

RugbyCT Team Manager's Manual

February 25, 2013

Welcome to the RugbyCT.org (CT SBRO) Team Managers' Manual. This documentation is designed to make it easier for you to use the different features associated with your club's link into their RugbyCT website page. These capabilities will make it easier for you to manage your team (post games, results, standings, web contact). The web contact will be notified any time a game is changed or added.

For those teams with their own League Athletics website, the schedule will automatically push down to their website and all players and parents on the roster will get any game updates automatically. Even if you have your own League Athletics website, it is **STRONGLY** suggested that **ALL** games be scheduled thru the RugbyCT website. That way everyone from around the state/country will know to look one place to find teams game schedules. Practices should be kept on your team's League Athletics website. Since all games are pushed down from RugbyCT.org to your team's site, members of your team will only need to look at your team's site.


Additional features to follow team bulletins, pictures, documents, additional contacts, automatic updates to newspapers, etc.

This manual will explain step by step how you can:

- **Log In**
- **Add/Edit a Game**
- **Submit Pitch Info to CT Rugby**
- **Post Game Results**
- **Post a General Event**
- **Add / Edit a Team Bulletin**
- **Upload Team Document**

All of the above features will be available to you after you Log In with an email address which is registered as a Team Manager on the RugbyCT.org site.

Notes:

- **Field specific help is available on each form by clicking the blue help dots  to the left of each field.**
 - **If you would like to add another person to the Team Manager role for your organization, please send an email to RugbyCT@hotmail.com. Include the persons First Name, Last Name, email address and team/organization.**
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Log In:

This will allow you to log in with a Known password, if you Forgot password, and even if you have never received a password. If your email is on RugbyCT.org, a password can be sent to your email address. These instructions will also instruct you how to Change your password or edit the My Account information.

1. Go to www.RugbyCT.org
2. Click Log In on the upper right corner of the screen
3. Enter your email address & password
 - a. If you do not know your password, have forgotten it or never received it; leave the password field empty and click on Log In again.
 - b. Your password will be sent to your email address.
4. Once you Log In, you can modify your password or edit the My Account information as follows.
 - a. Click on Association on the left.
 - b. Click on Edit My Account at bottom of the Association menu.
 - c. Click on your name from the Family Members page.
 - d. You can also update any personal info you choose on this page tabs.
 - e. To create a personal password, enter your personal password in the Password and Enter It Again fields.

Add/Edit a Game:

The Scheduling feature will allow you add and edit game information.

1. From your Team's page, click on Schedule
2. To add a new game, click Add Event at the top of the Event Schedule page
3. Fill out Form
 - a. Location Tab - if you do not see your location listed, go to the "[Submit Pitch Info to CT Rugby](#)" form on the Association page. RugbyCT will add the Pitch info and you will be notified when the Pitch has been added.
4. Under Category choose Game
 - a. **ONLY use CTSBRO LEAGUE as the event type if this is an ACTUAL league game.**
 - b. CTSBRO LEAGUE games are always Div. 1 vs Div. 1 or Div. 2 vs Div. 2
 - c. Only CTSBRO LEAGUE games will count toward league standings
 - d. All other GAME events will be shown in standings, but will not count toward ranking
 - e. Game results will be maintained for Div. 3, but Standings will not be registered
 - f. The only event types that teams should use are CTSBRO LEAGUE, GAME and TOURNAMENT.
 - g. Scrimmages should be created a type GAME where the scores are not submitted/recorded.
 - h. Jamborees are General Events which will be created by RugbyCT.
5. Continue adding information to the rest of the form.
6. Click "Submit" to complete


Submit Pitch Info to CT Rugby:

To remain consistent with the naming of Pitches both within and outside of the CT SBRO league, CT SBRO will manage the addition of Pitch info into the CT SBRO database. You will need to follow the instructions below to submit a request to add Pitch info. It is our expectation that the Pitch info will be added in a day or two and an email message will be sent to the individual who requested the Pitch to be added..

1. From the Association menu, select "Request to add new facility/pitch"
2. Complete all required fields
 - a. Make sure the street address goes to the correct location from a GPS utility like Mapquest or Google Maps.
 - b. Directions are only needed if there special instructions are needed once the driver has reached the street address.
3. Press "Continue" to send the request to CT SBRO.

Post Game Results or Edit Game Info:

This section will allow you to enter or change a score as well as any other information about a game.

1. From your Team's page, click on Results
2. On the team results page, find the game you wish to edit and click on the "Edit" icon  to the right of the game (You will only see this if your email address is registered as a Team Manager)
3. Enter score & number of tries for each team
4. Click "Submit" to confirm changes.
5. **Please enter all game results within 24 hours.**

Post a General Event:

This feature will allow you to post events on your teams "Event Calendar" and "Schedule" page for a specified period of time. This is a great tool for adding an event such as an additional practice, trip or meeting


1. Select "Admin" from the menu tabs at the top of the page
2. Next, select "General Event" from the menu pages to the left of the screen
3. Fill in the information for your general event
Note: You must enter a start date and a title. If no end date is entered, the end date will be the same day as the start date
4. Under the recurrence section, you may leave the values blank if this is a one time general event
5. Click submit to confirm general event

Add / Edit a Team Bulletin:

The bulletin should be the primary way to communicate with your team's players and parents. Bulletins are displayed on your team's home page with the newer bulletins displayed at the top of the page. You can optionally email new bulletins to players and parents using the "Broadcast Email" feature.

1. Select "Team" from the menu tabs from the at the top of the page
Note: You may have to select season, league and team at the top of the page
2. Click on the "Add a New Bulletin" hyperlink
3. Enter information including "Respond To", "Publish Date", and "End Date"
Note: If no "End Date" is entered the bulletin will remain on your team's page indefinitely
4. Enter the title and write your bulletin.
5. You may choose to have the bulletin emailed by checking the "Email Broadcast" box. Select who you would like the bulletin to be mailed to (parents, players or both)
6. Click "Submit" to complete

To edit an existing bulletin, just click on the "Edit" icon  next to the bulletin on your team's page

To delete an existing bulletin, just click on the "Delete" icon  next to the bulletin on you team's page

Alternatively, you may email your entire team without creating a public message by using the "Email the whole team" link at the bottom of the "Roster" page. This gives you a private alternative to posting a public bulletin.

Upload Team Document:

This feature will allow you to upload a document from your computer to your teams page. This is can be used to post a new playbook, parental permission slip or any document that you would like only your team to have online access to. Your team's document access page is password protected.

1. Select "Documents" from the Team menu pages at the left of the screen
2. Enter the name of document as you would like it appear on website
3. Type a brief description
4. Select "Browse" to locate document file on your computer.
5. Make sure your team is selected under the "Available To" list
6. Click "Submit" to confirm upload your document to your team's document page.