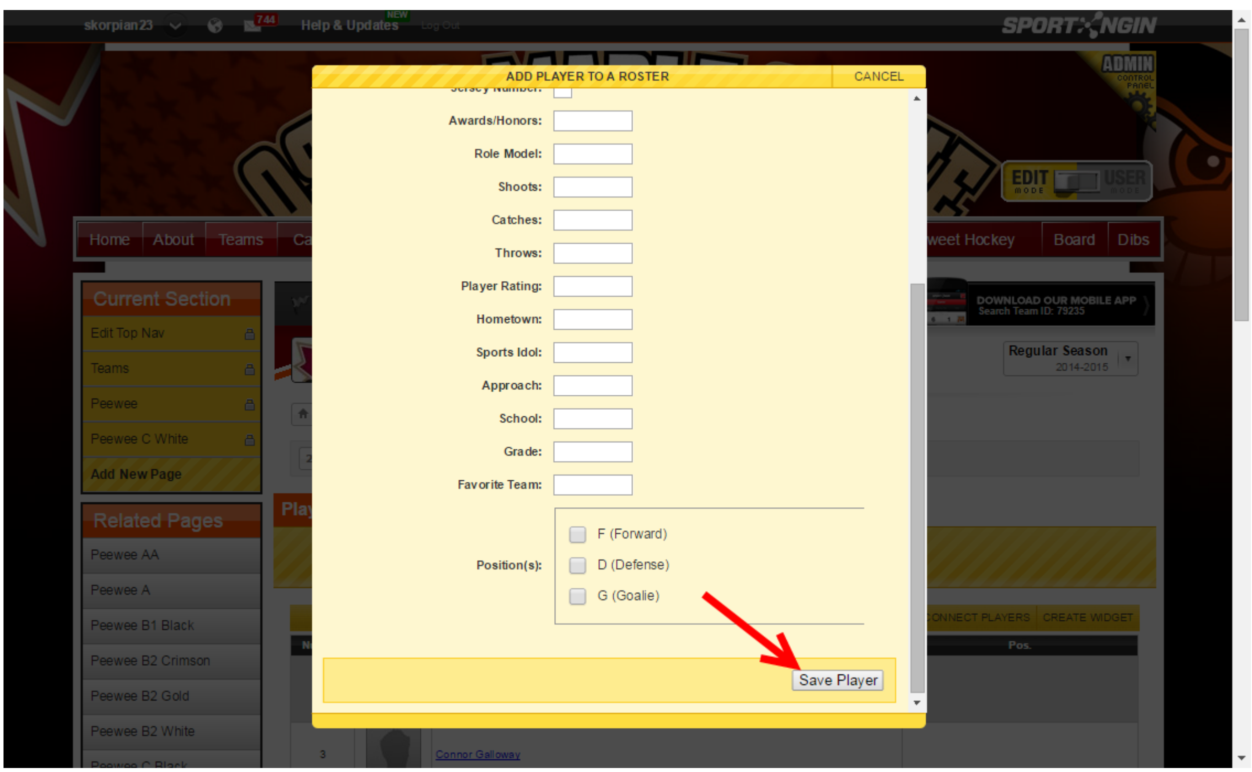
5) Search for the player's name.

If there are more than one option, you may need to confirm with the parent on which account they are using.



6) Fill in any additional Information and click on Save Player





7) Repeat the process for the additional players.