-Instructions on setting up your team page.

-Logging In
Q. How do I login to administer my team?

A. On the top right hand corner of your league website there is a "*Login to LeagueToolbox*" link. When you click this link you will be asked for your username and password. Once logged in you will see your "*Profile*" screen. From there you can click the link to enter the Admin section of the site. (top right corner)

Q. Website Customization: How do I change the color of my Team website?
A. Once in the Admin section, you click "*Control Panel*" - "*Team Setup*". Then click "*Edit Team*" and choose the "*Website & Email*" tab.

Q. How do I change the header graphic of my Team website?
A. Once in the Admin section, you click "*Control Panel*" - "*Team Setup*". Then click "*Edit Team*" and choose the "*Website & Email*" tab. Your logo should be 1000pixels wide and a maximum of 200pixels high.

-Website News & Content
Q. How do I add News & Content to my Team website?
A. Once in the Admin section, you click "*Website Editor*" - "*Website News & Content*". You will see a list of your current News\Content. Click the green "*+ Add New Website News & Content*" button to create new content.

-Adding Website News and Content to your website
Adding Website News and Content to your website is very easy. You can add News and Content for anything you feel your Players\Parents need to read about. Game Updates, Important Events or just general information are all example of typical News and Content. Below is how you can add your own news and content to your website.

Website Editor > Website News & Content
Click the green + *Add New Website News & Content* button
Enter the News & Content details
Click the *Save Website News & Content* button at the bottom of the page

-Adding an additional Menu Section\Menu Item to your website
You have the ability to add unlimited Menu Sections and Sub-Menu Sections to the Left menu of your website. When you create a Menu Section that requires content, the system will automatically create a corresponding News/Content Item for you to edit under

"Website Editor - News\Content Items". Below are direction on how to create an additional Menu Section.

Website Editor > Menu Sections

Click the green + *Add New Menu Section* button

Enter the Menu Section details

Click the *Save Menu Section Information* at the bottom of the page

-Adding a Photo Album to your website

Photo Albums are a great way to get Players and Parents visiting your website. To add a Photo Album to your website follow the direction below.

Website Editor > Photo Albums

Click the green + *Add New Photo Album* button

Enter a photo album name and click the *Save* button at the bottom of the page

You should now see your new photo album name on the photo album list

To add photos to your album, click on the *Add\Edit Photos* link next to your new photo album name

-Adding a Schedule

Schedules may be made for anything you feel necessary. A schedule may be made for Regular Season Games, Exhibition Games, Practices and even things such as Board Meetings.

To create a schedule:

Schedule & Game Manager > Schedules

Click + *Add New Schedule*

Select which division this schedule applies for.

*Tip: To keep your Schedules clean we recommend adding a schedule for each Division in your league whenever possible.

Click **Add New Schedule**

You will then be brought back to the Schedules list. From here you can *Edit Schedule* or use our *Auto Schedule* tools

Modify the schedule the way as your leisure and when you are ready for your league to actually see the completed schedule you then click the *Publish* link on the Schedules list.