

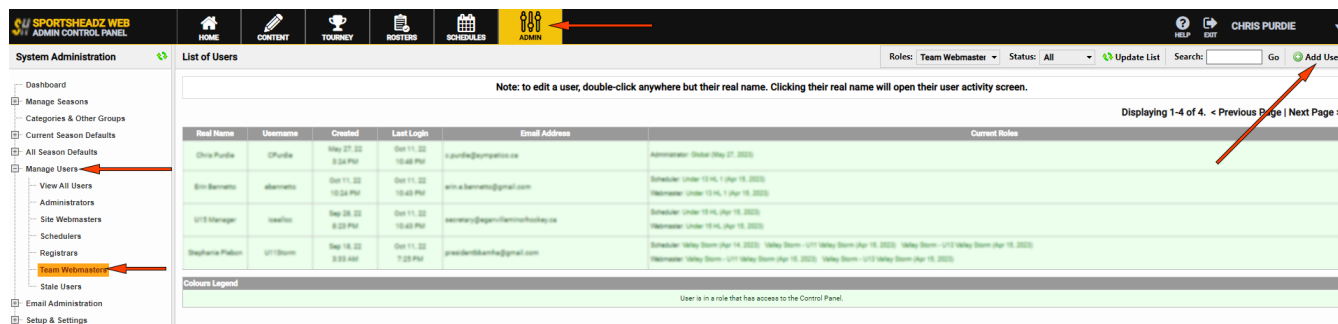
# UPPER OTTAWA VALLEY MINOR HOCKEY LEAGUE

## INFORMATION FOR WEBMASTERS

### CREATE A TEAM WEBMASTER / SCHEDULER

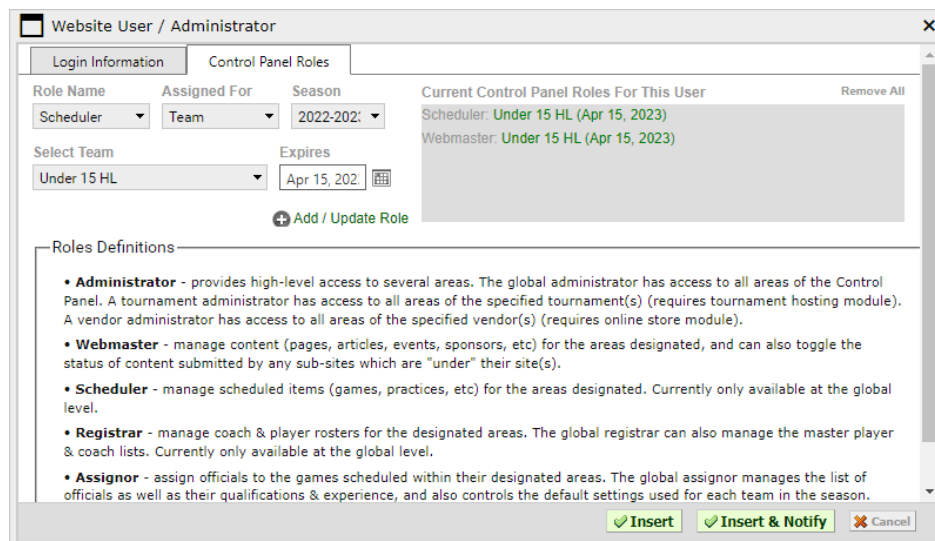
The Manager for each team will need to be assigned team webmaster and scheduler roles within the Associations. This will allow managers to add content to their team webpage, add team events, tournaments or practices, and report game results.

Log into your Association site and chose the **Admin** tab. From the left side menu select **Manage Users** and then **Team Webmasters**.



In the top right corner select Add User and a new window will appear on top. In the **Login Information** tab enter the User Name (what they will use to log into the site), their Real Name, and Email Address.

Select the **Control Panel Roles** tab. You will need to add two roles for each manager. Use the drop-down menus with the details below and choose an expiry date at the end of the season.



### Webmaster Role

Role Name: Webmaster  
Assigned For: Team  
Select Team: Choose the team they manage.  
*Click Add / Update Role*

### Scheduler Role

Role Name: Scheduler  
Assigned For: Team  
Select Team: Choose the team they manage.  
*Click Add / Update Role*

When done, you will see in the **Current Control Panel Roles For This User** box both the Webmaster and Scheduler roles for the appropriate team. If the user will be managing more than one team, you may add the same two roles for another team by changing the **Select Team** option. This way there is no need to create a separate user account.

Click **Insert & Notify** to have an email sent to the user with the login information. Note that if you only select **Insert**, no email will be sent to the user, and you will need to notify them of the login and password manually.