

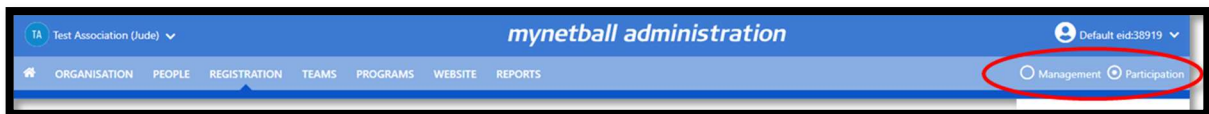
Websites

Site design

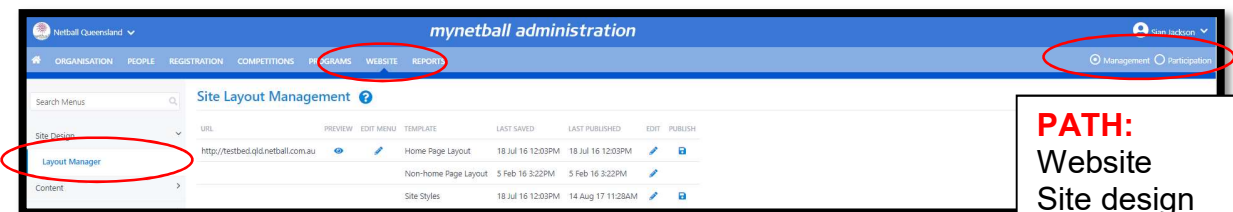
⇒ **Layout manager**

The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can manage their de-registrations under **Management** or **Participation**.



Clubs will not have the option to choose between management or participation, they will just be in participation.



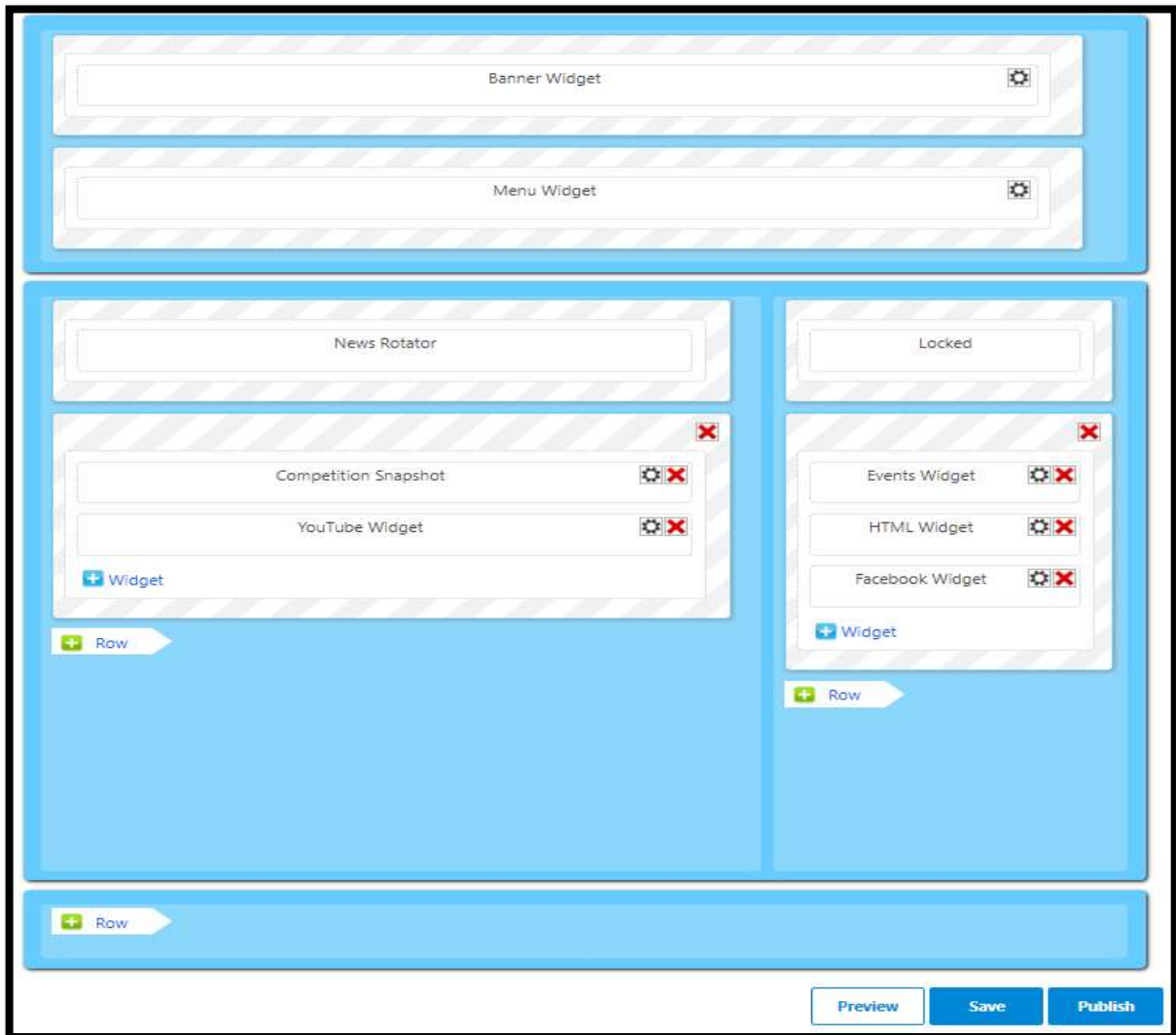
PATH:
 Website
 Site design
 Layout manager

This will bring you to the **Site Layout Management** page.

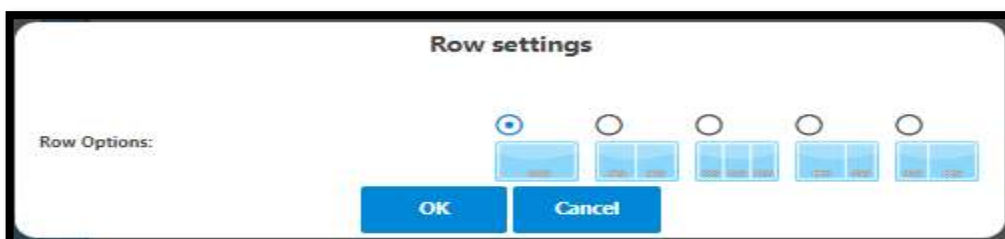
It is recommended that you have an idea of what you want the website to look like before you start, what kind of widgets and how many.

To edit the home page layout, click on **edit**.

The banner, menu widget and news rotator are locked and are not able to be moved. You will notice a widget above image widget on the right, this is locked as Netball Australia advertises up and coming events.



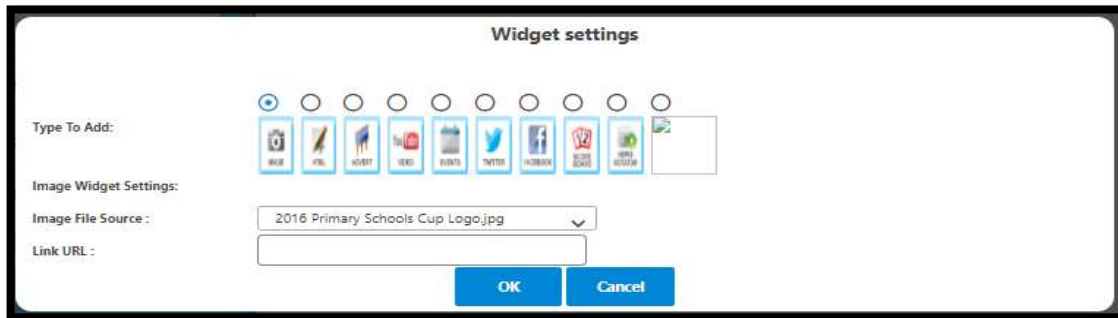
To add extra sections, click **+row** to add a arrow.



Choose a row option and **ok**.

Add widgets by clicking on the **+widget** icon.

Choose a widget type, there descriptions are below.



Different Widget Options

Banner	Inserts an image that displays as the banner of the website
Menu	Standard and additional menu items (recommended limit 10-12)
Image	Inserts an image
HTML	Adds page information
Advert	Inserts an advert
YouTube Video	Inserts a YouTube video
Events	Displays event information from the event manager
Twitter	Inserts Twitter feeds
Facebook	Inserts Facebook feeds
Score Board	Add in match and ladder data
News Rotator	Displays news items in a rotating setting

To edit any widget, click on the cog symbol on the right-hand side.



Save when you make changes. Changes can be viewed before making them live by selecting **preview**. When you're happy with the changes select **publish** to make live on the website.



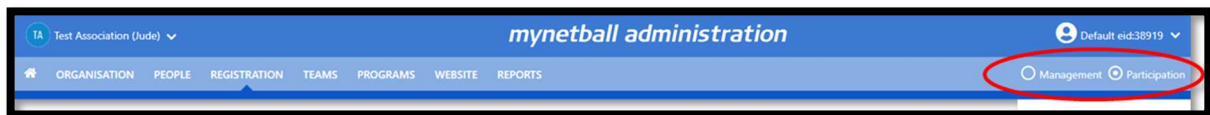
Content

⇒ File manager

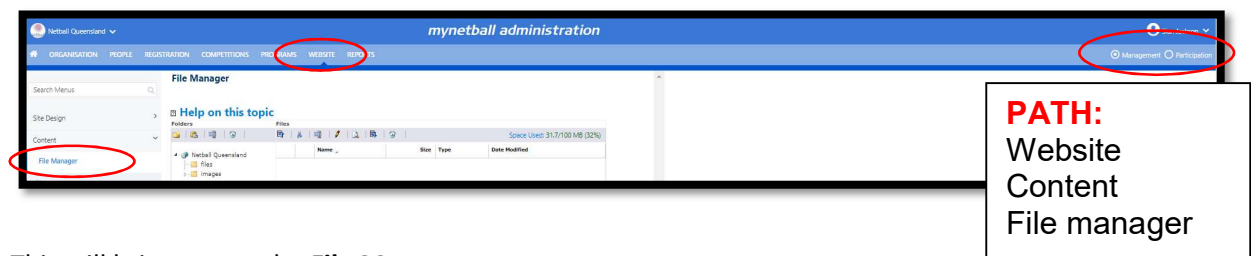
Before any items can be uploaded onto the website the information needs to be stored in the file manager.

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Associations can manage their de-registrations under **Management** or **Participation**.

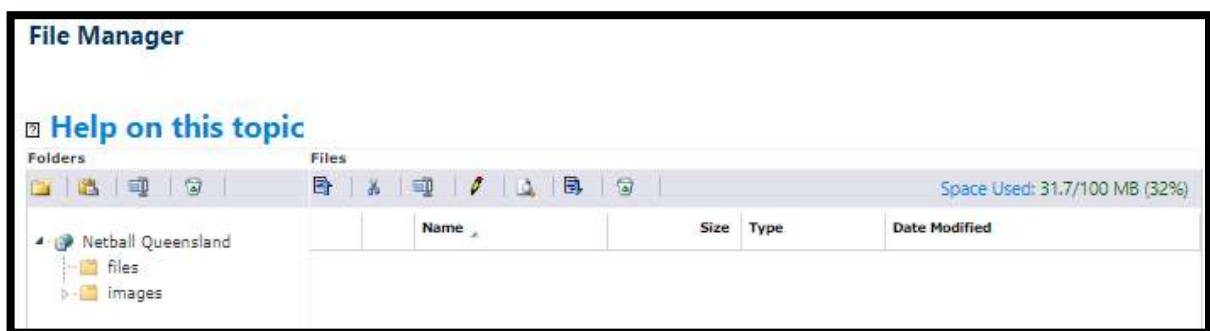


Clubs will not have the option to choose between management or participation, they will just be in participation.

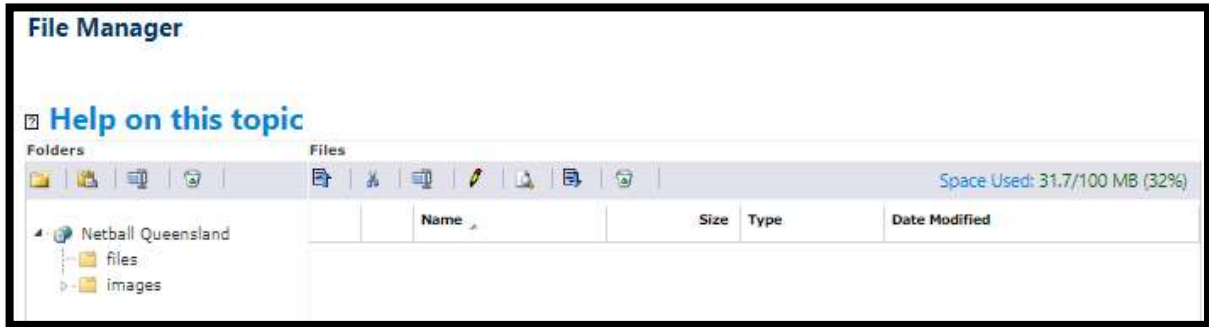


This will bring you to the **File Manager** page.

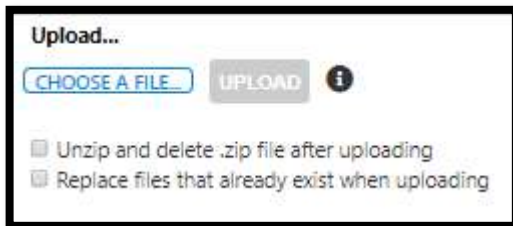
To upload files or images to the file manager, select the file for documents or image for images for them to be stored into.



Upload the files to the directory by using the icon.



Follow the instructions to upload the files/images. Start with select files, search your computer and open.



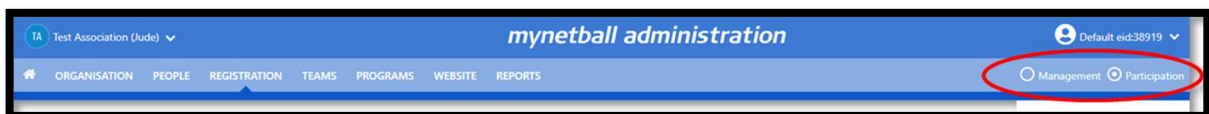
To ensure that the upload was successful you can check the folders in the file manager.

⇒ News

News items can be updated news or worthwhile information source for your members.

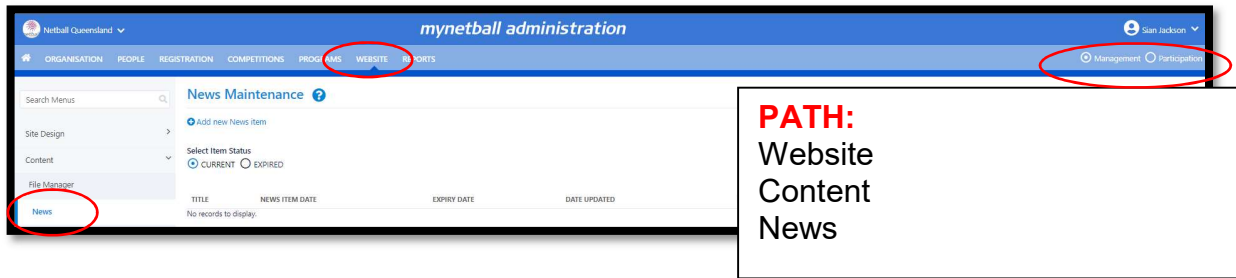
The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can manage their de-registrations under **Management** or **Participation**.



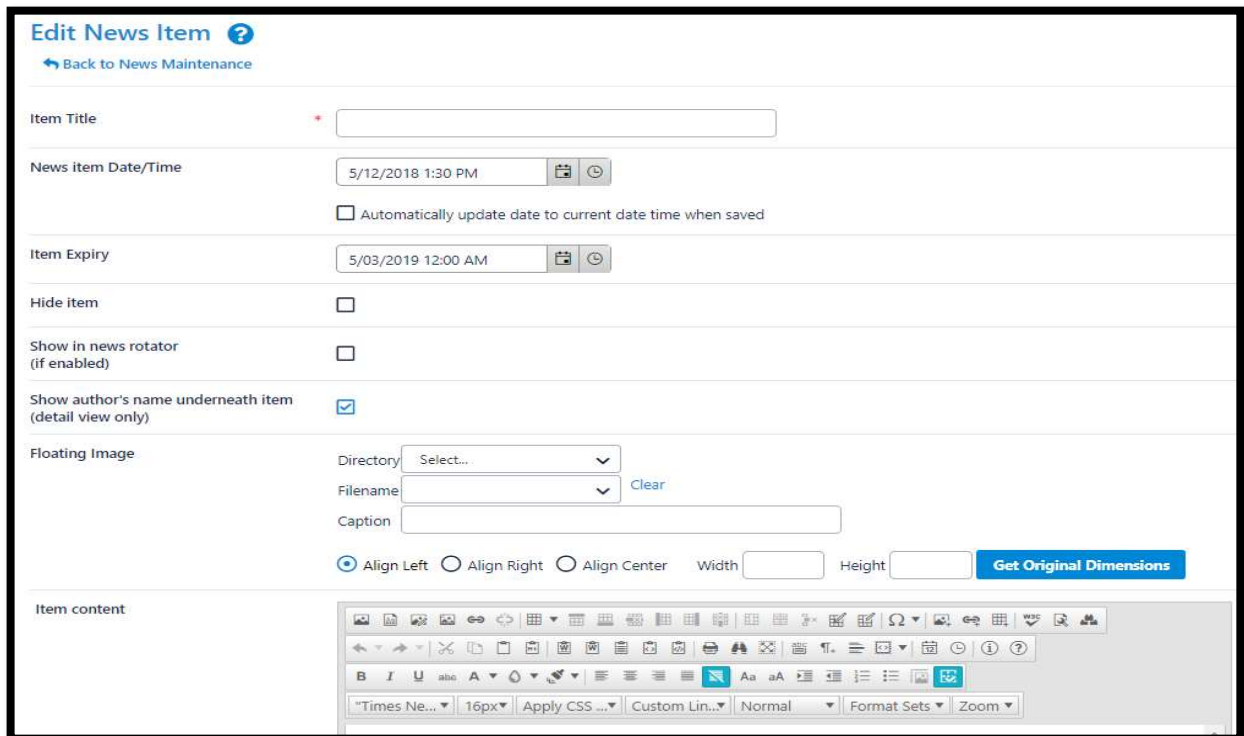
Clubs will not have the option to choose between management or participation, they will just be in participation.





This will bring you to the **News Maintenance** page.

Creating a new news item, select **add a new News item**.



Follow the instructions to add a new **news item**.

- Create an item title
- Set a news item date and item expiry date. If you give the news item an expiry it will take the news item off the live website automatically, this ensures the Association/Clubs website isn't filled with expired events and old news
- If the hide item box is ticked the item will not show on the live website
- A tick in the box for 'show in news rotator' will show your news item on the home page
- The authors name is connected to the user of MyNetball at the time of uploading the news item
- The directory will allow an image to be displayed behind the caption text on the news rotator, the image has to have been saved in the file manager

- In the item content section, a description of the event can be entered, if you want to attach a nomination form or a document to be opened.
 - To insert images – select the **insert image** icon, all properties, image manger icon. Select from the file manager and insert.
 - To insert links – type the text e.g. click here and highlight it. Select the **insert link** icon, paste in the URL link, change the target to new window and **ok**.

Save at the bottom of the page. Go into the organisations live website to view the newly added news item. Adjust if needed.



⇒ Events

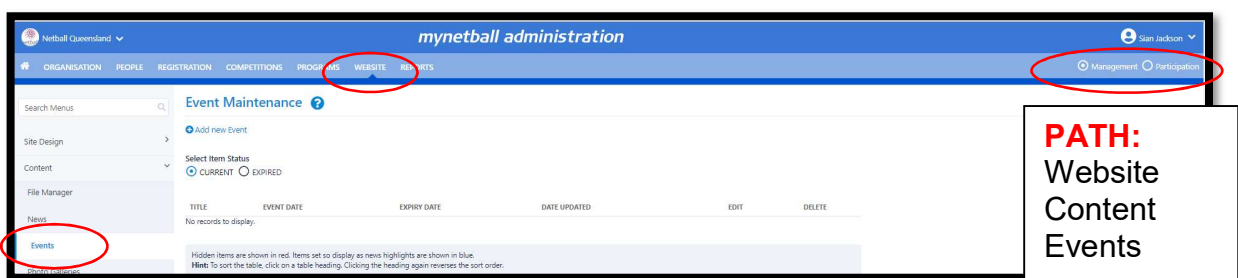
List the organisations events here. This will filter through the events widget.

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Associations can manage their de-registrations under **Management** or **Participation**.



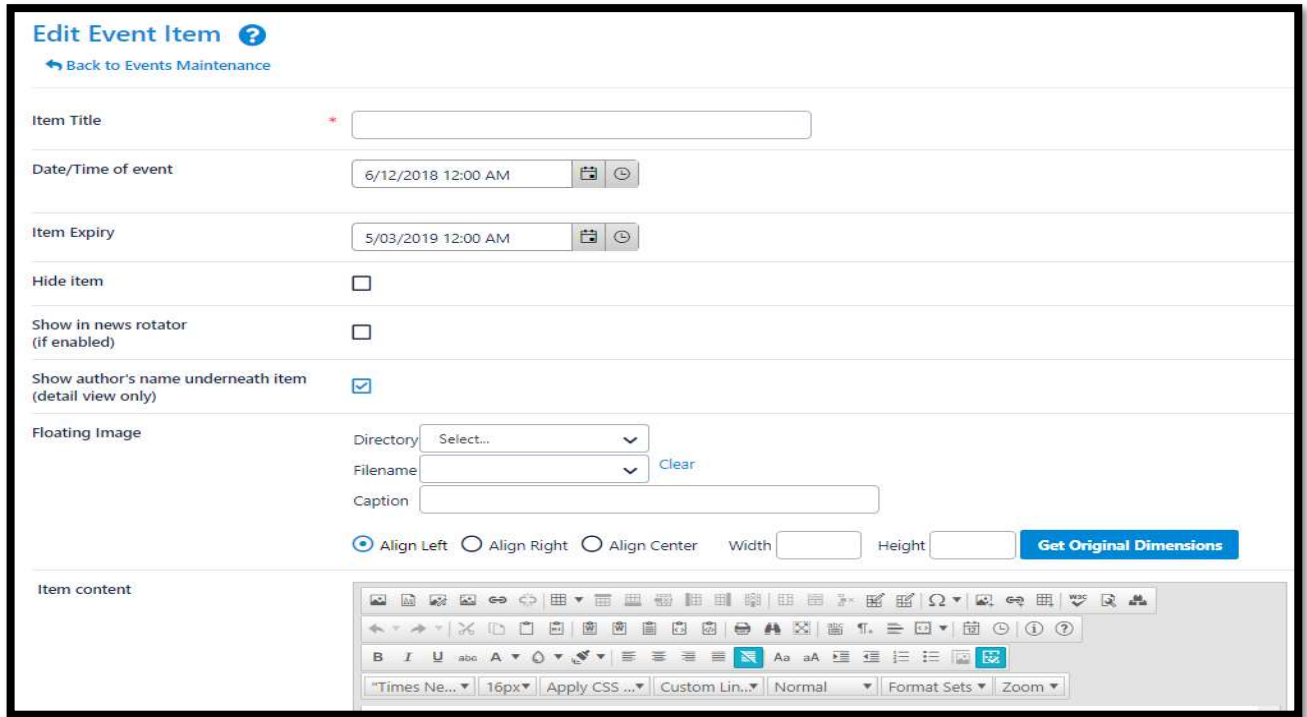
Clubs will not have the option to choose between management or participation, they will just be in participation.

PATH:
Website
Content
Events

This will bring you to the **Event Maintenance** page.

Creating a new events item, select **add a new event item**.



Follow the instructions to add a new **event item**.

- Fill in the information below, including a title and date. If you give the event an expiry it will take the event off the live website automatically, this ensures the Association/Clubs website isn't filled with expired events and old news.
- If the hide item box is ticked the item will not show on the live website
- A tick in the box for 'show in news rotator' will show your news item on the home page
- The authors name is connected to the user of MyNetball at the time of uploading the news item
- The directory will allow an image to be displayed behind the caption text on the news rotator, the image has to have been saved in the file manager
- In the item content section, a description of the event can be entered, if you want to attach a nomination form or a document to be opened.
 - To insert images – select the **insert image** icon, all properties, image manger icon. Select from the file manager and insert.
 - To insert links – type the text eg. click here and highlight it. Select the **insert link** icon, paste in the URL link, change the target to new window and ok.

Click on **show in news rotator** if you want it to be a part of the news section.

Save at the bottom of the page. Go into the organisations live website to view the newly added event item. Adjust if needed.

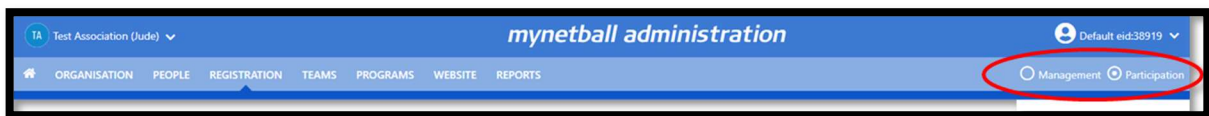


⇒ **Photo galleries**

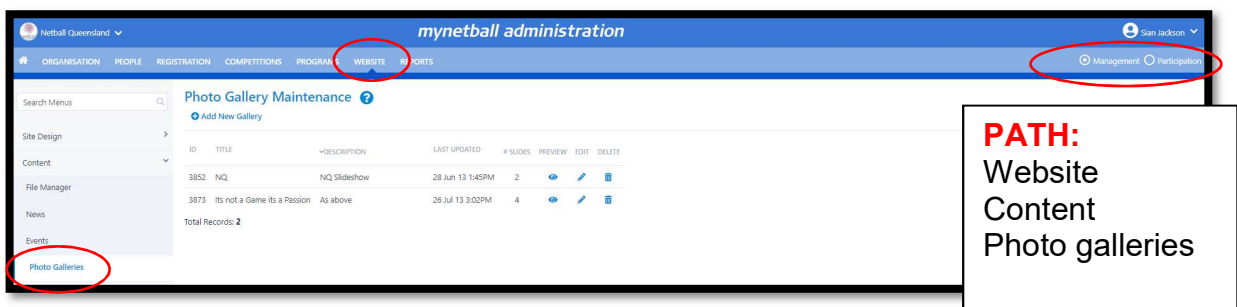
Photo galleries can be used for sharing carnival photos with your membership or player profiles, committee profiles and life member’s profiles. If you have rep teams, players, coaches or umpires that are involved in high performance pathways this can be used to highlight those achievements to the Associations/Clubs broader membership.

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This will bring you to the **Photo Gallery Maintenance** page.

Creating a new photo gallery, select **add a new gallery**.

Edit Photo Gallery ?

[← Back to Gallery Maintenance](#)

Title

Description (optional) [Edit HTML...](#)

Gallery Type

- Advanced Slideshow (shows thumbnails, captions, and allows navigation between slides)
- Classic Slideshow (shows thumbnails, captions, and allows navigation between slides)
- Simple (arranges all slides on page and captions-if entered- underneath)

Select Images

- 2016 Primary Schools Cup Logo.jpg
- 2016-QLD Fusion-NQ-ANL-Lockup.jpg
- 2017 Firebirds Logo - CMYK.jpg
- 2017 Firebirds Logo - CMYK.pdf
- 8FC_2122.jpg
- 8FC_2138.jpg
- 8FC_2148.png

[Preview Selected](#)

Image List [Refresh List](#)

No records found

[Update Gallery](#)

Fill in the information needed and select images.

The images need to be uploaded into the file manager to be able to find the images. Select the images to add to the gallery group, when finished click **update gallery**.

HTML pages

⇒ General pages

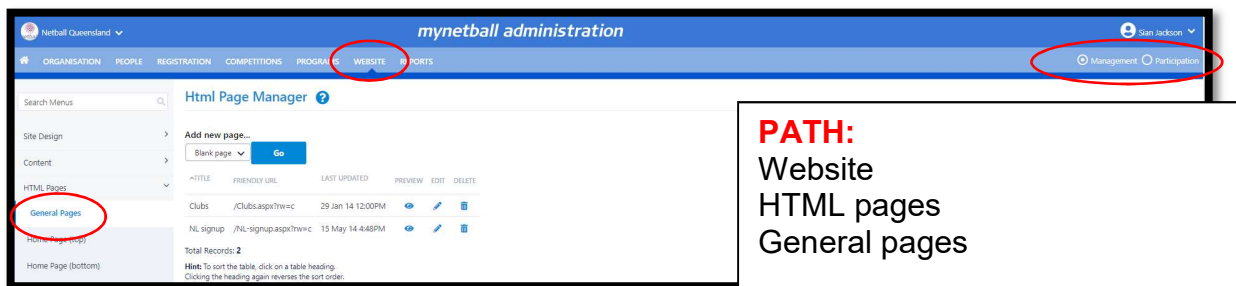
HTML pages can be created and stored in the organisation's website content section

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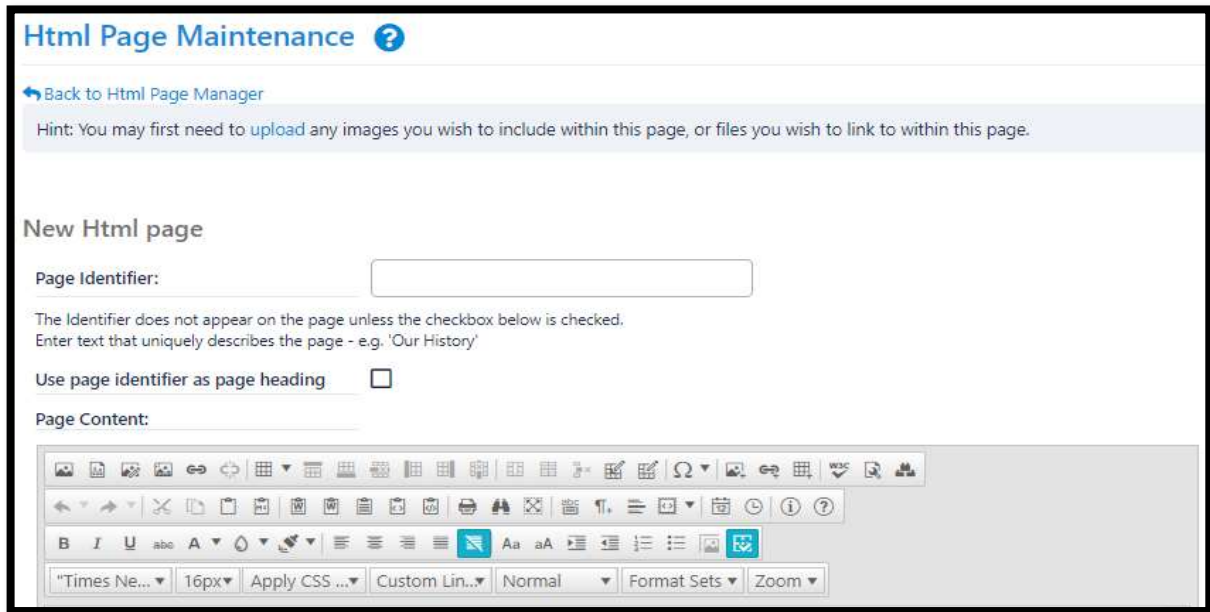


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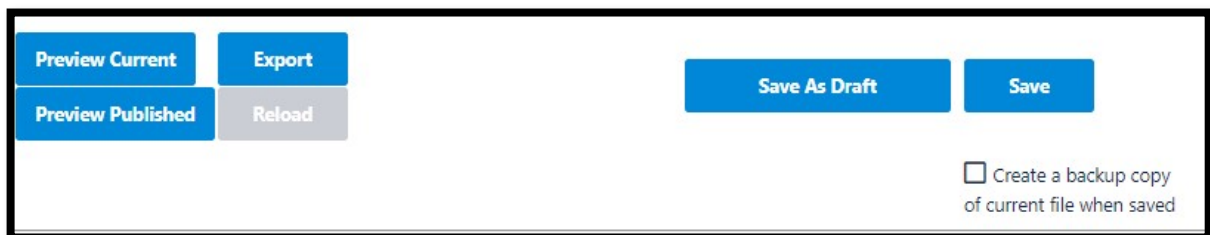


This will bring you to the **HTML page manager** page.

To create a new Html page, click on **go** next to blank page.



- Give the page a name in the **page identifier** section. Tick **use page identifier as page heading** to show this as the page name on the website.
- Add text, images, links or embed you tube videos into the page content box.
- To embed videos and links, search for the content on the internet.
- For video's - select share and embed and copy the code given.
- To insert images – select the **insert image** icon, all properties, image manger icon. Select from the file manager and insert.
- To insert links – type the text eg. click here and highlight it. Select the **insert link** icon, paste in the URL link, change the target to new window and **ok**.



Save at the bottom of the page. Select the **preview** options if needed and adjust if needed.

- ⇒ **Home page (top)**
This is not used in Netball.
- ⇒ **Home page (bottom)**
This is not used in Netball.
- ⇒ **Templates**
This is not used in Netball.

Advertising

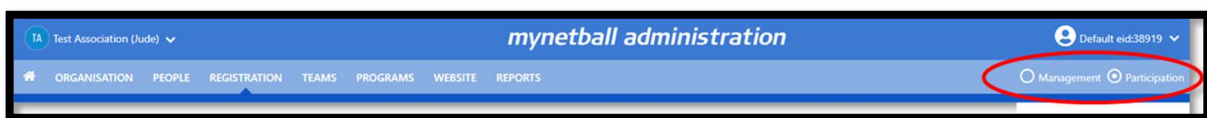
⇒ Advert maintenance

Advertisements can be placed in a number of different locations on the site and can take the form of traditional banner or button sizes using images or text-based ads. Text Ads can be particularly useful for creating ads for internal club/association advertising such as sale or merchandise.

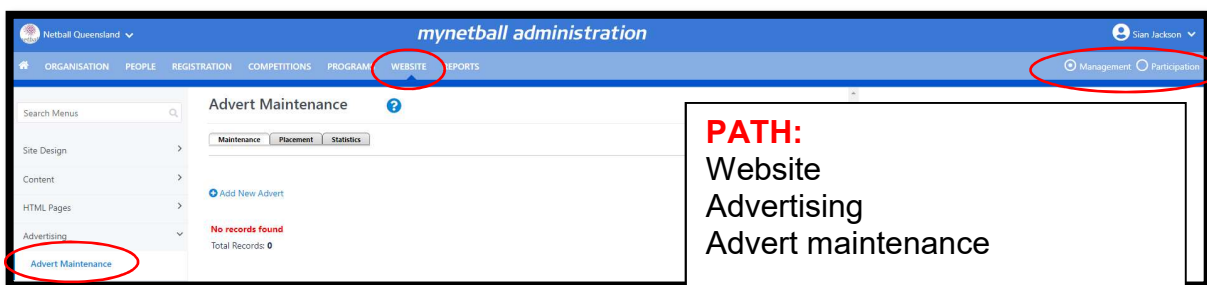
Firstly, adverts need to be created using the Advert Maintenance menu item then these ads can be placed in various positions on the site using the Advert Placement menu item. Each time an ad is clicked it is recorded and a report of these clicks can be viewed via the Advert Statistics menu item.

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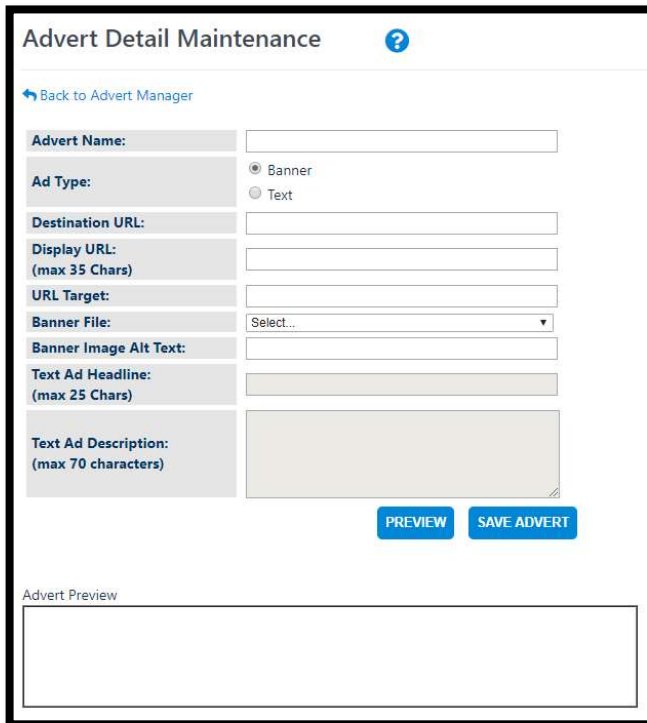


Clubs will not have the option to choose between management or participation, they will just be in participation.



This will bring you to the **Advert Maintenance** page.

Creating a new advert, select **add new advert**.



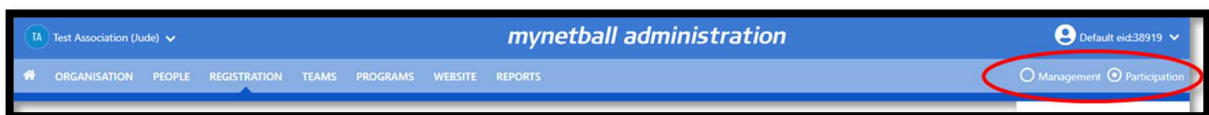
Fill in the information required and **save advert**.

⇒ **Advert placement**

There are several positions available for advertising on your site including a banner position at the top of the page and smaller ones down the left and right-hand sides of the page.

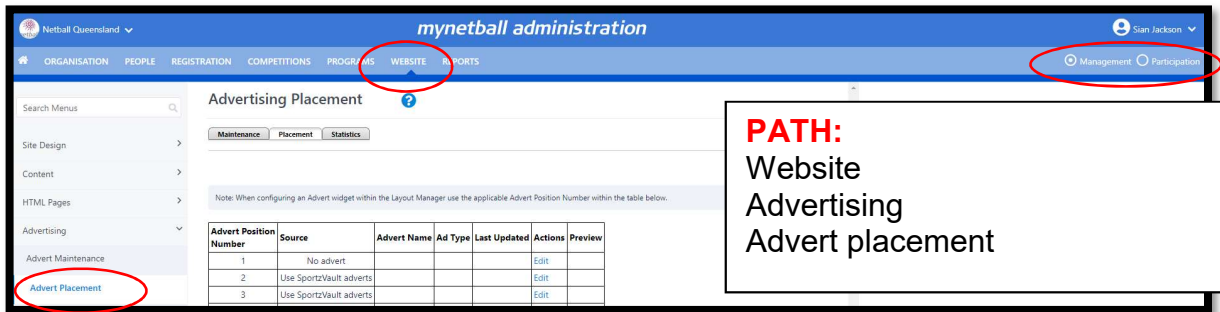
The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

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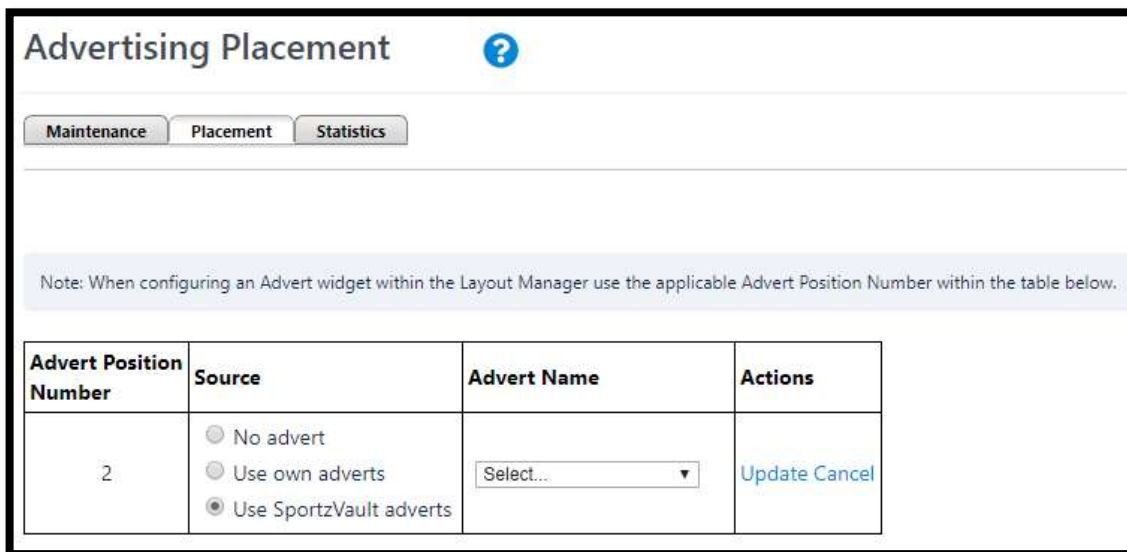




This will bring you to the **Advertising placement** page.

To modify what is displayed in these positions:

- Click the Edit link for the relevant advertising position to change the placement. **NOTE:** Some advert positions may be fixed and cannot be changed. Where the club/association only has a LITE account none of the advertising placements will be able to be changed.
- The Advert Placement edit screen is displayed.
- There are three options to choose from when setting an ad placement:
 - No Advert:** Nothing is displayed in the given advert position
 - Use Own Advert:** An advert that you have created and selected in the given advertising position
 - Use SportzVault adverts:** Ads are sourced from the InteractSport advertising server.
- If you choose "Use Own Advert" you will be required to select an ad from the drop-down list (ads can be created using the Advert Maintenance screen, see above). When choosing your own ad only those that fit within the given dimensions of the advertising position will be able to be selected.
- To preview an ad to see what it looks like before saving press the Preview button



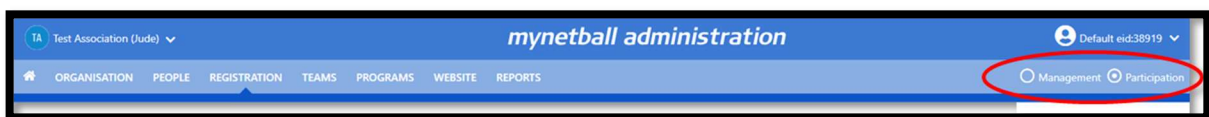
To save changes press the **Update** link or to cancel, press the **Cancel** link and changes will be lost

⇒ **Advertising statistics**

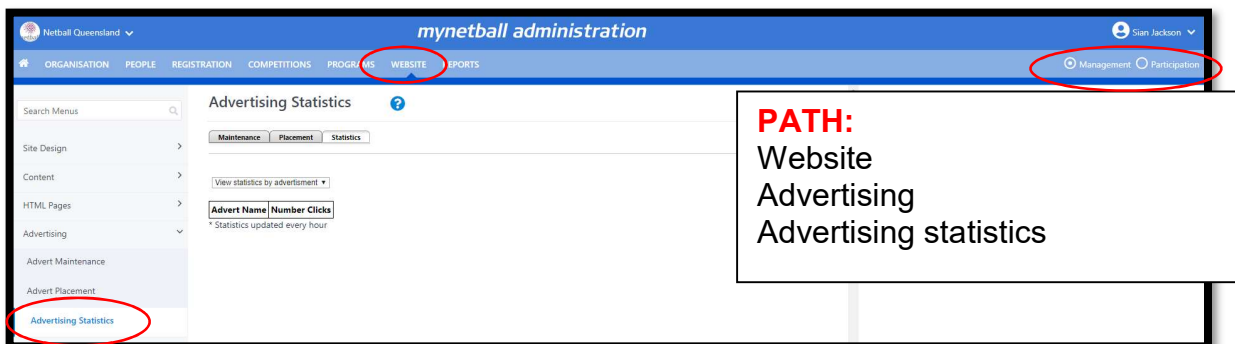
Statistics are kept for on how many times an advert is clicked which is useful for giving feedback to advertisers or even charging a sponsor advertising "by the click through". A report is also available on how clicks have been made by ad position so that the most effective advertising position can be tracked. Statistics in this report are updated every hour.

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This will bring you to the **Advertising Statistics** page.

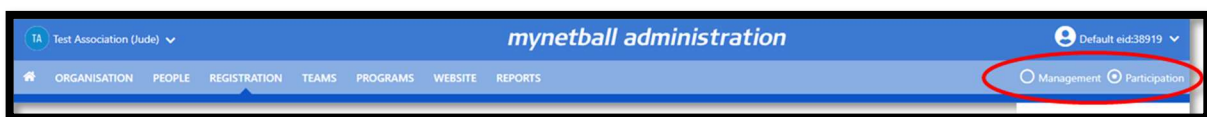
Menu management

⇒ Menu editor

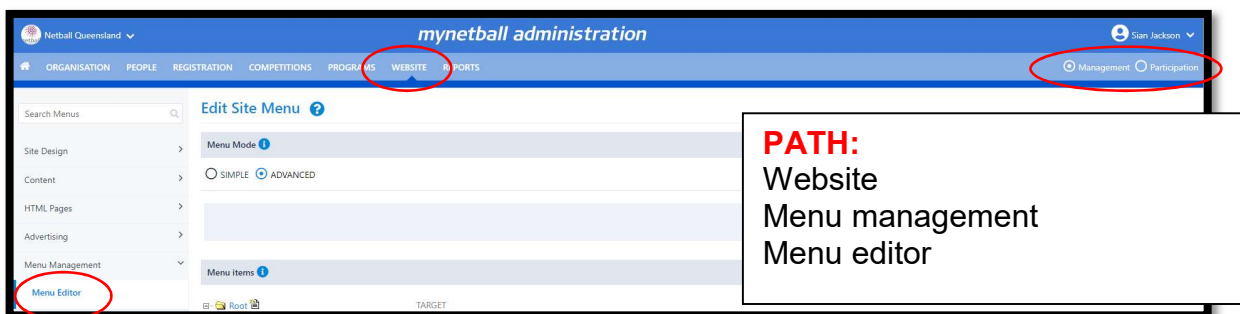
The site menu can be customised from this page. Any number of Custom Menu items can be added in a hierarchical structure, enabling users of the site to access content on the public web site.

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This will bring you to the **Edit Site Menu** page.

There are two menu modes; simple and advanced. Recommend advanced as it's more options.

Simple Mode: This means that a menu will be made up of a number of built in sections, combined with the dynamic section that is defined via the menu editor. Certain built in sections can be customised via the *Menu Preferences* page

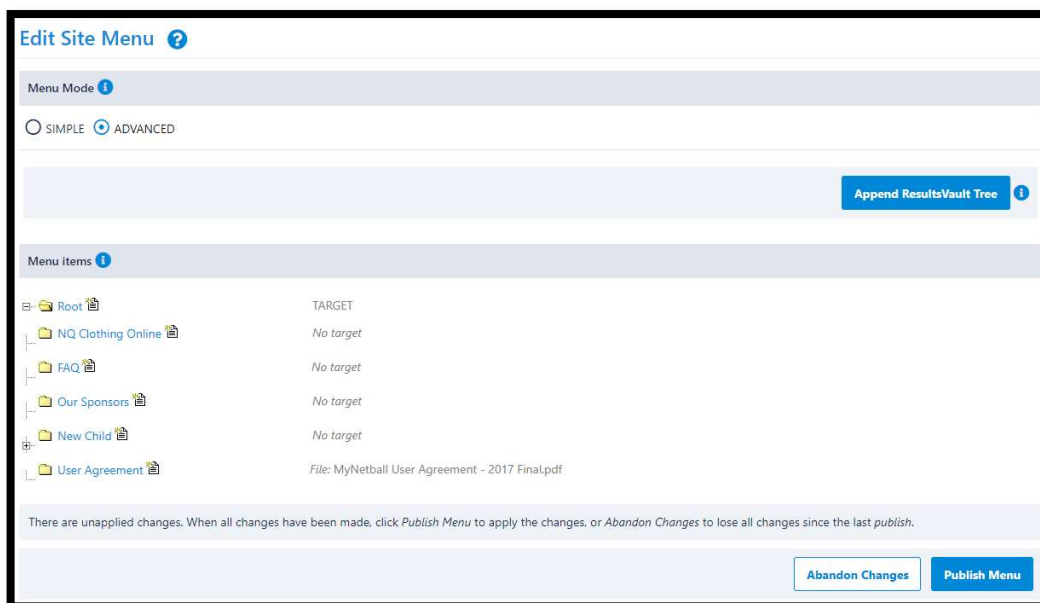
In Simple mode, no built-in sections are displayed in the menu editor, only the dynamic user defined section

Advanced Mode: This means that a menu is completely specified by the user, and no built-in sections are displayed. However, individual built in menu items (such as links to News pages, or Results and Statistics pages) can be specified (see below [#Assigning or changing the target of a menu item](#)).

- A name - this is the text that displays on the menu item on the public web site. It should be brief (ideally no more than 15 characters).
- Optionally have a 'target' ie the page/file that will open when the item is selected. The target is displayed in the tree view next to the item.
- Optionally have 'child items' which appear as a sub menu when the item is selected. There is no limit on the level to which sub menus are nested.

If the target is displayed as '?' it simply means that there is a valid target page, but the name is not displaying properly within the tree view of the administration site (it will still display correctly on the public site).

It is recommended that your menu is arranged logically, with related items grouped as a sub menu.



Customising the menu

When you first customise the menu, a single item will appear - named Root. This is the top level of the new menu, and all items are created as 'child' items of the Root level. Any changes you make do not take effect until you click the [Apply Changes](#) button at the bottom of the screen.

Once this is clicked, the new menu is available immediately on the public site.

Adding a new menu item

To add a new menu item under a current menu (the *root* menu is the top layer) use the following steps:

- Click the Create Child image
- Enter a heading for the menu item (this will be the name of the menu on the site).
- Select the item the menu will link to from the drop-down list.
- Save the changes by clicking **OK**.

Editing an existing menu item

To edit the name of, or change the links of, an existing menu item, use the following steps:

- a. Click the name of the menu item.
- b. This opens the menu item's edit box
- c. Save changes by clicking **OK**.

Deleting a menu item

- a. Click the name of the menu item.
- b. This opens the menu item's edit mode.
- c. Click on the **delete** link in the lower left corner of the edit box.

Assigning or changing the target of a menu item

The target of a menu item is the page or file that is displayed when the item is clicked in the menu (i.e. the URL). Menu items do not have to have a target - in most cases, an item that has child items will not have a target.

Items may be launched in a new window by checking the **Open in New Window** checkbox.

This would usually be the case for FILE or EXTERNAL target types.

Click the menu item to select it for editing There are seven types of targets, which are listed in the **Target Type** dropdown:

NONE	No target (this is the default for new items)
PAGE	This refers to a HTML page previously defined. Select the page title from the list.
GALLERY	This refers to a Slideshow Gallery previously defined. Select the gallery title from the list.
FILE	This refers to a file that has previously been uploaded. Select the filename from the list. Files can only be launched in a new browser window.
EXTERNAL	This refers to an URL anywhere on the Internet. The full URL (including http://) should be entered.
BUILTIN	<p>This refers to a number of built in pages within SportzVault (these relate to pages accessible via the built in section of the menu in simple mode:</p> <ul style="list-style-type: none"> • Home Page - Access the site home page News • Main news page Events • Main events page WebStore - Public WebStore page (WebStore option must be enabled) • About - Page giving summary information about the club/association, as well as office bearers (if entered) • Clubs - (associations only) Listing of clubs in the association • Grounds - (associations only) Listing of grounds in the association • Results and Statistics pages - individual Results and Statistics pages (for example: Fixture, Teams etc etc)

SEPARATOR	This provides a menu separator that is useful for grouping items within a sub menu. You cannot enter any other information if you select this option. Separators are not usually applicable in the top level of the menu.
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BUILTIN is not available in all SportzVault Packages.

Moving menu items

Menu items can be moved anywhere on the tree by dragging and dropping the folder

- To move a menu item as a child of another item: Drag the source item folder onto the target item folder.
- To move a menu item to be positioned after another item (at the same level): Hold down the Control key and Drag the source item folder onto the target item folder.
- To move an item to be positioned before another item (at the same level): Hold down the Shift key and Drag the source item folder onto the target item folder.

Applying your changes

You can make any number of changes to the menu; **however no changes will be applied to the public web site until you click the Apply Changes button**. All changes will then be saved and will be available on your SportzVault site within a few minutes.

To abandon all changes, click the **Abandon changes** button. You will lose all changes made in the current session.

⇒ [Menu preferences](#)

Recommended to use advanced mode, this item isn't needed.