

Palatine Youth Baseball/Softball Commissioner Web site Guide

Key Activities and Tasks

February

- Commissioners receive logins and instructions from a Webmaster or a Board Member (if you have not received yours by mid February, please contact pyb_webmaster@pyb.com)
- Commissioners to update their Division page News

March (schedule loading)

- Scheduling manager creates draft season schedule
- Webmaster uploads draft schedule for each division (as hidden pages from the public)
- Commissioners review & approve initial schedule load
- Commissioners update online team names (i.e. "Team 1" → "Cubs")
- Commissioners creates online divisions (i.e. American, National) if needed
- Webmaster releases schedule to public view

April – June (season)

- Commissioners manage online schedule changes, game scores, news updates, photos
 - Posting photos requires parent permission via email prior to posting
- Standings update automatically based on game scores (except for practice games)
- Commissioners to follow Park District RULES for scheduling make-up games/practices
 - Viewing Field Calendars

June (playoffs)

- Commissioners create tournament brackets and maintain scores

December

- Webmaster clears out season schedule

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Website Overview

1. Division Pages: On www.pyb.com, there is one dedicated page for each division (as listed on the left navigation menu of the site). Each division page has a section for News, Schedules, Standings, and Tournaments. Hover over the link for your league to see the News / Schedules/ Standings/Tournament submenu for direct access. You can also click on your league to access the submenu.

Hover to see submenu to the right...



...Or click on the link and choose the menus from the top



2. Updates: As commissioner, you will maintain the pages for your respective division including news (News), schedule changes (Schedules), game scores (Standings), and playoff bracket creation (Tournament).
3. Login & Passwords: The commissioner UserID and password that you received for your league will provide admin access to your league/division on www.pyb.com. Use the **Login** link at the top of the pyb.com page to make updates. After you login, choose the **Admin** button under the banner to administer your page.

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4. Schedules: The web administrator will load the schedules once they are available in late March. After your schedule is loaded, you will receive an email to review the schedule before publishing to the public. Once the schedules are fully loaded, you will have to maintain the online schedules throughout the season for cancellations and make-up games using the calendar available in the **Schedules** link. There are set rules for reserving field times for make-up games/practices with the Park District. Those instructions will be made available from the Park District.

Website Instructions

Tips

The changes you make on the web site will display as soon as you save. An exception to this is that entire pages can be hidden so that they are not publically viewable. This is done for schedules prior to the beginning of the season. The schedules will be made online but they will be hidden from the general public until approved by the Commissioners in each league/division.

Internet Explorer is the recommended browser for administering the website although Firefox and Chrome should also work.

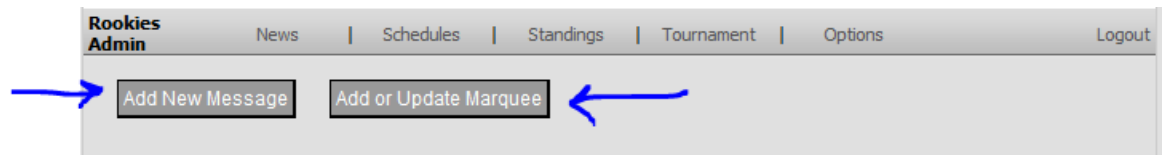
You can only update information for your own league/division.

Changing Messages

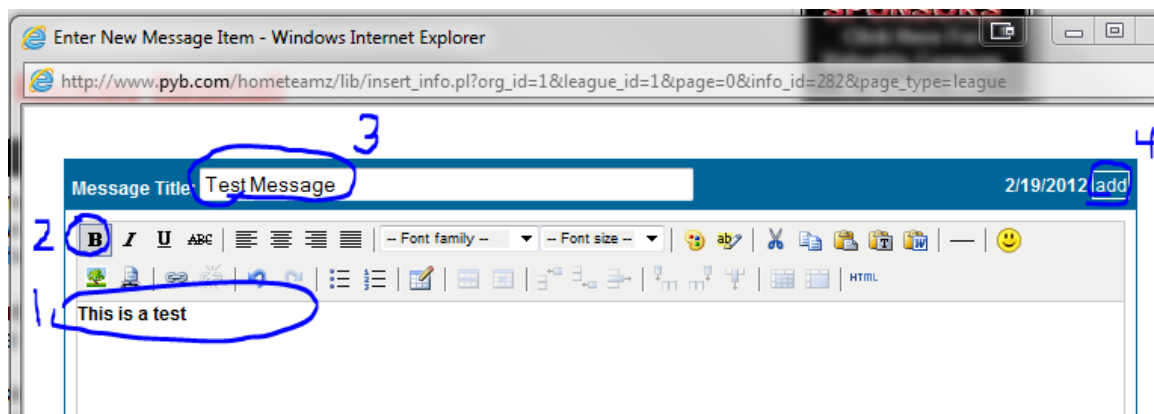
Messages appear as the different news items displaying under the banner and marquee sections below the menu.

1. Login to the website
2. Click on the link for your league or division
3. Click the Admin link
4. Choose **Add New Message** to add a message

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5. Click **Add New Message** to add a new message item to your page. A pop up window will appear in which you will create or edit your message. While in the editor, hold your mouse over the different icons to see what they will do. To cancel without making changes, close the window without clicking on add.
 1. Type your message
 2. Add effects
 3. Enter a message title
 4. Click on add

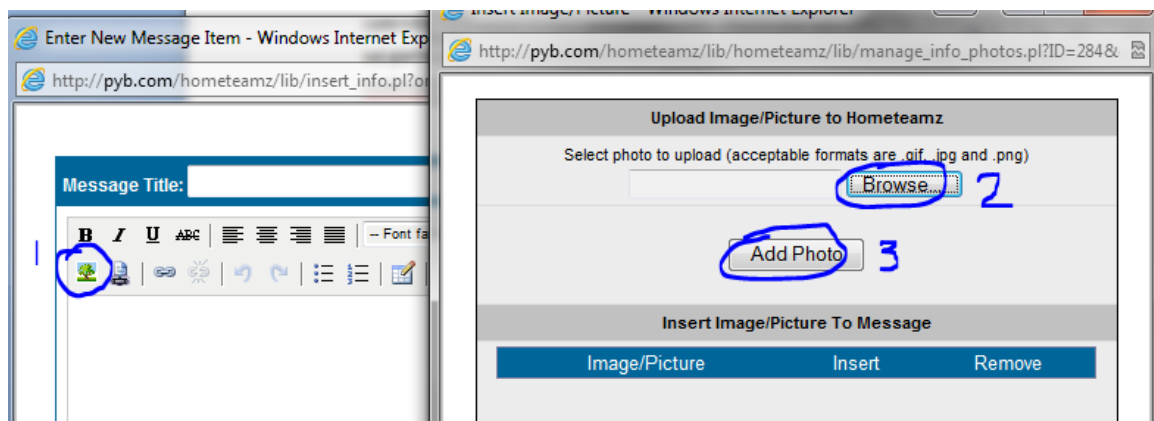


The result of the above:

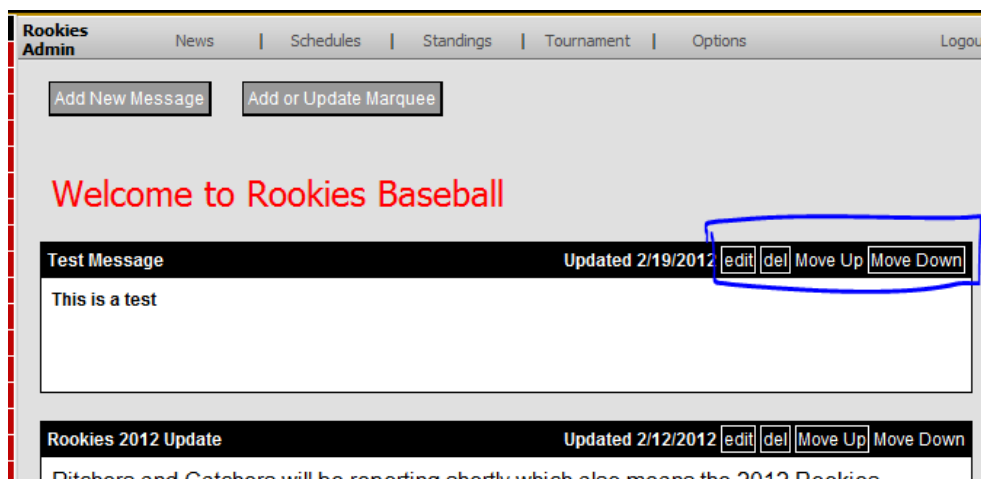


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6. While adding or editing a message, you can include a picture. Note that you must have a written note or email with parental approval allowing you to put the picture on the Website. Do not include last names of the children in descriptions or file names.
 1. Put your cursor in the place where you want to add the picture. Click on the **Insert Image/Picture** link
 2. Choose the **Browse...** button to locate the picture on your hard drive.
 3. Select **Add Photo...** to add the picture.



7. You can also delete, edit or reorder messages. If you don't want to save the message, close the pop up window(s). If you need to edit in order to change the message, click on the **edit** button. You can also move the message further up or down in the list by choose **Move Up** or **Move Down**. You can experiment some but note that when you save your message, it will appear to anyone viewing the page.

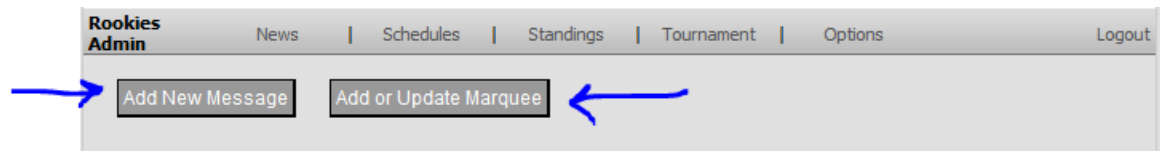


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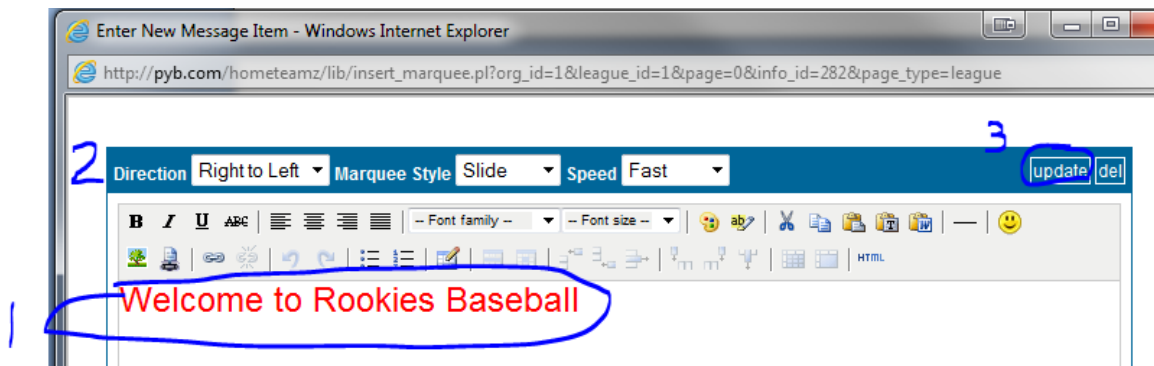
Changing the Marquee

The marquee is the banner section below the menu.

1. Login to the website
2. Click on the link for your league or division
3. Click the Admin link
4. Choose **Add or Update Marquee**



5. While in the editor, hold your mouse over the different icons to see what they will do. Type the text, add effects, and then click on update to save your changes. To delete the marquee, choose the **del** button. For the marquee, you must choose the direction the text will appear, the style and the speed. Note that these effects work with Internet Explorer but may not appear as expected with other browsers.
 1. Enter the text for the marquee
 2. Update the Direction, Style and Speed as desired
 3. Select **update**



Schedule Changes

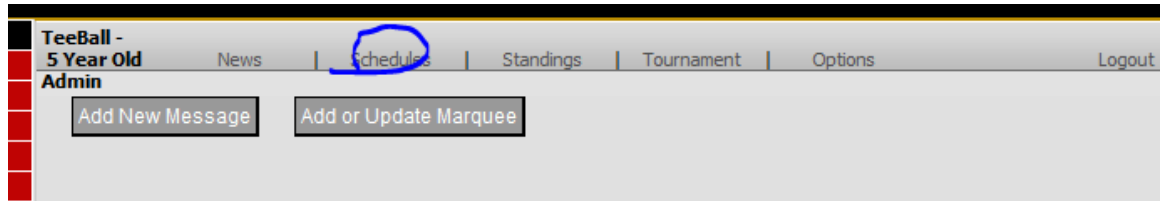
If there is a schedule change, you must work with the Palatine Park District to clear the change. Commissioners are responsible for ensuring field/location availability and communicating schedule changes to team coaches.

To make a schedule change

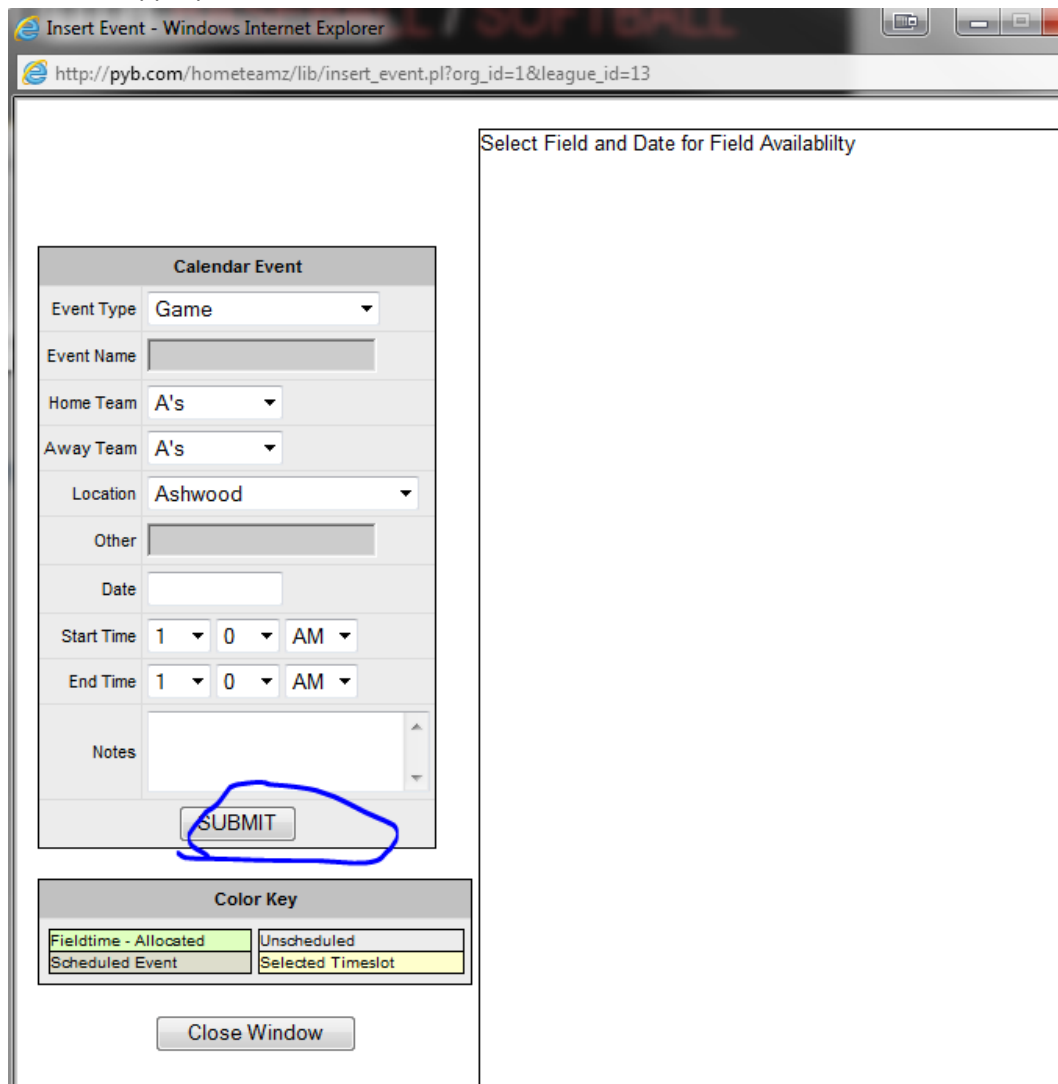
1. Login to the website

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2. Click on the link for your league or division
3. Click the Admin link
4. Click on **Schedules**



5. Choose an event to delete or select **Add New Calendar Event** to add a scheduled item.
6. Make the appropriate selections and then click on the **SUBMIT** button.



The screenshot shows a web browser window titled 'Insert Event - Windows Internet Explorer'. The address bar shows the URL: http://pyb.com/hometeamz/lib/insert_event.pl?org_id=1&league_id=13. The main content area is titled 'Select Field and Date for Field Availability'. It contains a form titled 'Calendar Event' with the following fields:

- Event Type: Game (dropdown)
- Event Name: (text input)
- Home Team: A's (dropdown)
- Away Team: A's (dropdown)
- Location: Ashwood (dropdown)
- Other: (text input)
- Date: (text input)
- Start Time: 1:00 AM (dropdowns)
- End Time: 1:00 AM (dropdowns)
- Notes: (text area)

The 'SUBMIT' button at the bottom of the form is circled in blue. Below the form is a 'Color Key' section with the following items:

Fieldtime - Allocated	Unscheduled
Scheduled Event	Selected Timeslot

At the bottom of the form is a 'Close Window' button.

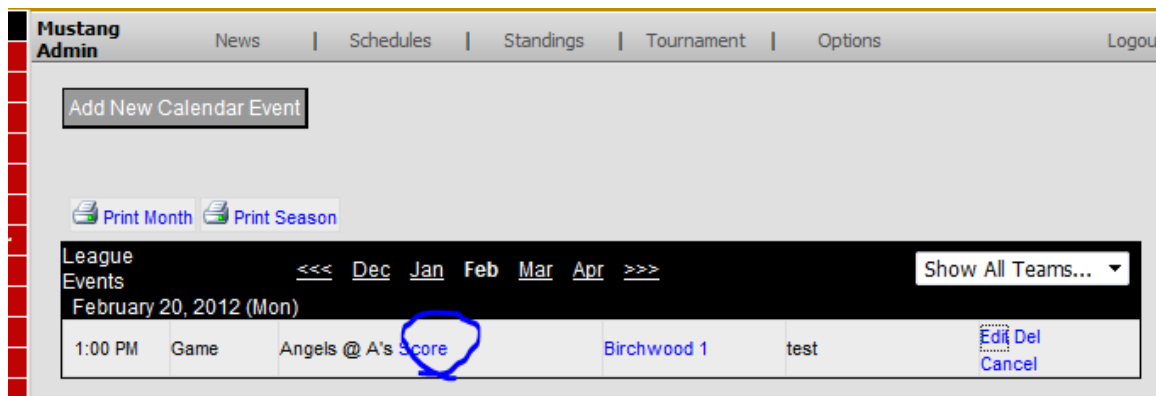
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Standings

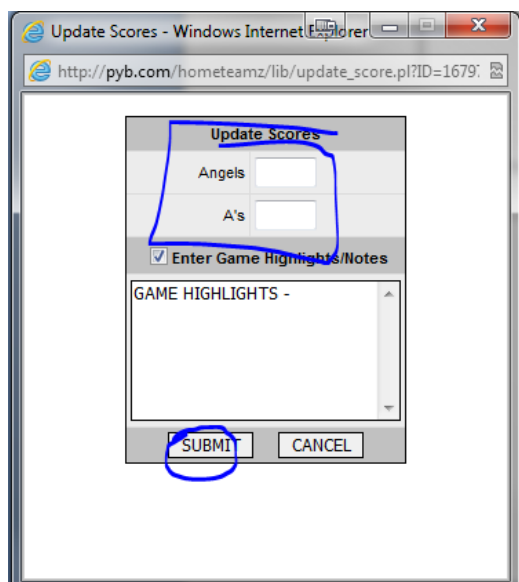
Standings will automatically be updated based scores. You do not need to update this manually.

Update Scores

1. Login to the website
2. Click on the link for your league or division
3. Click the Admin link
4. Click on the **Schedules** link
5. To add a score, find the game in the calendar and click on the **Score** link. You can also Edit, Del or Cancel to update, delete, or cancel this event.



6. Enter the score and click **SUBMIT**.

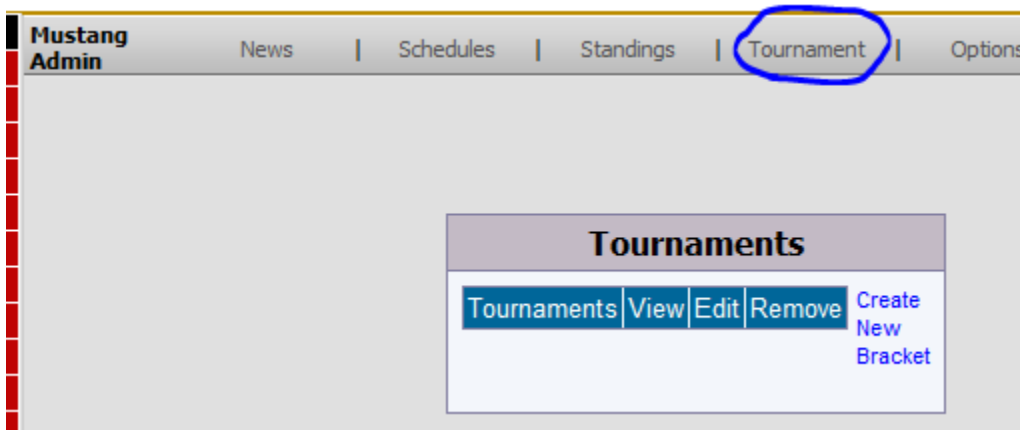


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Playoffs

If your league/division has playoffs, you will create the tournament brackets at the end of the season.

1. Logon to the website
2. Click on the link for your league or division
3. Click the Admin link
4. Click on the **Tournament** link



5. Choose **Create New Bracket** to create a bracket. Choose **Edit** or **Remove** to update or remove brackets.