

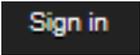


**CC United Website
How-to Guide
CC United Soccer Club**

With manager or coach access to the CC United website, you can post a team bulletin, email the team, enter games and practices and also add team events.

Sign in to the System

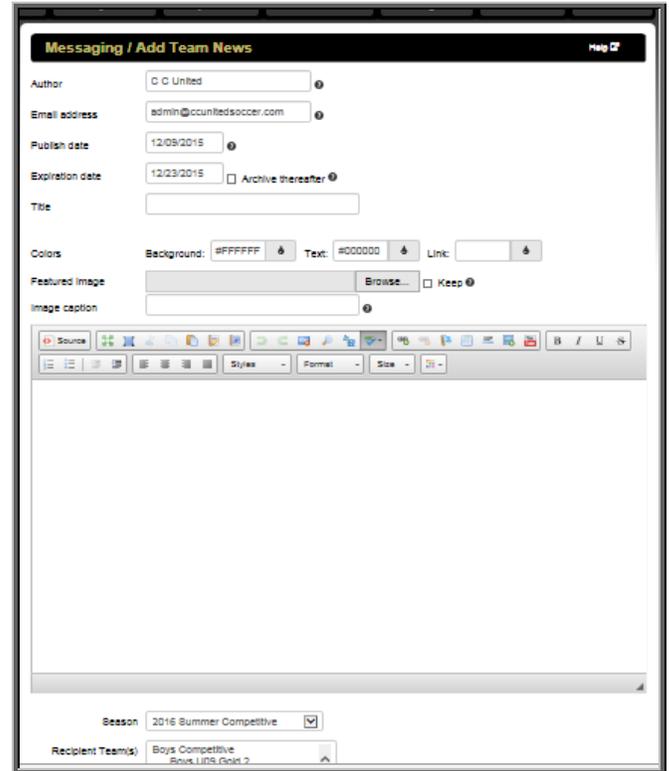
In order to do any website administration, you must first sign to the system and navigate to your team page.

1. Go to the following website: www.ccunitedsoccer.com
2. Click the **SIGN IN** button 
3. Enter your email address
4. Enter your personal password into the **Password** text field
5. Click the **SIGN IN** button
6. Once you are logged in, click the **My Team** tab at the top of the website, and select the appropriate three drop-down choices:
Season: 20XX Summer/Fall Competitive
League: Competitive (Boys or Girls)
Team: Your Team
7. The window that appears will be your team's home page

Post Team News Bulletins

A team bulletin is information posted on the team's home page. You can post team photos, tournament information etc. but remember this is a public page which can be viewed by anyone looking at your page.

1. From the team page, click the  button (located to the left of the Welcome title)
2. Enter your name in the **Author** field
3. Enter your email address in the **Email address** field
4. Enter the **Publish date** to determine when to begin displaying bulletin on the website
5. Enter the **Expiration Date** to determine when to stop displaying bulletin
6. Type a **Title** for the news bulletin
7. Enter the body of the message in the text field
8. If you wish to include a picture with your bulletin, click **Browse**
9. Locate the picture, select it and click **Open**
10. Check the **Keep** field located to the right of the image name to have the picture appear with the bulletin
11. If desired, enter a description for the picture in **Image Caption** field
12. The current season and your team name will be populated in the **Season** and **Recipient Team(s)** fields
13. Check the **Broadcast message** box if you would like your team to be notified via email of the posting
14. Click **Submit**



Edit or Delete a Team News Bulletin

1. From the team page, navigate to the following icon  (to the right of the message) and click the appropriate button
2. Click the  (edit) button in the news message you want to change
3. Make the necessary changes and click **Submit**
4. Click the  (delete) button in the news message to delete (a warning message will ask if you want to delete the message, click okay to delete or cancel to keep)

Email the Team

1. From the team page, click on the **Roster** link on the left side of the window
2. Click **Options**
3. Click **Email Team** from the drop-down menu
4. Enter **Your Name**
5. Enter an email address in the **Reply To** field
6. Team email address will be populated in the **To** field
7. Enter any emails necessary in the **CC** field
8. Enter the subject of the mail in the **Subject** field
9. To include an attachment, search using **Browse**
10. Locate the picture, select it and click **Open**
11. Type the email in the **Message** area
12. Click **Send**

The image shows a web interface for sending an email to a team. At the top, there is a black bar with the text "Options" and a downward arrow. A dropdown menu is open, listing several options: "Direct Link", "Assign Jersey Numbers", "Add a Player", "Email Team" (highlighted in yellow), "Print Full Version", and "Print Condensed". An arrow points from the left towards the "Email Team" option.

Below the menu is the email composition form, titled "Email Team / Boys U09 Gold 2". The form includes the following fields:

- From:** C C United (name that will appear as the sender)
- Reply to:** admin@ccunitedsoccer.com
- To:** paul.o.jackson@me.com, chjackson1@aol.com, rkhby.jackson@me.com
- CC:** (empty field)
- Subject:** (empty field)
- Attachments:** (empty field with a "Browse..." button)

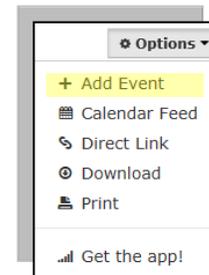
Below the form is a "Message" area with a rich text editor toolbar. The toolbar includes icons for source, undo, redo, bold, italic, underline, link, unlink, list, and table. Below the toolbar are dropdown menus for "Styles", "Format", and "Size". The message body is currently empty.

At the bottom of the form is a blue "Send" button.

Adding Practices on the Team Calendar

To Add a Practice:

1. After you are logged in, go to your team's **Schedule** page
2. Click **Options, Add Event**
3. Enter the **Date**
4. Enter the **Start** time
5. Enter the number of minutes for the event. The End time will automatically fill in
6. **Location**
 - a. For practices on outdoor fields, select the **CAMPUS** location. For example, CCU01-03 Bandimere Campus.
 - b. For practices at indoor facilities, select the correct facility.
7. **Category**, select **Practice**
8. **Season**, verify the correct season is selected
9. **Teams**, select your team
10. **Event Note** – use this field to enter any additional notes for your team (ie. Field number for indoor sessions, arrive 15 min. early, etc.)
11. Check **Notify Team members and parents** if you want an email sent out notifying them of the added practice. If you are adding multiple sessions, deselect this option and send an email to your families once everything is entered.
12. Select **Submit**
13. Review your calendar to make sure everything is correct and notify your team.



Send Notifications Now?

You can decide whether or not to notify your team when an event is added/edited on the team calendar. If you have the boxes checked, your team will be sent an email for EVERY event you add or edit.

- If you are adding several practices, uncheck the boxes instead send one email to the team notifying members that practices/games have been entered
- If making a change to a single game or practice, it is appropriate to have the members receive the notification so they are aware of the change

Additional items to note when adding practices:

For outside field scheduling:

Before entering a practice on the CCU Website:

- Check the **Campus Summary** to locate the fields and times available for your age group.
- Check the **Master Schedule** to make sure there is enough space to practice and that a game is not scheduled for that location.

Note the Following for Outdoor Fields:

- Games take precedent over practices
- Teams should not schedule practices over the **7pm hour**. Practices should either end at, or before, or start on, or after, 7pm. This allows fields to accommodate two shifts per night.

Recurring Games Feature

- If your team is consistently practicing the same day/location/time, you can use the Recurring Games option to enter in all practices as once. If there is an exception or two, you can go back to the Schedule page and delete the exceptions. This is a big time saving feature!

Adding Games to the Team Calendar

To add a game:

1. After you are logged in, go to your team's **Schedule** page.
2. Click **Options, Add Event**
3. Enter the **Date**
4. Enter the **Start** time. This is the MYSA schedule time for the game to begin
5. Enter the number of minutes for the event (see time schedule below). The End time will automatically fill in.
6. **Location**, this is for home fields only. Select the home field. If the field is not listed, do not select a random field. **AWAY** fields are entered in the Event **Note** field.
7. **Category**, select **Game**
8. **Season**, verify the correct season is selected
9. **Teams**, select your team
10. **Outside Opponent**, select the GENERIC team title. For example, for EPSC U12 C1, select EPSCXX
11. **Event Note** – use this field to enter in the away field and any additional notes for your team.

Note the Following:

1. **Home games should be scheduled to the exact fields listed.** Home fields are listed on the CCU website.
2. Enter the **EXACT game time listed from MYSA** on the calendar. If you want your team to show up early, put that in the notes section. Games are scheduled back-to-back, so including your warm-up time will cause conflicts when other teams try to schedule their games.
3. **If you are playing another CCU team, leave the Outside Opponent field BLANK.** Do not select the CCU team from the drop-down. Doing so will cause your information to copy over to their calendar as well.
4. Tell your families that the schedule is **TENTATIVE** until the reschedule period is over. The schedule may, and probably will change during MYSA's open reschedule period.

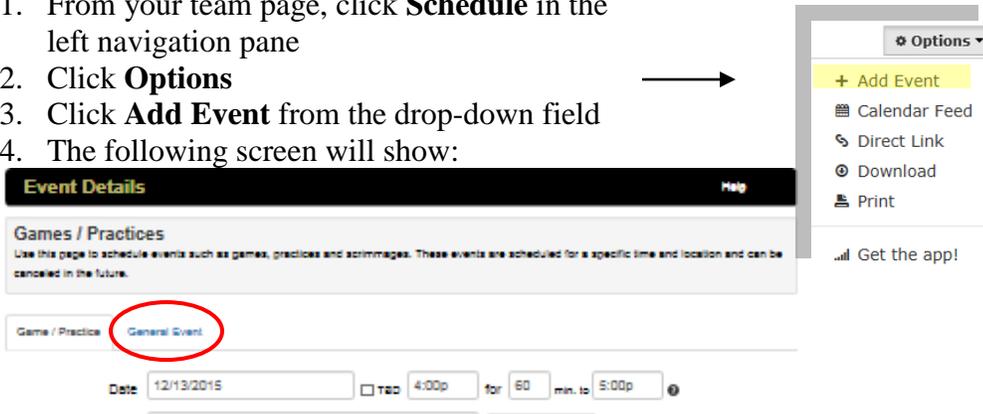
How long do I allow for a game when scheduling?

Use the following guidelines when entering game start/end times:

- U9/10 – play 2-25 min. halves. Schedule 60 min. games
- U11/12 – play 2-30 min. halves. Schedule 75 min. games
- U13/14 – play 2-35 min. halves. Schedule 90 min. games
- U15/15 – play 2-40 min. halves. Schedule 90 min. games
- U17/18/19 – play 2-45 min. halves. Schedule 100 min. games

Add General or Recurring Events

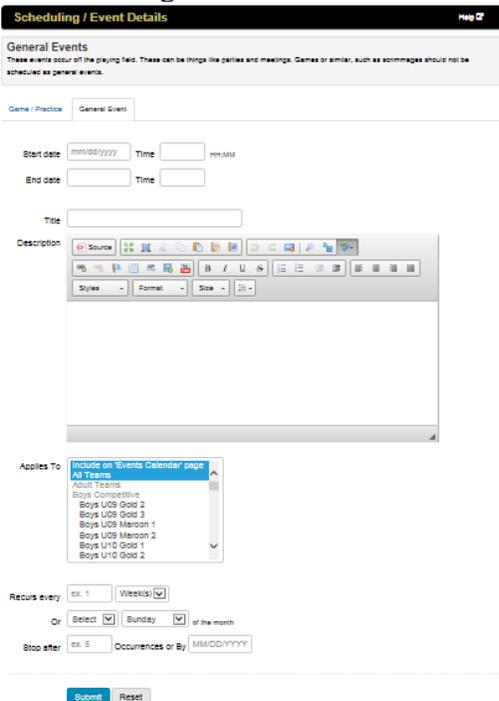
1. From your team page, click **Schedule** in the left navigation pane
2. Click **Options**
3. Click **Add Event** from the drop-down field
4. The following screen will show:



The screenshot shows the 'Event Details' page with a 'Games / Practices' section. Below this, there are tabs for 'Game / Practice' and 'General Event', with 'General Event' circled in red. To the right, an 'Options' dropdown menu is open, showing 'Add Event' as the selected option. Other options include 'Calendar Feed', 'Direct Link', 'Download', 'Print', and 'Get the app!'. Below the tabs, there are input fields for 'Date' (12/13/2015), 'Time' (4:00p), 'for' (60 min.), and 'to' (5:00p).

5. Click General Event

6. The following screen will show:



The screenshot shows the 'Scheduling / Event Details' page for a 'General Event'. It includes a 'Description' field with a rich text editor, an 'Applies To' dropdown menu with a list of teams (e.g., 'All Teams', 'Adult Teams', 'Boys U09 Gold 2'), and a 'Recur every' section with options for frequency (e.g., 'Every 1 Week(s)', 'Every Sunday of the month') and a 'Stop after' field (e.g., '5 Occurrences or By MMDDYYYY').

7. Enter the game or practice **Start Date, Start Time, End Time** and **End Time**
8. Enter the **Title**
9. Enter the Description
10. If your team is not populated in the **Applies To** field, select your team
11. If the event will be recurring, in the **Recurs Every** field, type the frequency as a number (if, for instance, your practice occurs every two weeks, you would type a "2" in the **Every** field and then select "Week(s)" from the drop-down list
 –OR– You can select a certain day of every month (i.e. first Sunday)
Note: If you enter recurring items, you must edit/delete them one by one
12. Type a number in the **Stop After** that determines how many weeks (days, months, etc.) for which the event will take place (if you want an event to run every week for 6 weeks, type 1 in the **Every** field and 6 in the **Stop After** field)
13. Note: You can also enter a date to **Stop By** instead of using the **Stop After x Occurrences**
14. Click **Submit**

Edit or Delete a Scheduled Item

1. From your team home page, click the **Schedule** link along the left side of the window
2. To toggle between the schedule and calendar view, click the appropriate tab (schedule or calendar)

Season: 2014 Summer Competitive | League: Boys Competitive | Team: Boys U09 Gold 1

Boys U09 Gold 1 Schedule

Schedule Calendar

Date	Time	Details	Event	Location	Actions
<input type="checkbox"/> Sat, Feb 15	08:00 AM	Boys U09 Gold 1	Futsal League	Indoor - Victoria FldHse	
Sat, Feb 15	04:00 PM	undefined		Indoor - Jonathan Elem	
Sat, Feb 22	04:00 PM	undefined		Indoor - Jonathan Elem	
<input type="checkbox"/> Sun, Feb 23	12:00 PM	Boys U09 Gold 1	iSoccer Skills Training/Testing	Indoor - CMS West Gym	
<input type="checkbox"/> Sun, Mar 2	12:00 PM	Boys U09 Gold 1	iSoccer Skills Training/Testing	Indoor - CMS West Gym	
<input type="checkbox"/> Sun, Mar 9	12:00 PM	Boys U09 Gold 1	iSoccer Skills Training/Testing	Indoor - CMS West Gym	
<input type="checkbox"/> Sun, Mar 16	12:00 PM	Boys U09 Gold 1	iSoccer Skills Training/Testing	Indoor - CMS West Gym	
<input type="checkbox"/> Sun, Mar 23	12:00 PM	Boys U09 Gold 1	iSoccer Skills Training/Testing	Indoor - CMS West Gym	
<input type="checkbox"/> Sun, Mar 30	12:00 PM	Boys U09 Gold 1	iSoccer Skills Training/Testing	Indoor - CMS West Gym	
<input type="checkbox"/> Sat, May 17	09:00 AM	Boys U09 Gold 1	Tournament	Eden Prairie, TBD	
<input type="checkbox"/> Sat, Jun 14	10:00 AM	Boys U09 Gold 1	Tournament	Lakeville, TBD	
<input type="checkbox"/>	Delete checked				

3. When viewing the **Schedule** (not calendar), click the  (edit) button next to the bulletin you want to edit
4. Make appropriate changes and click **Submit**
5. To delete a calendar item, click the  (delete) button next to the item (located under **Actions** on the right hand side of the screen)