sportsengine

Getting Started With
Your SportsEngine Website

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Introduction

Welcome to your new SportsEngine website! This guide will walk you through some of the basics when it comes to setting up your new Sitebuilder product with SportsEngine.

SportsEngine Accounts

Your SportsEngine Customer Success Manager will share your website URL with you. After that, it's time to create a SportsEngine Account!

CREATING AN ACCOUNT

A SportsEngine Account holds all of your administrative data and permissions. This account allows you to freely navigate your website, structure your content, edit your design, and perform other administrative tasks.

HOW TO CREATE A SPORTSENGINE ACCOUNT

1. Navigate to your organization's website, or go to sportsengine.com.
2. In the upper right-hand corner of your website, click **Sign In**.
3. Under *Welcome*, click **create an account**.
4. Fill out all requested information.
   - **NOTE:** Ensure the information entered belongs to the primary account holder. Click HERE to learn more about Account Owners and Sub Profiles.
5. Once complete, click **Sign Up**.
6. Navigate to your email inbox.
7. Open the "Activation Email" sent to your email address.
   - **NOTE:** If you do not receive this email within 5 minutes, be sure to check your junk/spam folder.
8. Click on the "Activation Hyperlink" to verify your account.

HOW TO SIGN IN TO YOUR SPORTSENGINE ACCOUNT

1. In the top right-hand corner of your website, click **Sign In**.
2. Enter your email address and click **Next**.
3. Enter your password and click **Sign In**.

BECOME A MEMBER OF A WEBSITE

Becoming a member of a site connects a SportsEngine Account to an organization. Once an account is a member of a site, as an Admin, you will be able to assign that account certain administrative permissions, send messages to communicate with the member, roster the members to a team, invoice the member, and more.

HOW TO BECOME A MEMBER OF A SITE

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NOTE: After a user is registered or gets rostered to a team on your website, they will automatically become a member of your site.

1. On any SportsEngine website, in the top-right corner, click **Sign In**.
2. In the top-right corner of the screen, click on either your account initials or your account profile photo, then choose the **Connect to Site** option.
3. Choose the profile you would like to add to the membership.
4. Click **Update Membership** for selected profile(s).

Website Permissions

ADMIN PERMISSIONS

Once a user has become a member of your website, you are able to give them administrative permissions so they can access certain portions of your site that others might not be able to.

Examples of SportsEngine Admins:

- Webmaster (Webmaster access)
- Registrar (Registration access)
- Treasurer (Financials access)
- Content Editor (Sitebuilder access)
- Team Admin/Coach (Team Page access)

NOTE: If you would like to learn how to grant users permissions to your website, click HERE.

SportsEngine HQ

SportsEngine HQ is your administrative headquarters on your SportsEngine site. From here, you can easily access all of your SportsEngine administrative tools such as Members, Invoicing, Registration, Competition, and more!

HOW TO GET TO SPORTSENGINE HQ

1. Go to your SportsEngine website and sign in to your Admin account.
2. In the top-left corner of the screen, click on the gray **gear** icon.

NOTE: To learn more about SportsEngine HQ, click HERE.

Website Settings

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THEME SETTINGS

Your Theme Settings is where you manage your sites' themes – including brand colors, backgrounds, banners, and logos.

HOW TO CHANGE MY WEBSITE COLORS

1. Sign in and click on the **Admin gear** located at the top of your screen.
2. Once in "SportsEngine HQ", on the left-hand navigation navigation, click the **Website** tab.
3. Choose **Website Settings**.
4. Click the **Theme Settings** sub tab.
5. In the middle of the screen, choose the **Brand Color** sub tab.
6. Click on **Primary** and/or **Secondary** color to update your color(s).
7. Change your colors.
8. Click **Save Changes**.

HOW TO CHANGE YOUR WEBSITE BACKGROUND IMAGE

1. Sign in and click on the **Admin gear** located at the top of your screen.
2. Once in "SportsEngine HQ", on the left-hand navigation navigation, click the **Website** tab.
3. Choose **Website Settings**.
4. Click the **Theme Settings** sub tab.
5. Choose either the **Background** tab or the **SportsEngine Background** tab for this step.
   - **Background tab:** If you want to add your own background image.
   - **SportsEngine Background tab:** If you want to choose from a SportsEngine template image.

CHOOSING YOUR OWN BACKGROUND

1. Click **Add Background Graphic** then setup the settings of the graphic.
   - In-depth banner settings are found below.
2. Choose the file from your computer and click **Create This Background Graphic**.

CHOOSING A SPORTSENGINE BACKGROUND

1. Scroll down until you find a background you would like to use.
2. In the top-right corner, click the gray **gear icon** then choose **Copy**.
3. Click on the **Background** sub tab.
4. Scroll down until you see the background you just copied under the *Inactive* section.
   - If you don't see the background that you copied, please refresh your page.
5. In the top-right corner, click the gray **gear icon** then choose **Edit**.
6. Setup the settings of the graphic.
   - In-depth banner settings are found below.

7. Click **Save Background Graphic.**

BACKGROUND IMAGE SETTINGS
- **Active:** You must check this in order to use the background image.
- **Site Default:** The graphic will appear on all pages (only one site default allowed per website).
  - If you do not want your background on all pages, manually choose the pages you want the background to be located on.
- **Title:** A name to identify the background image.
- **Description:** A description to identify the background image.
- **Background Color:** The solid color that will display to the sides of or in place of a background image.
- **Position:** The position on the website page where the image appears.
- **Repeat:** Determines if the background image is repeated vertically or horizontally (not recommended).
- **Attachment:** Determines if the background image stays in the window if a visitor scrolls.
- **Background Graphic:** The image to be placed in the background.
- **Section:** Select a section to only show a background image on specific pages (not necessary if site default is set).

HOW TO CHANGE YOUR WEBSITE BANNER IMAGE
1. Sign in and click on the **Admin gear** located at the top of your screen.
2. Once in "SportsEngine HQ", on the left-hand navigation navigation, click the **Website** tab.
3. Choose **Website Settings**.
4. Click the **Theme Settings** sub tab.
5. Choose either the **Banner** tab or the **SportsEngine Banner** tab for this step.
    - **Banner tab:** If you want to add your own banner image.
    - **SportsEngine Banner tab:** If you want to choose from a SportsEngine template banner.

CHOOSING YOUR OWN BANNER
1. Click **Add Banner Graphic** then setup the settings of the banner.
    - In-depth banner settings are found below.
2. Choose the file from your computer and click **Create This Banner Graphic**.

CHOOSING A SPORTSENGINE BANNER
1. Scroll down until you find a banner you would like to use.
2. In the top-right corner, click the gray **gear icon** then choose **Copy**.
3. Click on the **Banner** sub tab.
4. Scroll down until you see the banner you just copied under the *Inactive* section.
    - If you don't see the background that you copied, please refresh your page.

5. In the top-right corner, click the gray **gear icon** then choose **Edit**.
6. Setup the settings of the banner.
   - In-depth banner settings are found below.
7. Click **Save Banner Graphic**.

BANNER IMAGE SETTINGS

- **Active:** You must check this in order to use the banner image.
- **Site Default:** The graphic will appear on all pages (only one site default allowed per website).
  - If you do not want your background on all pages, manually choose the pages you want the background to be located on.
- **Other Site Default:** Use the banner as a secondary default banner for messages.
- **Show Headline on Banner:** Display a headline on the banner, such as your organization name.
- **Title:** A name to identify the banner image.
- **Show Title on Banner:** Display the title on the banner image.
- **Show Tagline on Banner:** Display a tagline or subtitle on the banner
- **Transparent Background:** See the background through the banner (only if the image itself is transparent).
- **Description:** A description to identify the banner image.
- **Banner Graphic:** The image to be placed in the banner.
- **Section:** Select a section to only show a banner image on specific pages.

HOW TO CHANGE YOUR WEBSITE LOGO

1. Sign in and click on the **Admin gear** located at the top of your screen.
2. Once in "SportsEngine HQ", on the left-hand navigation navigation, click the **Website** tab.
3. Choose **Website Settings**.
4. Click the **Theme Settings** sub tab.
5. In the middle of the screen, choose the **Logo** sub tab and click on the "logo square."
   - **Logo:** The main logo for your website.
   - **Touch Icon:** Used when you bookmark your website, and seen on the home screen of a mobile device.
   - **Favicon:** Icon that is shown on the tab of your web browser.
6. Choose an image from your computer and click **Open**.
7. Click **Save Changes**.

Customizing Your Website

EDIT MODE

Edit Mode allows you to customize and build your website to your organization's

specifications. Once in Edit Mode, you can add pages, update your content, and structure your design on your Sitebuilder product.

HOW TO TURN ON EDIT MODE
1. Sign in with your Admin account.
2. In the top-left portion of your site, click the gray **On/Off** switch to turn Edit Mode on or off.
   - When Edit Mode is off, we call it "User Mode."

LAYOUT CONTAINERS
Layout Containers determine the format of your content - you can also create as many containers as you need, while placing them in any order on your site.

HOW TO ADD LAYOUT CONTAINERS
1. Sign in to your site and go to the page you would like to add the Layout Container to.
2. On the left-hand side, turn on **Edit Mode**.
3. Underneath the *Content* section of a page, click **Add Layout Container**.
4. Choose the column layout of the container.
5. Click **Create Layout Container**.
6. The new layout container will appear at the bottom of the page.
   - Click, drag, and drop the new Layout Container anywhere on that page.

HOW TO ADJUST LAYOUT CONTAINERS
1. Sign in to your site and go to the page that has the Layout Container on it that you would like to edit.
2. On the left-hand side, turn on **Edit Mode**.
3. In the right-hand corner of the Layout Container, click on the **gear icon**.
4. Choose **Edit**, **Move**, or **Copy**.
   - **Edit:** Changes the Layout Container's layout.
   - **Move:** Moves the Layout Container to a different page.
   - **Copy:** Duplicates the Layout Container on the same page.
5. Confirm your selection.
   - **NOTE:** No content inside of a container will be lost when you adjust.

HOW TO MIRROR A LAYOUT CONTAINER
Mirroring a container copies all the information and content that is inside that layout container. Once you mirror a container, you can add it to another page on your site.

1. Sign in to your site and go to the page that has the Layout Container on it that you would like to mirror.
2. Turn on **Edit Mode** (outlined above).
3. In the right-hand corner of the Layout Container, click on the **gear icon**.

4. Choose **Mirror**.
5. Click **Add to My Mirrors**.
6. Go to a new page on your site that you would like to place this mirrored container on.
7. Click **Add Layout Container**.
8. Choose **Mirror Layout Container**.
9. Click on the title of the container you mirrored.
   - **NOTE:** Any changes you make to the original container will update the mirrored container.

PAGE ELEMENTS

Page Elements are the building blocks of your site's content. Setting up Page Elements will allow you to add content such as text, photos, documents, videos, and more.

NOTE: Click HERE to learn more about the different types of Page Elements.

HOW TO ADD PAGE ELEMENTS

1. Sign in with your Admin account.
2. Go to the page on your website that you would like to add elements to, then turn on **Edit Mode**.
3. Inside of a Layout Container, click the option to **Add Page Element**.
4. Choose a Page Element and fill out all the necessary and mandatory information.
5. Click **Create This Page Element**.

HOW TO EDIT A PAGE ELEMENT

1. Sign in with your Admin account.
2. Navigate to the Page Element that you would like to edit on your website and turn on **Edit Mode**.
3. On the right side of the element, click the **gray gear** icon.
4. Choose **Edit**.
5. Update your element and click **Save Changes**.

HOW TO COPY A PAGE ELEMENT

1. Sign in with your Admin account.
2. Navigate to the Page Element that you would like to copy on your website and turn on **Edit Mode**.
3. On the right side of the element, click the **gray gear** icon.
4. Choose **Copy**.
   - This will add a copy of your element right below the original.

HOW TO REPOSITION A PAGE ELEMENT

1. Sign in with your Admin account.
2. Navigate to the Page Element that you would like to reposition on your website and turn on **Edit Mode**.
3. On the top of the element, click and hold the **yellow bar**.
4. Drag and drop the element to another spot on that page.
   - **NOTE:** You can only reposition elements on the same page.

HOW TO MOVE A PAGE ELEMENT TO ANOTHER PAGE

1. Sign in with your Admin account.
2. Navigate to the Page Element that you would like to move on your website and turn on **Edit Mode**.
3. On the right side of the element, click the **gray gear** icon.
4. Choose **Move**.
5. Locate the page on your website that you would like to move the element to.
6. Click **Move Page Element**.