

ATHLETIC GROUPS

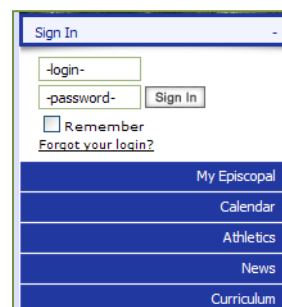
Athletic Groups communicates team information by giving you the ability to create team-specific pages that feature rosters, schedules, announcements, statistics, downloads, and photos. Students and parents can then view this information for a specific team or all relevant teams at once from their portal.

To access the new website go to <http://www.alumni.ehsbr.org>.

*Note: (This will change in August when the website will go back to the original <http://www.ehsbr.org>.)



Click on any of the links across the top to get to the *Sign In* screen. Click on the + sign to expand the window. Enter your login and password and click Sign In.




Upon logging in, you will arrive at the school portal called **My Episcopal**. This portal is the school-wide information hub. Everyone will go there when they log on. From there you will have the option to go to 4 other portals:

- Academic Portal – contains all course information
- Lower School Portal – displays all LS divisional information
- Middle School Portal - displays all MS divisional information
- Upper School Portal – displays all US divisional information

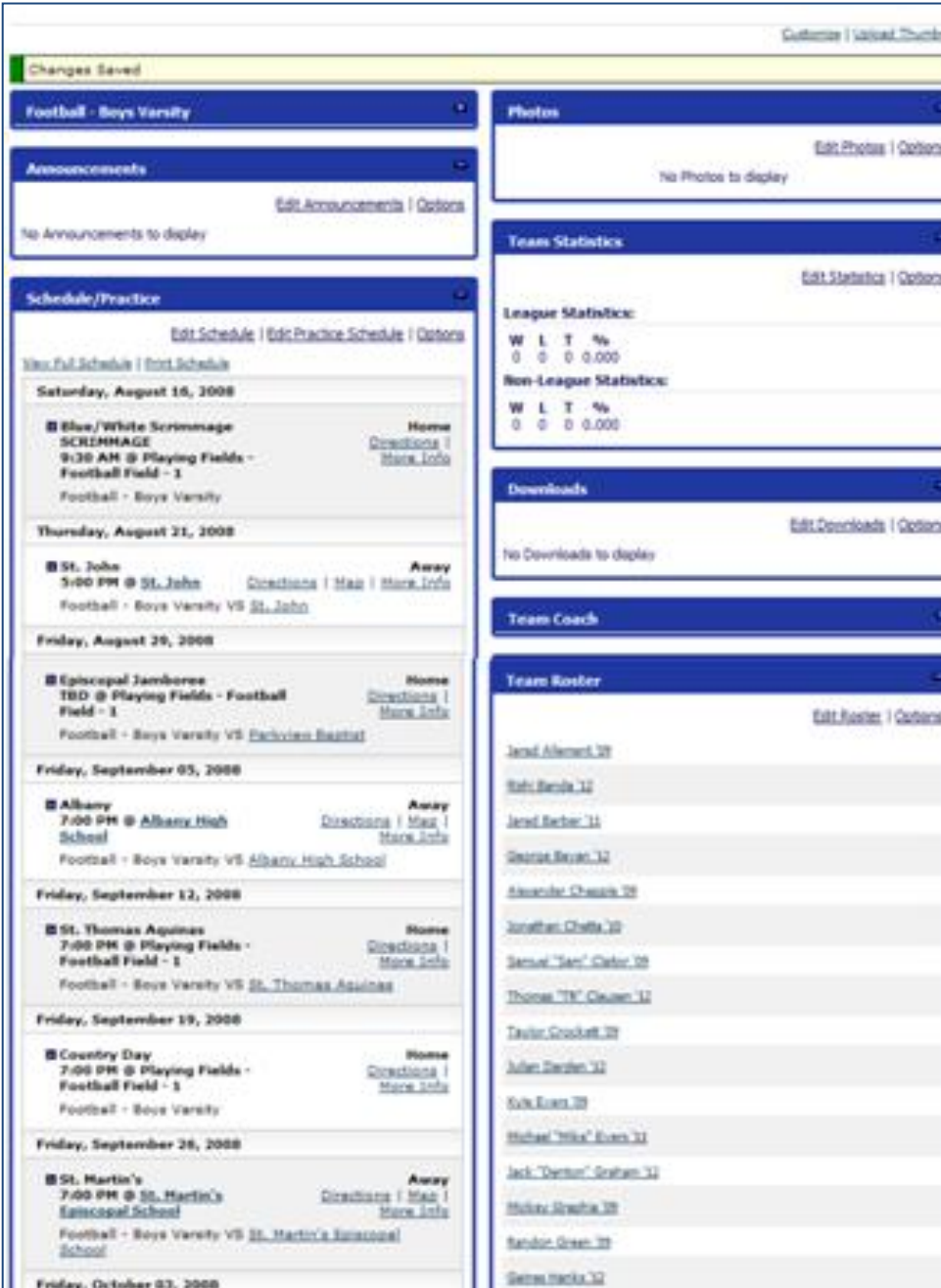
The content of the portals is organized into specific content categories called "channels". It is from these "channels" or the blue left-hand navigation that you can access your team pages, course sections, and other valuable information. Managing content is done by clicking on the Add or Edit button on the top right of the different channels.

The WhippleHill database organizes information based on user relationships with the school. This is done through Roles and Groups.

- **My Roles** – what tasks and channels users are allow to access based on their affiliation with the school, (alumni, teacher, student, etc.)
- **My Groups** (Summer 08 software release)– personalized listing of the groups each user belongs to based on his or her Roles (Teacher, Parent, Alumni, etc.) and Associations (parent of girls' varsity volleyball player).

TEAM PAGE

The following instructions explain the general information that can appear on your team page.



The screenshot displays a team page for 'Football - Boys Varsity'. At the top, there is a 'Changes Saved' notification. The page is organized into several vertical sections:

- Announcements:** Currently shows 'No Announcements to display' with an 'Edit Announcements | Options' link.
- Schedule/Practice:** Contains a list of games:
 - Saturday, August 16, 2008: Blue/White Scrimmage (Home) at 9:30 AM at Playing Fields - Football Field - 1.
 - Thursday, August 21, 2008: St. John (Away) at 5:00 PM at St. John.
 - Friday, August 29, 2008: Episcopal Jamboree (Home) at TBD at Playing Fields - Football Field - 1.
 - Friday, September 05, 2008: Albany (Away) at 7:00 PM at Albany High School.
 - Friday, September 12, 2008: St. Thomas Aquinas (Home) at 7:00 PM at Playing Fields - Football Field - 1.
 - Friday, September 19, 2008: Country Day (Home) at 7:00 PM at Playing Fields - Football Field - 1.
 - Friday, September 26, 2008: St. Martin's (Away) at 7:00 PM at St. Martin's Episcopal School.
 - Friday, October 03, 2008: (Game entry partially visible).
- Photos:** Shows 'No Photos to display' with an 'Edit Photos | Options' link.
- Team Statistics:** Displays League and Non-League statistics with columns for W, L, T, and %. Both show 0 wins, 0 losses, and 0 ties for a 0.000 record.
- Downloads:** Shows 'No Downloads to display' with an 'Edit Downloads | Options' link.
- Team Coach:** A section for listing coaches.
- Team Roster:** Lists players with names and jersey numbers, such as Jared Allen, 20, and John Benda, 12.

Customize – The customize link appears on the upper right hand corner of the section page and allows you to choose the content items that are to appear on the team page. By clicking on this link you are directed to a new screen where you can select the content that you wish to display.

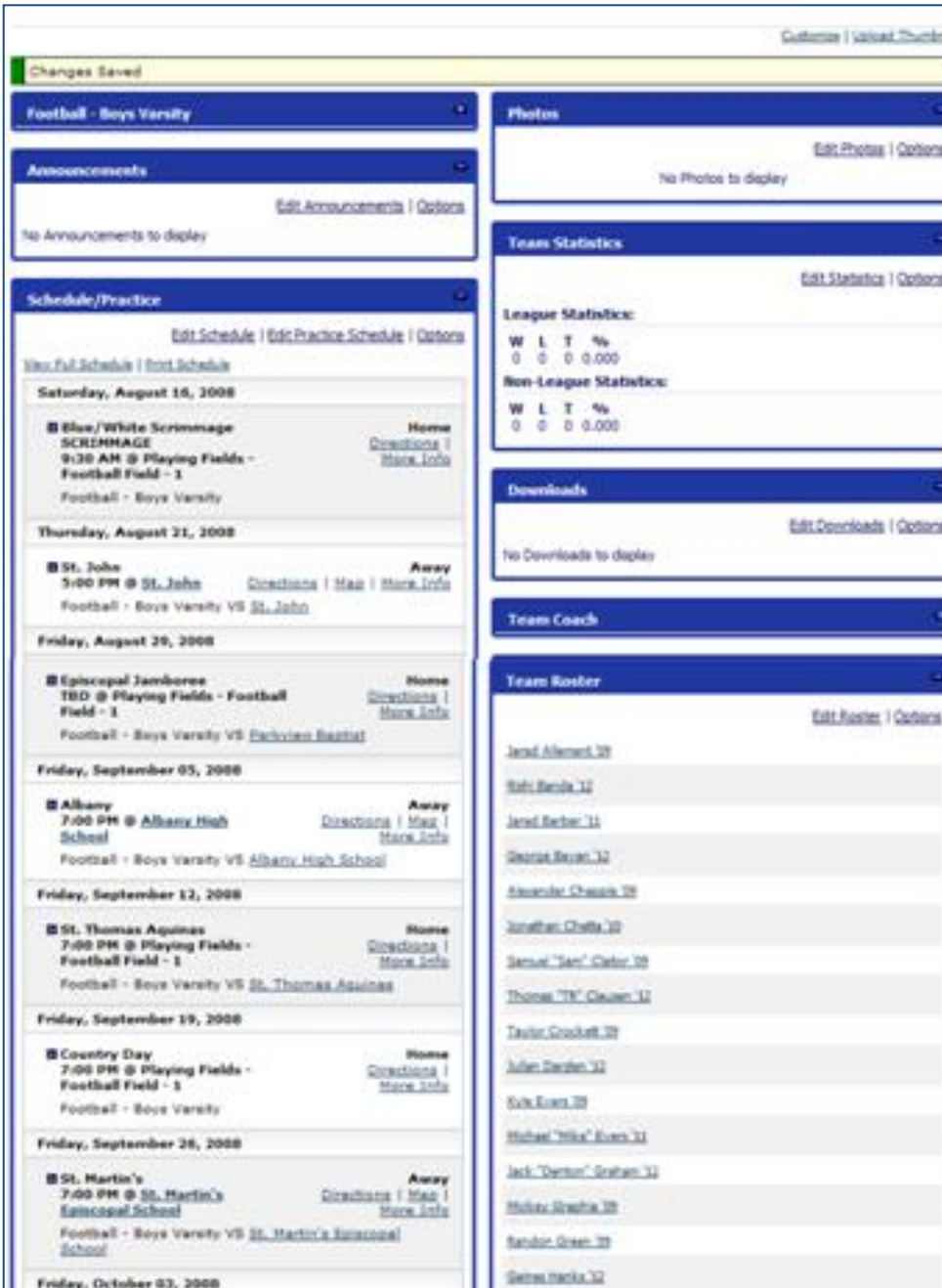
Team Information – appears with the *Football – Boys Varsity* title; this channel is collapsed by default. When opened (clicking on the plus sign) the channel shows the team, the school year, and the head coach.

Announcements – The first of the content items on the right-hand side. These are used to remind students of a special practice, game departure, etc. You simply enter the text you want to display, along with the publish and expire dates. In order to add or manage your announcements click the Edit button on the top right of the content channel. By default active announcements are displayed, but you can also view previous and future announcements by selecting the appropriate radio button.

Schedule/Practice – This channel displays the game schedule as well as the practice schedule if it is entered. Additionally, it displays the directions and maps to away games.

Photos – Coaches can also add photos to their team page. Click the Edit button on the top right of the content channel to manage your photos. By default, active photos are displayed, but you can also view previous and future photos by selecting the appropriate radio button.

TEAM PAGE



The screenshot displays a team page with the following sections:

- Changes Saved**: A yellow notification bar at the top.
- Football - Boys Varsity**: The team name at the top left.
- Announcements**: A section with "No Announcements to display" and an "Edit Announcements" link.
- Schedule/Practice**: A detailed list of games and practices, including:
 - Saturday, August 16, 2008: Blue/White Scrimmage (Home) at 9:30 AM.
 - Thursday, August 21, 2008: St. John (Away) at 5:00 PM.
 - Friday, August 29, 2008: Episcopal Jamboree TBD (Home) at Playing Fields - Football Field - 1.
 - Friday, September 05, 2008: Albany (Away) at 7:00 PM.
 - Friday, September 12, 2008: St. Thomas Aquinas (Home) at 7:00 PM.
 - Friday, September 19, 2008: Country Day (Home) at 7:00 PM.
 - Friday, September 26, 2008: St. Martin's (Away) at 7:00 PM.
 - Friday, October 03, 2008: (Empty entry).
- Photos**: A section with "No Photos to display" and an "Edit Photos" link.
- Team Statistics**: A section with "Edit Statistics" link and two tables:

League Statistics:			
W	L	T	%
0	0	0	0.000

Non-League Statistics:			
W	L	T	%
0	0	0	0.000
- Downloads**: A section with "No Downloads to display" and an "Edit Downloads" link.
- Team Coach**: A section with an "Edit Roster" link.
- Team Roster**: A list of student names with IDs, such as Jared Almont 20, Seth Benda 12, and Jack Denton 11.

Team Statistics– This channel allows you to input your team’s scores and provides both in league and non-league standings.

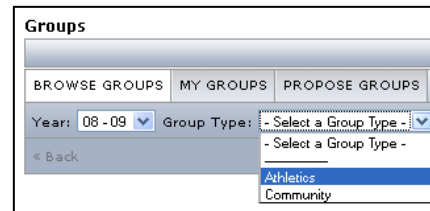
Downloads – These are files that you might want to include on your team pages. Example of this could be: *The Episcopal Athletic Code of Conduct*, the *Athletic Handbook*, etc. These attachments can appear and be accessed from the portal. In order to add or manage your attachments, click the Edit button on the top right of the content channel. By default, active attachments are displayed, but you can also view previous and future attachments by selecting the appropriate radio button. To upload attachments simply browse the files that are on your computer, select the file and give it a description.

Team Coach - This simply displays a list of the coaches of the team; the email link for the coaches appears which enables parents and students to contact the coach.

Roster – The roster will display all students who are on the team along with the e-mail link for each student (if they have an e-mail address). You have an *E-mail Parents* and *E-mail All* link that will create an e-mail using all of the students' and parents' addresses in the BCC of the e-mail. Finally, depending on your publish rights, you can obtain more information about the student's parent information and home phone number by clicking on the student's name.

Getting to your Team Page

1. After you log in, click the **My Groups** link on the left navigation.
2. Click the **Browse Groups** button in the top left corner of the screen.
3. Next, select **Athletics** from the *Group Type* drop down menu. Your teams should be displayed on the page below.
4. To access your Team Page, click the name of the sport whose page you would like to see.



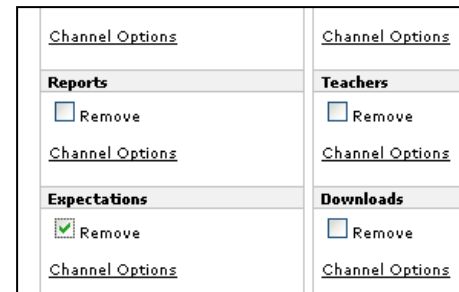
Customizing your Team Pages

WhippleHill allows you the ability to customize the layout of your course pages.

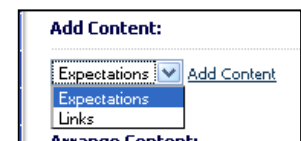
1. First, navigate to the course page you would like to change.
2. Click the **Customize** link in the top right corner of the page.
3. This screen allows you to drag and drop the different elements of your page to reorder them. Simply click and hold on the grey title bar, then move it to the desired location.



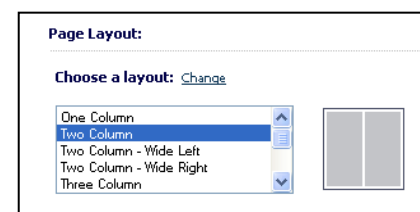
If you'd like to remove a certain channel, just check the **Remove** box. The channel will be removed when you save.



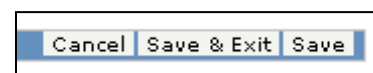
If you remove something and decide later you would like it back, no problem. When you remove a channel it is added to a drop-down box at the top of the screen. To add the channel back just select it from the drop-down list and click the **Add Content** link. The channel will be added at the bottom of your page.



4. Towards the bottom of the page is a section which allows you to change the layout of the page. When you select an option, a small preview is displayed to the right. Once you have selected a layout you like, click the **Change** link to apply the new layout to your page.



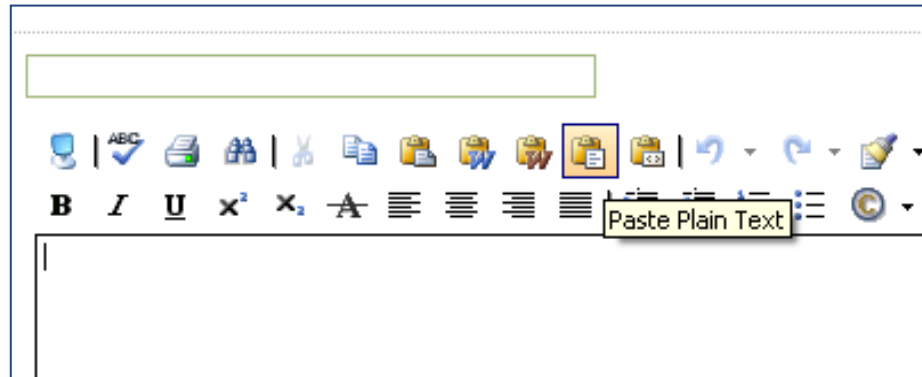
5. And don't forget to save your work by clicking on either the **Save** or **Save & Exit** buttons in the top right corner of the screen.



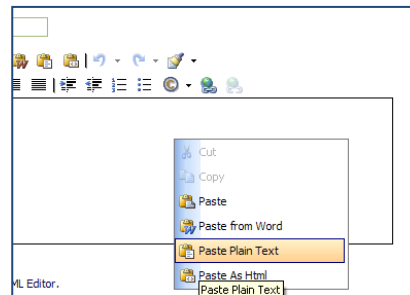
Copying and Pasting Content

When copying content from other sources it is very important to paste it into WhippleHill in a special way so that the formatting will remain consistent. Otherwise your channel appearance could have irregular and sometimes illegible text. If you are copying from your current Dreamweaver website or other content sources you will need to select **Paste Plain Text** when you paste into the WH product. There are 2 ways to do this. First copy the content that you want to add to your new webpage. Then choose one of the following paste options:

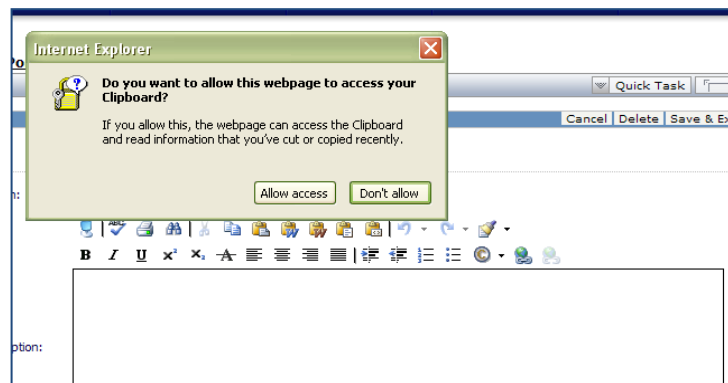
1. Choose the **Paste Plain Text** icon on the toolbar to paste it into the Description box**or**



2. Right-click and choose **Paste Plain Text**.



3. When you use one of the paste options, you will get this message asking if you will allow this content. Click **Allow access**.



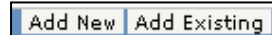
TEAM PAGE

Adding Announcements

- To add an announcement to your team page, click **Edit Announcements** in the *Announcements* channel.

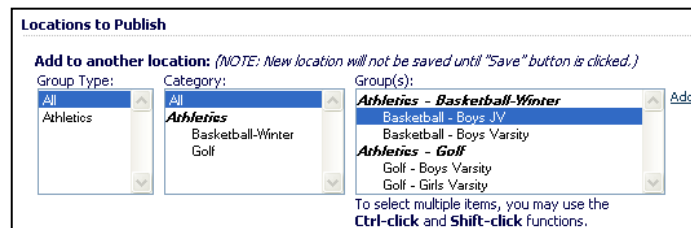


- Click the **Add New** button in the top right corner of the screen.



- Fill out the **Headline** and **Author** fields. If your announcement is lengthy, use the **Description** field as well.

- Next, you need to choose where to publish your announcement. By default, it will add the announcement to the team page you came from. But, if you want to add the announcement to more than one page at a time, your JV team for example, click **All** in the *Group Type* listing, then choose the other pages to add to, and finish by clicking the **Add** link to the right of the display.



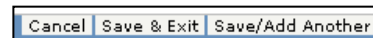
- Now you need to add a **Publish** date for each page you are adding the announcement to. You can enter today's date using a shortcut by hitting 't' while in

Athletics	*Publish	Expire	Sort	Primary	Rem
Basketball - Boys JV	7/2/2008		1	<input type="radio"/>	<input type="checkbox"/>
Basketball - Boys Varsity	7/2/2008		1	<input checked="" type="radio"/>	<input type="checkbox"/>

Date format: M/D/Y. Shortcut keys: [T] for Today, [UP] for Next Day, [DOWN] for Previous Day, [PAGEUP] for Next Month, [PAGEDOWN] for Previous Month, [C] for Calendar.

the publish box. For other shortcuts, hover your cursor over the date box to bring up more information. You may also enter a **Purge Date** if you would like the announcement to expire automatically at a certain date.

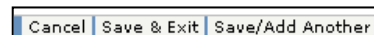
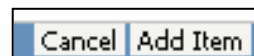
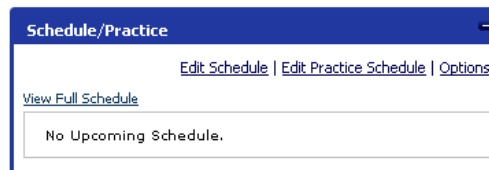
- When you are finished, click the **Save & Exit** button at the top right corner of the page. If you want to add another announcement, click the **Save/Add Another** button.



TEAM PAGE

Adding Your Schedule

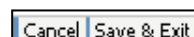
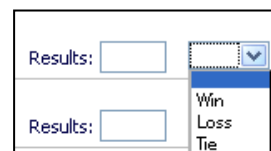
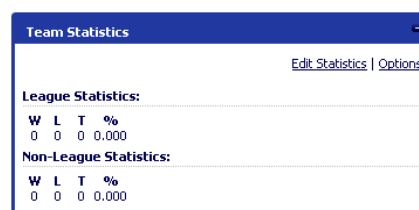
- To modify your schedule, click the **Edit Schedule** link in the *Schedule/Practice* channel.
- Click the **Add Item** button in the top right corner of the page to add a new game or event to your team's schedule.
- Fill out the information about the game or event you are adding. ****IMPORTANT**** Make sure you click the **Add** link after you select the opponent! If you do not, the opponent will not be saved. You may also add multiple opponents by selecting another school and clicking the **Add** link again.
- When you are finished, click the **Save & Exit** button at the top right corner of the page. If you want to add something else to the schedule, click the **Save/Add Another** button.
- To delete an event from the schedule, click the **Delete** link to the right of the event on the *Edit Schedule* page. Click **OK** on the dialog box and the item will be deleted. To edit an event on your schedule, click the **Edit** link. Modify the information as you see fit, and click the **Save & Exit** button at the top right corner of the page.



Adding Statistics

Only available during your sports season

- To modify your team statistics, click the **Edit Statistics** link in the *Team Statistics* channel.
- Type the score/results in the text field and select from the drop down menu whether the event was a win, loss, or tie. You can update the scores on as many games as you like at once.
- When you are finished entering the results, click the **Save & Exit** button in the top right corner of the page.



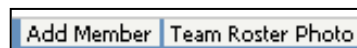
TEAM PAGE

Managing Rosters

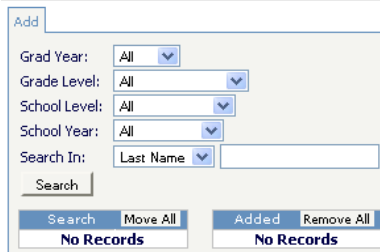
1. To edit your roster, click the **Edit Roster** link in the *Team Roster* channel.



2. If you want to add a new member to your team, click the **Add Member** button in the top right corner of the page.



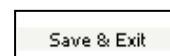
3. Enter details about the student you would like to add to your team; the more details you enter, the more focused the search will be. Once you have entered the information, click the **Search** button. The results are shown in the left column.



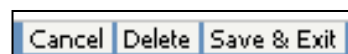
4. Find the student you want to add, and click the **>>** link to the left of their name. This will add them to the column on the right. You can add multiple students at one time. If you incorrectly add a student, just click the **<<** link in the right column next to their name. This removes them from the list to add.

>>	Carisella	Carisella, Olivia	Carisella, O
>>	Chauvin	Chauvin, Bradford	Chauvin, B
>>	Chetta	Chetta, Jonathan	Chetta, Jg

5. After you have selected all the students you want to add to your roster, click the **Save & Exit** button in the top right corner of the page.



6. To add information about each player, click the **Edit** link to the right of their name on the *Edit Roster* page. This will bring up a page with a variety of details you can enter. Once you have finished adding or editing the player's details, click the **Save & Exit** button.



7. If you want to remove a player from your roster, click the **Edit** link to the right of their name on the *Edit Roster* page, then hit the **Delete** button in the top right corner of the page. A confirmation page will appear, click the **Save & Exit** button in the top right corner of the page to complete the removal.

Adding Photos

Adding photos to your team pages is not difficult, but it does require a bit of preparation. The first thing to do when adding photos is to resize your images to the appropriate size. Once they are sized properly, you may upload them to your course page through WhippleHill.

Resizing

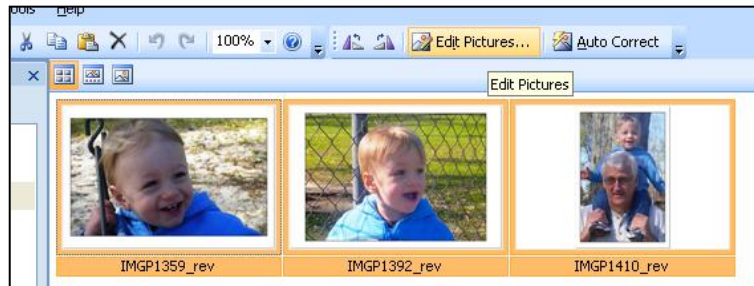
1. The tool we will use to resize images is Microsoft Office Picture Manager. Open it by going to **Start > All Programs > Microsoft Office > Microsoft Office Tools > Microsoft Office Picture Manager**.

TEAM PAGE

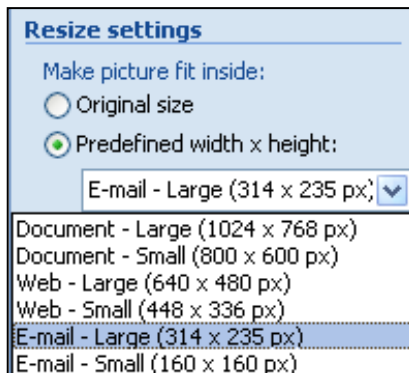
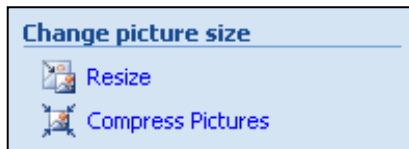
The first time you use Picture Manager you will have to *Add a Picture Shortcut*. Do this by clicking the **Add Picture Shortcut...** on the top left hand side of the screen. Browse to the folder where you store your images and click **Add**. This creates a shortcut on the left hand side of the screen, so you don't have to do this step again in the future.



- Click your newly made shortcut on the left hand side of the screen and navigate to the album you want to add. Once there, select all the images you want to add and click the **Edit Pictures...** button on the toolbar. This will open a frame on the right hand side of the screen.



- In this frame, click the **Resize** option, the second from the bottom.
- Click the **Predefined width x height** radio button and select **E-mail – Large (314 x 235 px)** from the dropdown menu. Click **OK**. This will resize all your images to fit within this width.
- **IMPORTANT**** Do not forget to save your newly sized images! All you need to do is click the save icon in the upper left corner of the window. This will save every photo you have selected.

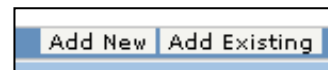


TEAM PAGE

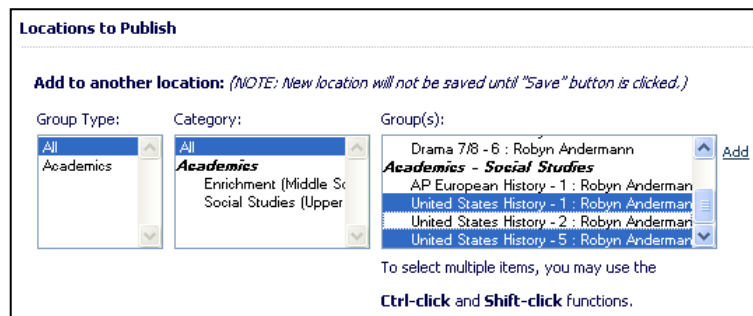
Adding Photos into WhippleHill

Now that our photos are resized, we are ready to add them to our team page.

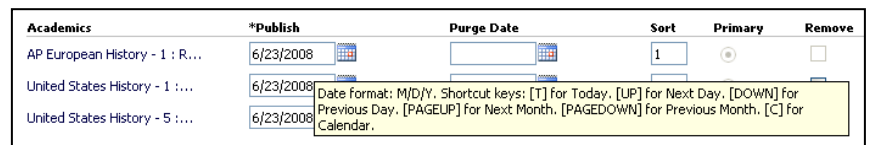
1. Go to your team page you want the photos to be added to. Find the *Photos* channel and click the **Edit Photos** link on the top right.
2. Click the **Add New** button in the top right.
3. Add a title for your album.



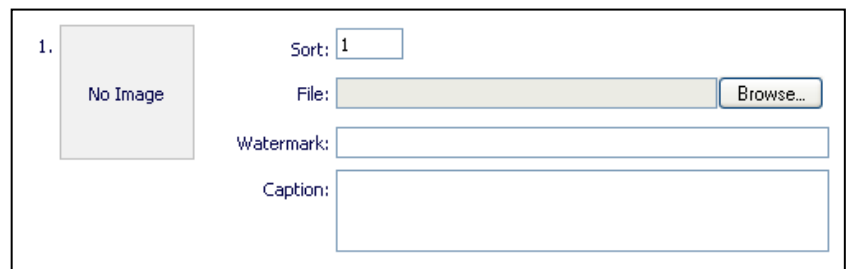
4. If you want to publish these photos to other team pages as well, the **Add to another location** box is where this can be taken care of. Navigate through the groups and select which additional page(s) you would like the photos to be added to, then click **Add** to the right of the display.



5. Next, enter a *Publish* date for each page. You can enter today's date using a shortcut by hitting 't' while in the publish box. For other shortcuts, hover your cursor over the date box to bring up more information. You may also enter a *Purge Date* if you would like the album to expire automatically at a certain date.



6. Now we upload the photos to WhippleHill. You may upload 25 photos per album. The *Sort* box is used for ordering your pictures; the lowest number shows up first in your album. For each photo, you need to click the **Browse...** button and select your picture. You may enter a caption for the photo at this point.



7. Once you are done, in the top right corner of the screen click either the **Save & Exit** button to finish or the **Save/ Add Another** button if you'd like to add another album. Your photos should appear on your team page!