

Quick and Dirty Goalline Guide

This guide is just what it claims to be – a quick and dirty guide to the new site, which we are hoping will be enough to get you going. It does not pretend to be comprehensive. Once you are ready to go, contact Eric Lay (eric@ericlaylaw.ca) to get a user name. Give him a preferred password (six characters at least please), and he will set you up and let you know.

The instructions below are based on the Novice Blue team, which appears if you mouse over the Preseason tab at the top of the page. This is a completely fictional team.

We have also set up Novice Red (also under Preseason) as a completely fictional team. If any of you want to go in and fool around to your heart's content at Novice Red, the username is NovRed and the password is hockey (all case-sensitive).

1. Finding Your Team's Site

Every team will have a website on the ocmha.ca pages. Finding yours is easy – mouse over the division tab at top (Novice, or whatever) and pick the team from the drop down menu.

2. Navigating your Team's Site

Also quite straightforward. When you are on your team's site, at left the blue tabs are tabs specific to your team. Most are placed there by Goalline, but when you create webpages (and you will), tabs for them may appear below the Goalline tabs.

3. Logging in

Straightforward – there is a LOG IN link at top right on the home page, and one on the lefthand menu.

4. The Control Panel

When you log in, you will see something like this:

The screenshot shows a web browser window displaying the Goalline.ca Website Administration Area. The page title is "Ottawa Centre Minor Hockey Association Registration & Management Software By GOALLINE.ca - Mozilla Firefox". The address bar shows "http://ocmha.ca/control_panel.php". The page header includes the Goalline.ca logo and "SPORTS ADMINISTRATION SYSTEMS". Below the header, it says "WEBSITE ADMINISTRATION AREA" and "You are logged in as: Novice Blue Manager - (Ottawa Centre Minor Hockey Association)".

The main content area is titled "Novice Blue Control Panel" and contains four columns of tools:

| Communication Tools | Team Admin Tools | Schedule Tools | Statistics Tools |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">Add-Edit-Delete News ArticleAdd-Edit-Delete FileDelete ImagesSend Email AnnouncementAdd-Edit-Delete EventCreate WebpageEdit-Delete WebpageAdd-Edit-Delete AdsEdit list of pages with Ads | <ul style="list-style-type: none">Add-Edit-Release PlayerEdit Player Info DisplayedAdd-Edit-Delete Coaches/ManagersAdd-Edit-Delete Team PhotoAdd-Edit-Delete TryoutAdd-Edit-Delete Skill SessionsView Export Team List | <ul style="list-style-type: none">Add-Edit Games For:<ul style="list-style-type: none">2009-10 - Regular Season ScheduleAdd-Edit-Delete Practices<ul style="list-style-type: none">Claim Available Practice TimeEdit Details For:<ul style="list-style-type: none">2009-10 - Regular Season ScheduleView Time SummariesManage Volunteer TasksUpload Schedule FileAdd-Edit-Delete VenuesView Master Schedule | <ul style="list-style-type: none">Report 2009-10 - Regular Season Game Score |

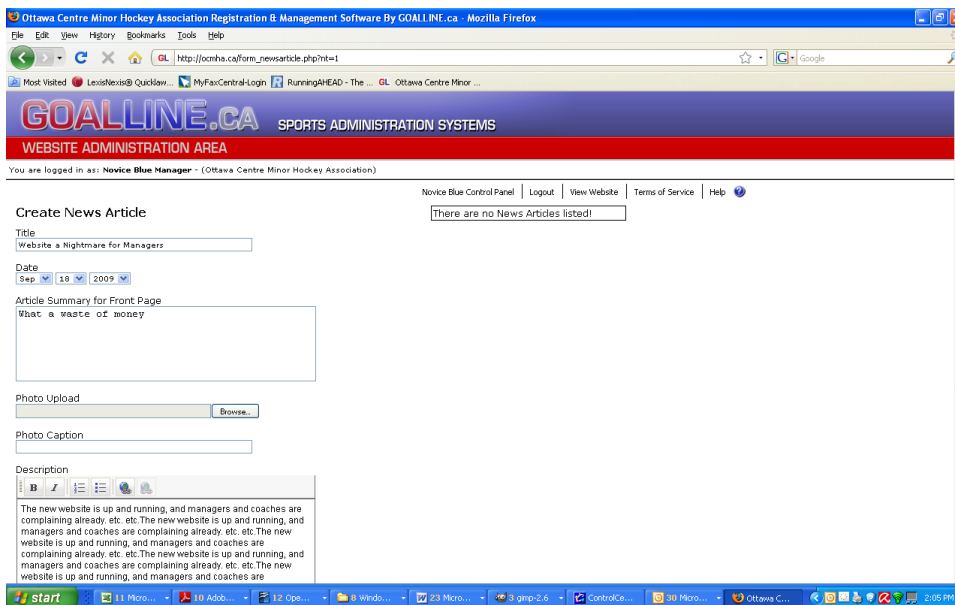
The Windows taskbar at the bottom shows the Start button, several open applications (Microsoft Word, Adobe Reader, Internet Explorer, Firefox), and the system tray with the time 2:41 PM.

This screen shows you all the various functions you have on the site. Anytime you want to get back to this view hit the “_____ Control Panel” link at the top. Anytime you want to see the public site, you can hit the View Website tab at the top.

5. News Articles

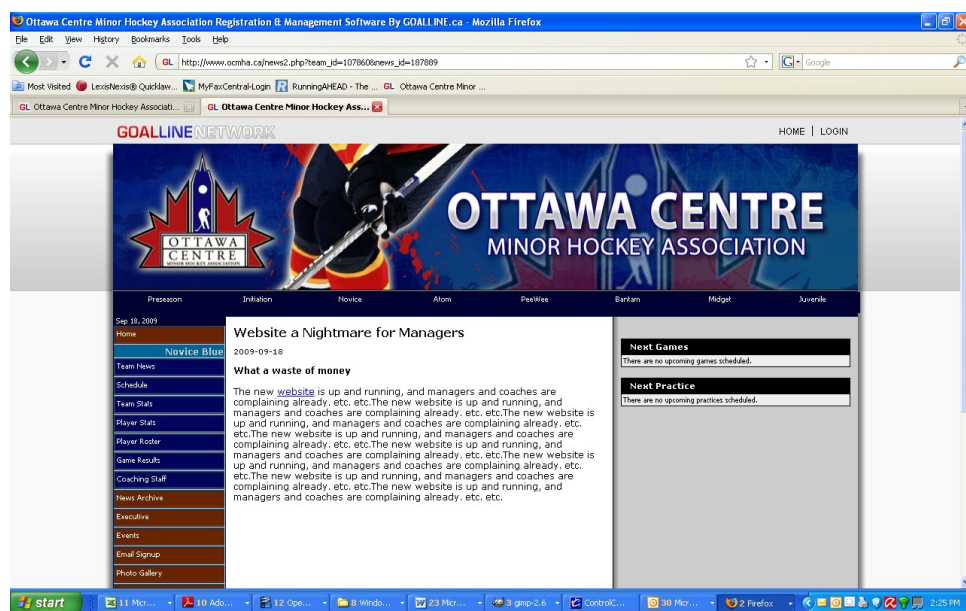
There are a few different ways to communicate with parents using the site, but News Articles may be the easiest. This function creates a news article, that will show a headline on your team’s home page. Click the title, and you are through to the article.

The process is quite easy. The interface will look like this:



Put a title in the title spot. Provide a brief summary (note that if you don't, for some reason GL will grab the first few lines from the body of the article and put them in boldface beneath the title!). Put the info in the Description box.

And here's what you get if you click through to the article:



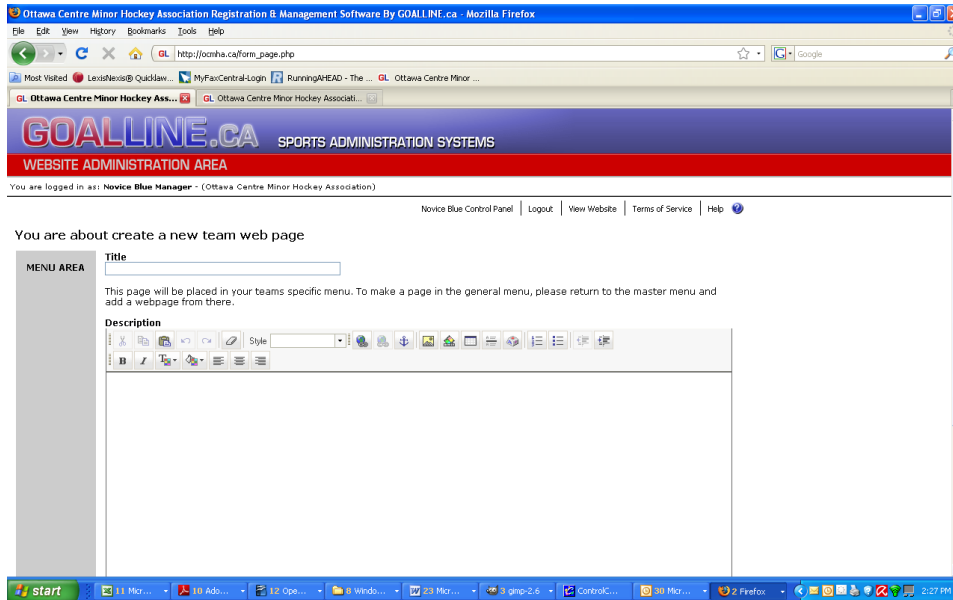
More notes about news articles:

- *Editing or deleting articles.* This is easy. Use the Add-Edit-Delete New Article button on the control panel, pick the article, and off you go.
- *Update or replace?* When posting articles, you can either go in and edit the existing one, or you can put in a new one, which will go in above the existing article(s) (depending on how you date them – see below). There are merits to both, but if you use the updating method, I suggest you put something like “...Updated Sept 18” in the title so parents know when there is something new to look at.
- *Order of appearance.* The most recently dated article goes to the top of the page. Since you are the one who inputs the date for articles this means you control what goes where by inputting or editing dates.
- *Emailing.* In the interface where you create the article, you have the choice to email it to your team. The idea of the site is to wean everybody off email a bit, so emailing parents the stuff you put on the web can be a bit counterproductive. The better move until parents get used to the site is not to email the article, but rather to send an email saying that there is a new article and linking back to the site. You will learn how below in the Email section.

6. Creating Webpages

Another way to communicate is to create webpages for your team. This is just as easy as creating articles, and works basically the same way.

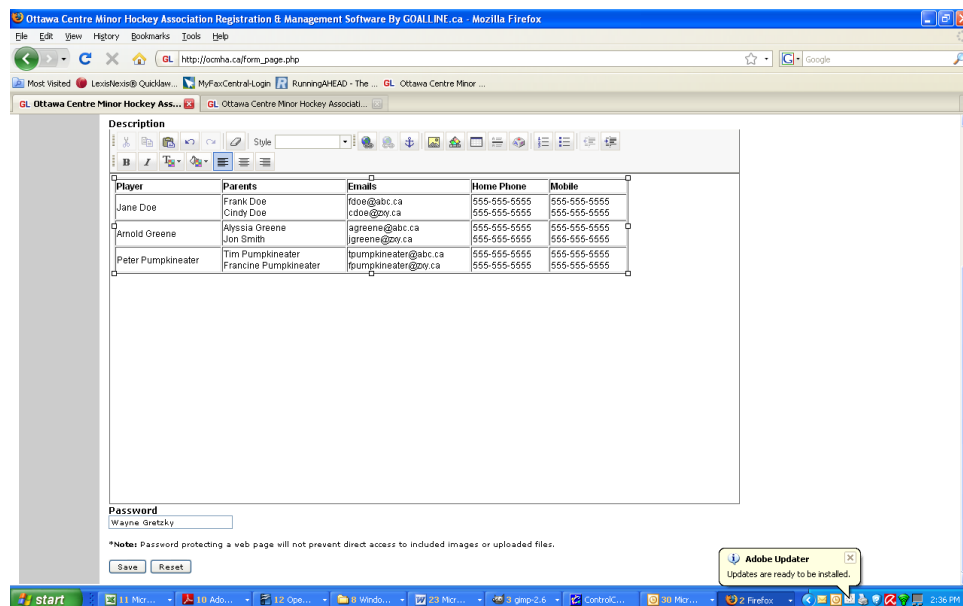
Hit the Create webpage button and get this interface:



You have a few more tools to play around with than you do with an article, but it is much the same thing. You can create tables here, as well as importing them from other applications.

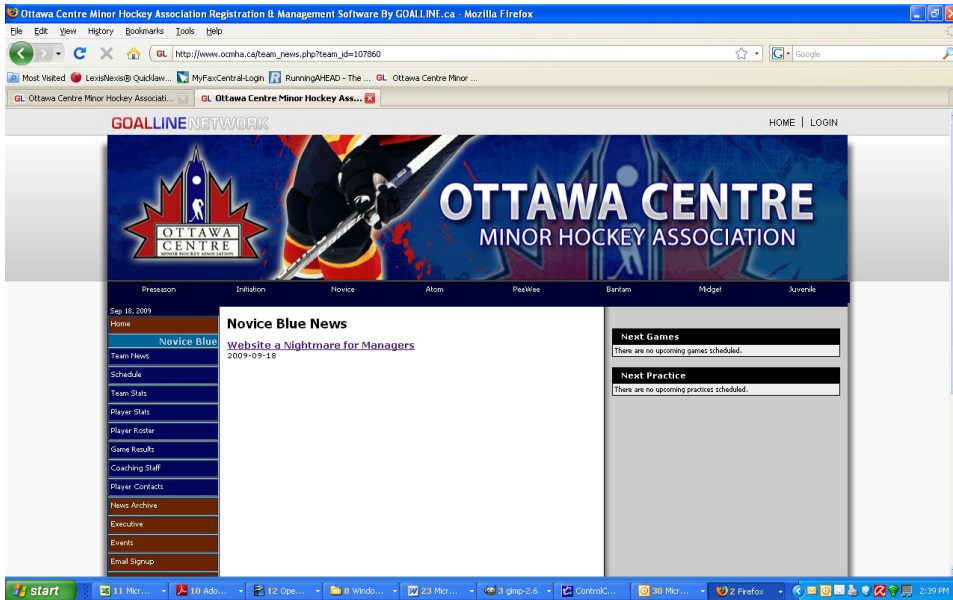
Websites are good for things that people may need to have around for a while, and that won't change too much. A good example might be contact information for the team. The additional advantage of creating a webpage is that you can protect the information on it (phone numbers and addresses, for example) with a password.

Here we have a short roster, "Player Contacts," with "Wayne Gretzky" as a password:

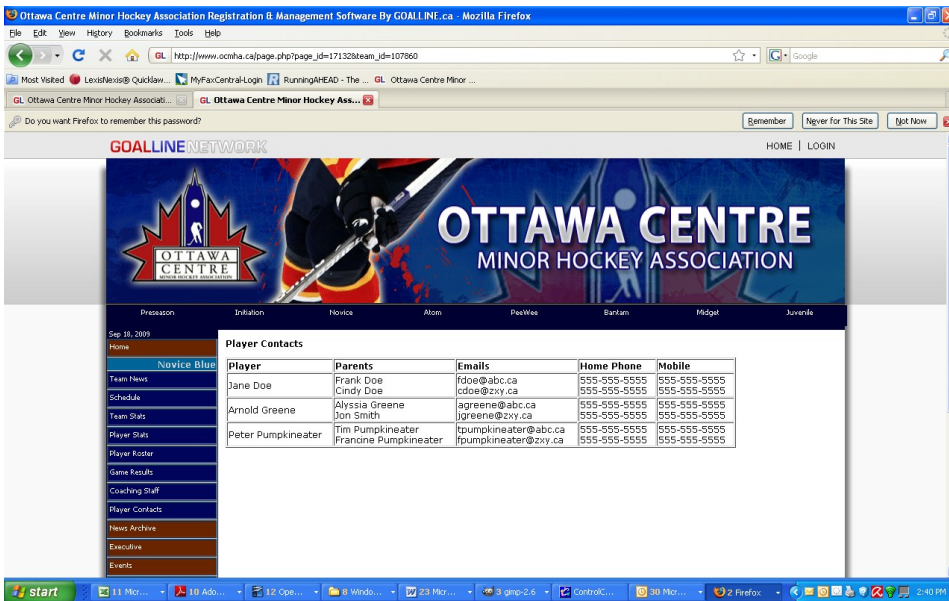


The email addresses could have been hyperlinked (though this is kind of pointless with fake addresses).

On the Novice Blue home page, Player Contacts now appears as a tab on the left, in the dark blue below the Goalline tabs:



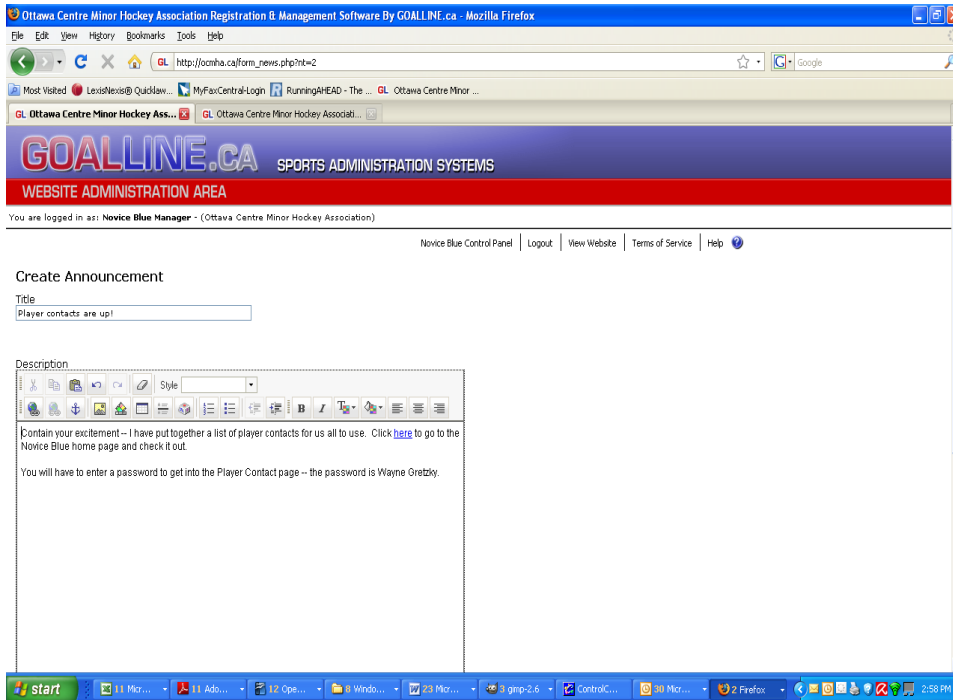
Click through, input Wayne Gretzky, and here's the page:



8. Emailing With Goalline

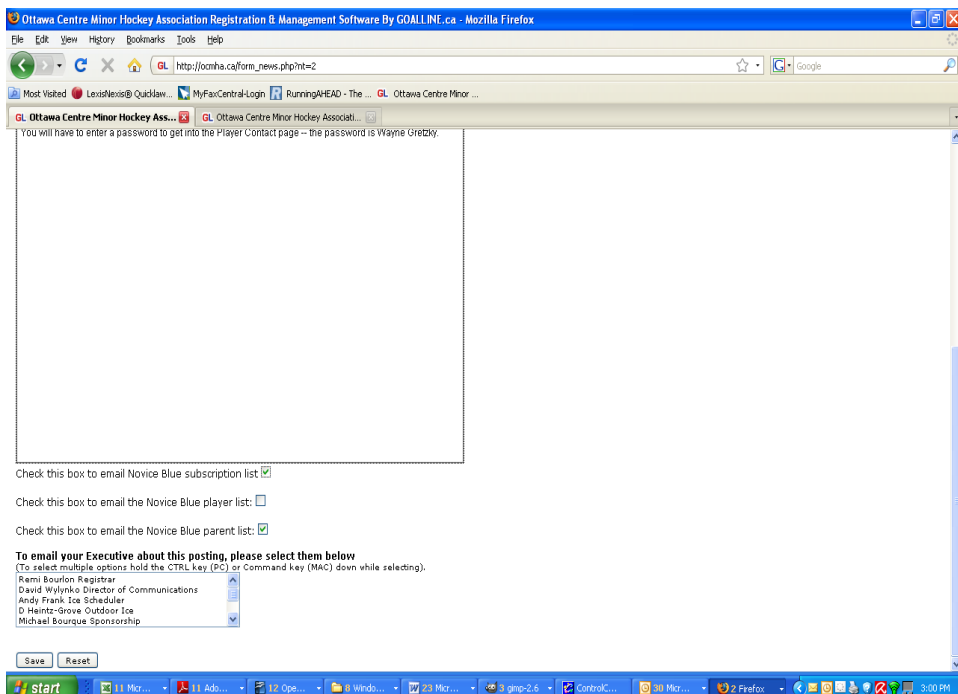
Goalline has some useful email features. To use them, click the Email Announcement Button from your control panel.

Here is a quick email to announce creation of the Players Contact page:



Note that I hyperlinked “here” in the second sentence to bring parents to the team home page.

After you have finished with your text, then you scroll down and you have some options for sending the email:



You will note that I have checked the subscription list and the parent list. This is what I suggest for you as well. When parents registered online, they were prompted for a player email and two parent emails. This creates two problems.

First, since most kids don't have their own emails, parents tended to put one of their own addresses in. When you email through Goalline though, it does not weed out duplicates, and therefore if the same email address is in for player and a parent, and if you send to both players and parents, you will get duplicates (this may be a phenomenon you are familiar with).

Second, two is not enough parent emails for many families.

The solution is to email to the parent email addresses, and then to prompt families to use the Email Signup tab (in the menu on the left) for any other addresses where they want to get team emails. It is a very easy process – put in the information, choose the team, and you get the emails – provided the coach/manager checks the subscription list box.

After you hit save, you will get a dialogue telling you which address the email went to. I encourage you to ensure that you are on that list and get a copy, as Goalline does not archive emails sent through the Email Announcement function.

8. Your Team List

In the Team Admin Tools box on the control panel, you have a use function in View-Export Team List. Using this tool, you can display your team list, or export it to Excel. This file can then be the basis for a contact list, or roster, or stickers for game sheets, etc.

The function is easy to use and self-explanatory. You can edit what information shows up on the display or in the exported file by using the Edit Player Info Displayed function – here you can pick and choose which columns you do and don't need.