



## **Table of Contents - ITWebMaster User's Guide**

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## Description of Tabs in Webmaster Section

**Web Manager:** Location of all folders and pages, also the section where changes and updates to the website can be made.

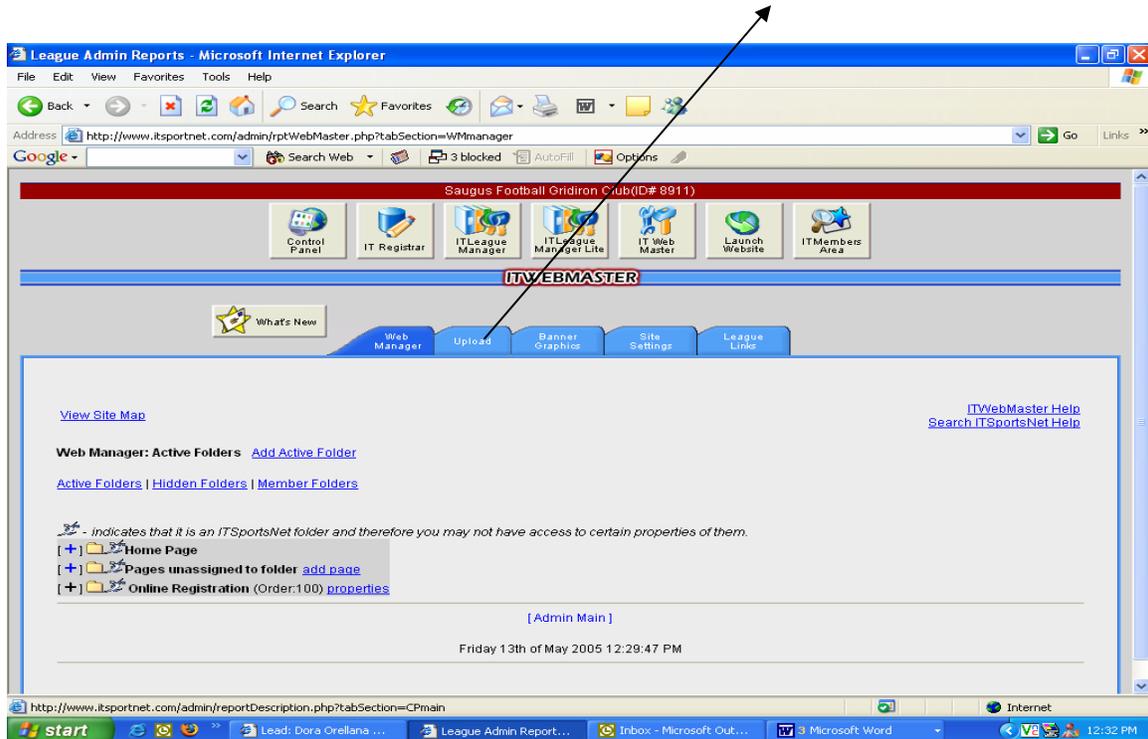
**Upload:** Section where documents and graphics can be uploaded for use on the website.

**Banner Graphics:** The section where sponsor logos and the site's banner can be modified.

**Site Settings:** Within Site Settings, you can; Edit the colors for Site Background, Date Bar, Menu, Font, and edit the Date Bar Message.

**League Links:** Is a directory of links contained in your website.

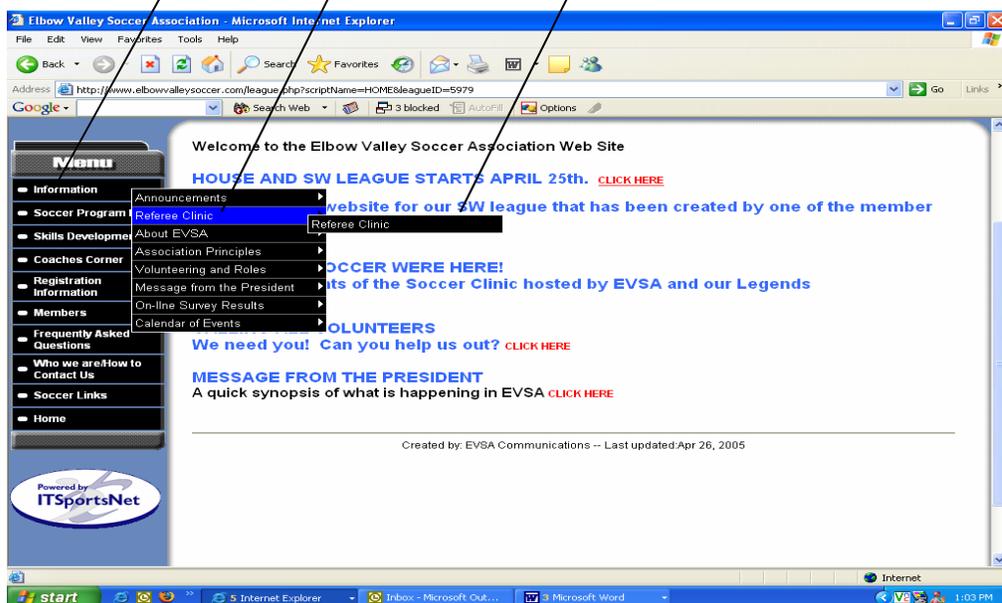
Tab Location



Menu Item/Folder

Subfolder

Page (Could also come directly from Menu Item)





## Folders and Pages

**Folders:** Folders that appear in the Web Manager page, correspond to the main 'buttons' in the menu of your website. There are three types of folders:

- 1) Active-A folder that is currently visible on the website.
- 2) Hidden-Folders that are available to edit and work on, but that are not visible on the website.
- 3 ) Members- Contains the Member's Area Home Page, that you would use if doing online registration or online scoring.

**Sub-Folders:** represent the fly-out buttons that appear when you hold your mouse cursor over a main button. 'Sub folders' are only ever needed if you want one of the buttons off a main button to link to more than one page. If you do not see your page under the folder you have it linked to, you will probably find it under 'pages unassigned to folders'.

**Pages:** 'Pages' can be linked directly to a button or they can appear as a fly-out. Pages hold all of your information and keeping them in folders will help you to easily organize and access your information.

## Creating a 'Folder'

a) Click on the 'Add Active Folder' link near the top of the page.

b) Fill in the fields. Folder Name: Is how you will identify the folder in the Web Manager and this will be the name of the menu button on the website. Link Folder to Page: Pages from your folder titled "Pages Unassigned to Folder" will appear here in a drop-down list, if you would like this menu button to link directly to a page, select it from the list or copy and paste the URL (web address) into the field URL. The URL can be from a source outside of your website.

Folder Order: Is the order the folder will appear on the website, (smallest number will be at the top of the menu). *Tip: Number your folders and pages with gaps between, ex: 10,20,30, and not 1,2,3, and it will be easier to insert folders in the future.*

c) Click on the 'SAVE' button to create and save the folder.

## Deleting a Folder

You can only delete a folder that is empty. Therefore, you will need to 'move' or 'delete' any pages within the folder before you can delete the folder. Any folder with an ITSportsNet symbol next to it can not be deleted.

Properties: A link visible beside all folders. Click on this link to change the name of the folder, change the order number, or change the folders status between 'Active and Hidden.

Move Folder: To move a folder click on 'move' next to the folder name. You will then be prompted to choose a folder to move it to (thus creating a sub folder). If you want to move a sub folder to be a regular folder, simply click on 'move' next to the sub folder, and then do not choose a folder, just click the 'MOVE' button.

Add a Sub Folder, Add a Page: Links beside each folder. Click on these to add a new sub folder or page within that folder.

## Creating and Deleting Pages

**Create a Page:** You can create a page for a specific folder by clicking on the 'add page' link next to the folder. Fill in the fields: Page Name: How you will reference it in the Web Manager. Title: Leave blank, or enter a title that will actually appear on the page. Order: Give the page a number according to the order you want it to be in the list of pages for this folder. Wysiwig editor: Leave this enabled unless you want to work in html.

Note: If one page is added, it will link directly to the folder/button on the website. If more than one page is added, the folder will show all the pages appearing as fly-outs on your website. (The page names will appear when you hold your mouse over the menu button).

You can also create a page outside any folders by clicking the 'add page' link next to 'Pages unassigned to folder'. This is a place to hold pages that currently are not in use, are under construction, or do not need to be fly-outs. Use this method to create you want to link to a folder later. Ex: if you create a page and click on the 'properties' link next to a folder name, you can choose your page from 'link to page', which will then link the folder (button) directly to the page when you click on it.

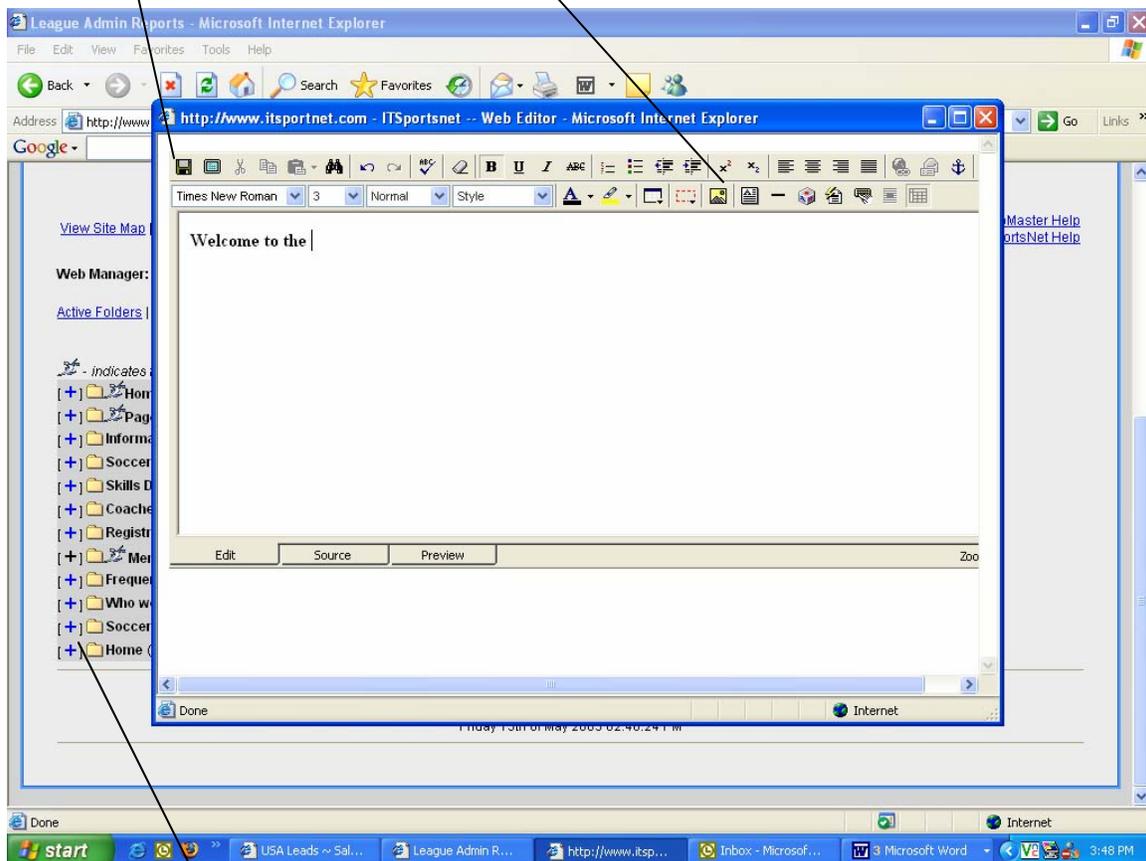
**Deleting a page:** You can delete a page by clicking the 'delete' link next to the page you want removed.

Once a page is added, or when you 'edit' a page, the screen pictured below will appear where you can type text, insert graphics, tables and links.

Place your mouse on each of the items on the task bar to find out their function. See some examples of important icons below.

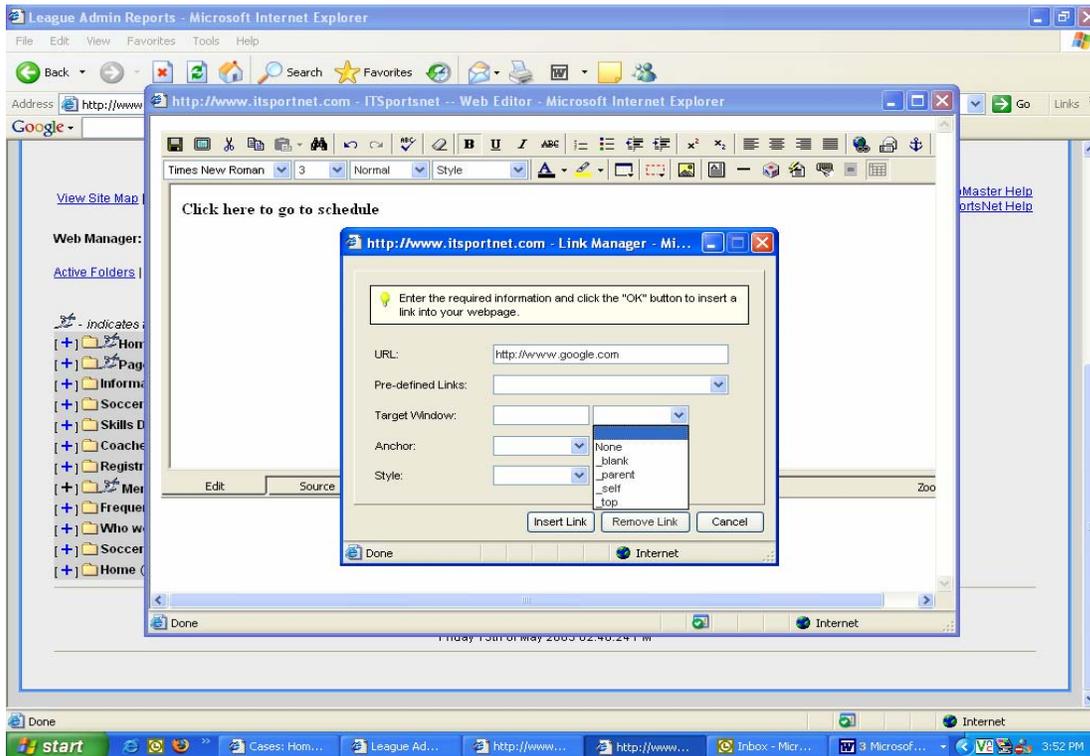
Note this save button (small disc). You must click this anytime you want your changes to be saved.

Click on this icon to insert a graphic from your directory or to upload one from your computer.



**Note:** To view all of the pages within a folder, click on the + sign beside the folder name to open it up and display the page names for editing.

## Insert Links into the Web Editor



## Insert a Hyperlink

1. a) Open the page you want to link to and copy the whole URL from the address bar
- b) Edit the page where you want the link to appear.
- c) Type in the text that you want to appear as the link and highlight it with the cursor.
- d) Right click on the highlight and select CREATE OR MODIFY LINK

Note: If you have Windows XP, or SP2 you may have to press the Ctrl key while selecting to enable the pop up window.

- e) Paste (or press Ctrl-C) into the URL field \*If you want the link to be an email address, type: mailto:joe@hotmail.com
- f) Click INSERT LINK and save your page

\*Select *Target* = *\_blank* from the drop down menu if you want the page to open in a new window.

## Linking to a Document that you Have Uploaded

Follow steps 1a-1d above.

Select from your uploaded documents in the PREDEFINED LINKS dropdown menu. Click INSERT LINK and save your page.

## Linking From a Graphic or Photo

Use the same procedure as linking to text, except right-click on the graphic itself.



## **Uploading Pictures, Graphics and Documents**

To upload a picture or graphic to the website:

1. With the ITWebMaster area, click on the Tab marked UPLOAD.
2. There will be 3 fields to fill in: 1) From the Directory dropdown menu, select "Graphics" 2) Location of the uploading file, click Browse and find the file you have saved on your computer and click OPEN. 3) File Name (include ext) Give the graphic a name using NO spaces, dashes or symbols and include the extension, jpg or gif.
3. Click UPLOAD FILE and you will see a message that the file was uploaded successfully.

To upload a document:

Follow the steps above, but be sure to change the dropdown menu called "Directory" to Documents. The url's for each of the documents are located beside its name and is available to be linked to as a page.

### Troubleshooting and Tips

If you cannot upload your file- There is a 7.5 Megabyte file size restriction; a bigger file will not upload. If you receive "page cannot be found" or any other error, please make note of the error message for when you enter your case for ITSN support.

Tip: It's a good idea to keep graphic files (640 X 480) or smaller. This is so you don't use up too much space on the server uploading large graphic files. We recommend this excellent free graphics tool called Irfanview, available for download at <http://www.irfanview.com/> Here, you can resize, crop or reformat very easily and change the formats from .bmp to .jpg or .gif with just a few clicks.

## **Banner Graphics**

Delete or edit the website's Banner Graphics:

1. Click on the "Banner Graphics" tab.
2. Scroll down the page to see the "Current Site Logos"
3. Find the graphic you want to delete and click "Delete" next to that graphic
4. You will see a confirmation message "Are you sure you want to delete?" Choose yes or no accordingly.

## **Sponsor Logos**

To add a Sponsor Link (must have access to Graphics file for Sponsor Logo) They will appear underneath your menu items in the left hand column.

1. Open Notepad and type the URL that you wish to have the link go to.
2. Save the file as a .txt file.
3. Open IT Webmaster and click on the Banner Graphics Tab

For Graphic Field:

4. Choose Menusponsor1.gif file name from dropdown.
5. At LOCATION OF THE UPLOADING FILE Browse for file name (.gif )
6. Click UPLOAD FILE.

Again in For Graphic Field

7. Choose Menusponsor1.txt file name from dropdown.
8. At LOCATION OF THE UPLOADING FILE Browse for file name (.txt )
6. Click UPLOAD FILE

To add more than 1 sponsor link - use the menusponsor2, 3...4...etc.



## ***ITWebMaster and The Member's Area***

Change to members area home page (For those using the member's area ex: Online Registration or Online Scoring)

To add text or make changes to the first page a member sees when they login to the members area:

1. Login to the admin area and click on ITWEBMASTER
2. Click on the link to MEMBER FOLDERS
3. Click on ADD A PAGE beside MEMBER AREA HOME PAGE. If there is no "add page" link next to the folder, Click on the '+' next to the Member Area Home Page folder, and you should see your home page. Click "edit" next to this page to edit it.
- 4 Name the page and fill in the author field. Order number will not effect the page.
5. Add or edit your text and press SAVE. (Disc icon in the top left corner of the web-editor)

### Members Area: Creating pages for specific role type

You can create pages for specific role types. These pages will only be accessed by members that are registered to a team for this specific role type.

STEP 1: Create a folder for the role

- a) Login to ITWebMaster, go to the "Web Manager" tab.
- b) Click on "member folders".
- c) Is there already a folder for the role? If no, proceed to step 1d. If yes, go to step 2.
- d) Click on "add member folder". Give your folder a name (eg. Coach information), and check off which role type it is for. Only those role types that you check off will be able to view the folder in the members area. Click the "SAVE" button.

STEP 2: Create the page

- a) Click "add page" next to your folder.
- b) Enter a page name, and order, and click "submit".
- c) Create your page
- d) Click the "save" button (top left corner of the editor).

STEP 3: Member logs in and views page

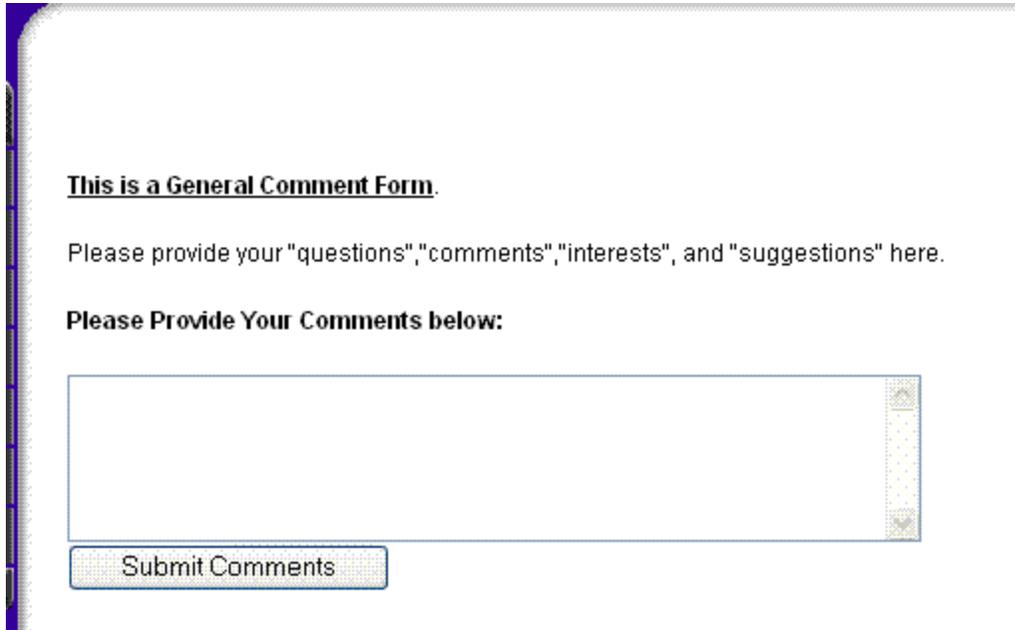
- 1) Member logs into the members area.
- 2) Member clicks the tab for his/her role type (eg. team official).
- 3) Member clicks "my teams".
- 4) Member clicks the role information link (eg. team official information).

NOTE:

These pages are specific to role type, not role. This means that if you create pages for "team officials", it will be viewable by coaches, and manager, and assistant coaches (and all other team officials roles you have setup).

## Creating a Comment Form for Submission

Create a comment form that can submit comments to a specified email address.



**This is a General Comment Form.**

Please provide your "questions","comments","interests", and "suggestions" here.

**Please Provide Your Comments below:**

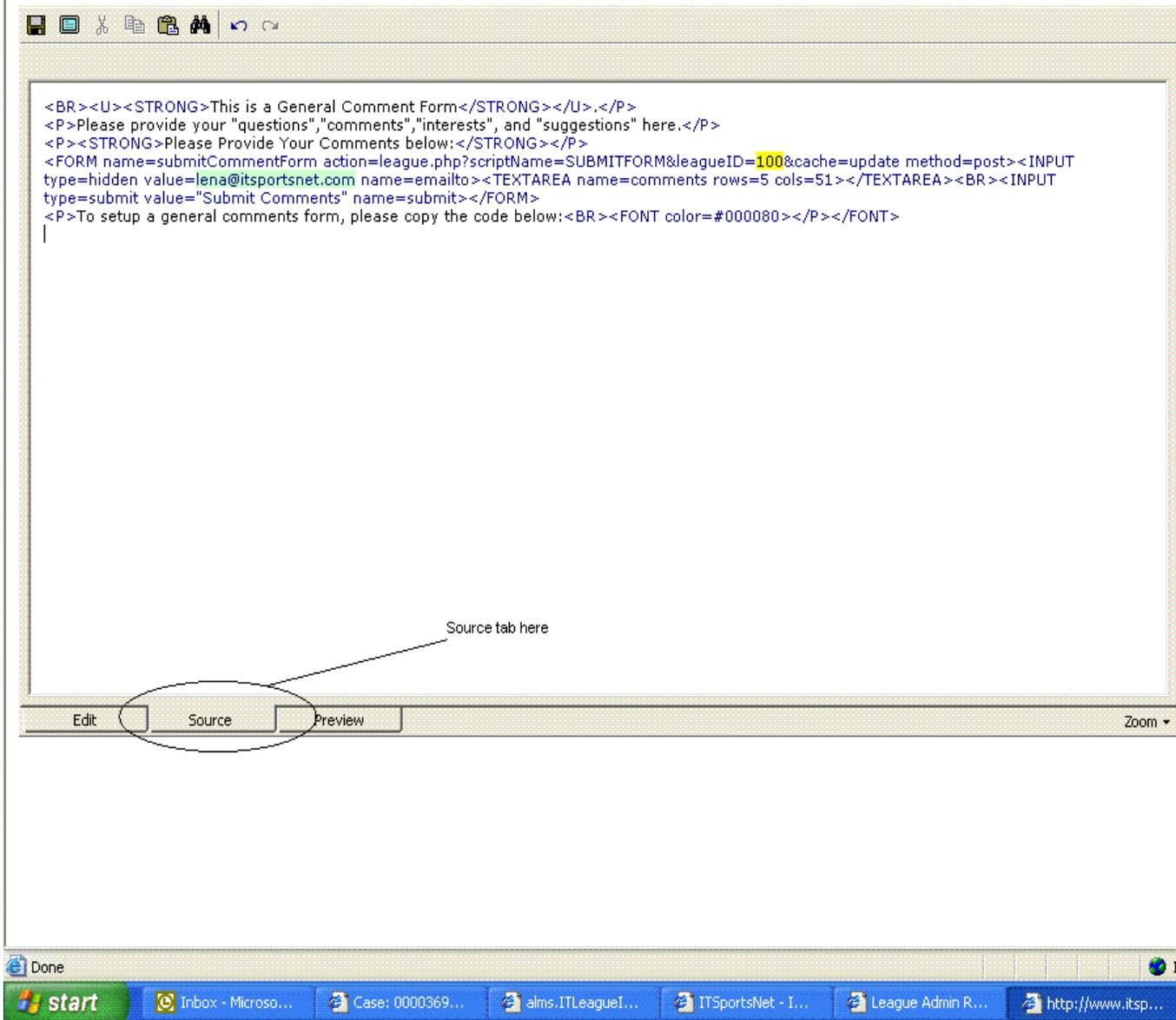
To setup a general comments form, follow the steps below:

1) Copy the code below (highlight the text and hold down the "Ctrl" key and press "c").

```
<BR><U><STRONG>This is a General Comment Form</STRONG></U>.</P>  
<P>Please provide your "questions","comments","interests", and "suggestions" here.</P>  
<P><STRONG>Please Provide Your Comments below:</STRONG></P>  
<FORM name=submitCommentForm  
action=league.php?scriptName=SUBMITFORM&leagueID=100&cache=update method=post><INPUT  
type=hidden value=lana@itsportsnet.com name=emailto><TEXTAREA name=comments rows=5  
cols=51></TEXTAREA><BR><INPUT type=submit value="Submit Comments"  
name=submit></FORM><BR>
```

2) Go to ITWebMaster:

<http://www.itsportsnet.com/admin/rptWebMaster.php?tabSection=WMmanager> and then add a new page (click "add page". Enter a page name, and an order, and then choose to enable the web editor. Click the "submit" button. When the editor opens up, click the "Source" tab (see diagram below) at the bottom of the screen.



```

<BR><U><STRONG>This is a General Comment Form</STRONG></U>.</P>
<P>Please provide your "questions","comments","interests", and "suggestions" here.</P>
<P><STRONG>Please Provide Your Comments below:</STRONG></P>
<FORM name=submitCommentForm action=league.php?scriptName=SUBMITFORM&leagueID=100&cache=update method=post><INPUT
type=hidden value=lana@itsportsnet.com name=emailto><TEXTAREA name=comments rows=5 cols=51></TEXTAREA><BR><INPUT
type=submit value="Submit Comments" name=submit></FORM>
<P>To setup a general comments form, please copy the code below:<BR><FONT color=#000080></P></FONT>
  
```

Source tab here

Edit Source Preview Zoom

Done

start Inbox - Microso... Case: 0000369... alms.ITLeagueI... ITSportsNet - I... League Admin R... http://www.itsp...

Paste the text (hold down the "Ctrl" key and press "v"). Change the leagueID to your leagueID (yellow highlighted text in the code above). If you do not know your leagueID, check the ITWebMaster screen it will show you your ID number (in brackets) right above the ITWebMaster button, next to your club name.

Now change the email value (green highlighted text above) to the email address you want this form to go to.

3) Click the save button (top left corner of the page editor)



## Checking Your Web Stats

This link can be used to compare web stats that have been gathered over a one month period. The "View Website Stats" link in ITWebMaster. (Upper left side of the Web Manager Area)

These stats are compiled to monthly figures updated at the END of each month, and available to view in the first few days of a month. These include many types of information available by clicking on the links on the left side of the page.

### Basic definitions for viewing your web stats:

#### Hits

Any request made to the server which is logged, is considered a 'hit'.

The requests can be for anything, html pages, graphic images, audio files, CGI scripts, etc. Each valid line in the server log is counted as a hit. This number represents the total number of requests that were made to the server during the specified report period.

#### Pages

Generally, any HTML document, or anything that generates an HTML document, would be considered a page. This does not include the other items that go into a document, such as graphic images, audio clips, etc. This number represents the number of 'pages' requested only, and does not include the other items that are in the page. What actually constitutes a 'page' can vary from server to server. The default action is to treat anything with the extension '.htm', '.html', '.php', '.asp', '.aspx', '.shtml' or '.cgi' as a page. Some other programs refer to this as 'Pageviews'.

#### Visits

Whenever a request is made to the server from a given IP address (site), the amount of time since a previous request by the address is calculated (if any). If the time difference is greater than a pre-configured 'visit timeout' value (or has never made a request before), it is considered a 'new visit', and this total is incremented (both for the site, and the IP address). The default timeout value is 30 minutes (can be changed), so if a user visits your site at 1:00 in the afternoon, and then returns at 3:00, two visits would be registered.

**Note:** in the 'Top Sites' table, the visits total should be discounted on 'Grouped' records, and thought of as the "Minimum number of visits" that came from that grouping instead.

**Note:** Visits only occur on PageType requests, that is, for any request whose URL is one of the 'page' types defined with the PageType option. Due to the limitation of the HTTP protocol, log rotations and other factors, this number should not be taken as absolute, rather, consider it an approximate calculation.

## FAQ's and Common Issues

### ITWebMaster: Upload File

If you cannot upload your file, please check the file size.

There is a 7.5 Megabyte file size restriction. If the file is not under 7.5 Megabyte then it will not upload.

If you receive "page cannot be found":

Try to upload the file in Netscape. Did it give a different error message? If so, please write down the exact error and attach it to the case for the ITSN Support Rep.

### Change the website season to match your current schedules and standings

The website season determines where and what season the website pulls data from for your schedules and standings.

1) Login to ITLeagueManager. 2) Choose your club where necessary 3) Go to "Setup" and "Season Setup"



4) Click on the "Website Current Season" tab. 5) Choose your current season 6) Click "Save".

#### ITWebMaster: Flyouts not working

##### Description:

When you create folders in ITWebMaster, those folders have an ID attached to them. If a folder has an ID above 99, then the fly-outs no longer work.

##### Possible Temporary Solutions:

- 1) Try to reuse older folders that are no longer needed and rename them.
- OR
- 2) Contact ITSportsNet and we will try to find some ID's available under 100.

We are temporarily using these solutions to fix this problem.

#### Contact Information Page that appears by default has incorrect/incomplete information.

The ITSN contact information page is the one that appears on your website by default. You will know if you are on the ITSN contact page because the URL on the page will contain "&scriptName=CONTACT". The format of this page can't be changed. If you would like to have your own contact page and remove this one, you need to create your own contact info folder and/or page in ITWebMaster, and then take the current Contact page, click on Properties and make the folder Hidden instead of active.

#### Fonts are different sizes on the web site, but look fine in editor

Rarely, you may notice that fonts appear fine in the editor, but after saving, the web page doesn't look right (ex: Fonts appear as different sizes).

This is a problem with the web editor itself. If you change font sizes, bold, underline, move text or delete text, sometimes the tags in the HTML code get messed up. It's very difficult to fix this by editing the HTML code...only an expert could do it.

Solution: Copy the text from that page and paste it into Notepad. This step will remove the formatting from the page. Copy from Notepad and paste back into a blank page in the web editor. You'll have to then add the formatting, as well as any pictures or hyperlinks. It's good to save a copy of that page in its raw form so that you can easily copy the code if you run into this problem in the future.

If you stick with the default font, you usually will not experience this problem. If you have different fonts and sizes spread across one page, you will likely have these issues.

#### Incorrect link - it is adding http://www.itsportsnet.com in front

If you create a link and it puts http://www.itsportsnet.com in front of it, then your link is not correct. You must have http:// in front of your link. If you created a link without "http://" in front of it, then your link will look similar to this: <http://www.itsportsnet.com/www.myLink.com>

#### Page Caching

Graphics are cached for 1 month Data should update within 5 minutes of any changes made. If you go to your pages and click the date on the top right corner of the page, you will see your changes.

#### Open page without header and menu (printer friendly page format)

This will take you through the steps to open a page without the website header and footer. It works the same way as a "printer friendly" page.

Method 1: 1) Go to the web page that you want. 2) Click the 'printer-friendly' link at the top of the page. You can copy that URL and link to it from anywhere. OR Method 2: Use this if the "printer friendly" link is not available on the page. 1) Go to the web page that you want. 2) Add the following to the end of the URL: &printPage=1 Warning: With method 2, you must add that exact text (case sensitive). If you remove any of the previous text in the URL, or do not add this exact text (&printPage=1) to the end of the URL, then it may not work for you.