

ATSC Web Guide

A Quick Start Guide to Building a Team Web Page

26 June 2007



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ATSC Web Site

The Arlington Travel Soccer Club (ATSC) maintains a website for the dissemination of club and team information: <http://www.atsc-va.org>. The website provides a wealth of resources for players, parents, coaches, and others.

Every ATSC team has a team page on this website; a place to put any information that you want: team contact info, practice and game schedules, team photos, tournament results. The content of the team page is up to the team; it can be as extravagant or as brief as the team members would like.

This guide provides a quick introduction to working on a team page. The ATSC webmaster can provide additional information if you have any questions. Just send an email to webmaster@atsc-va.org.

Team Account

Before you can work on a team web page, you need to have an account on the system. To obtain an account, send an email to webmaster@atsc-va.org with the following information:

- Team Name
- Web Page Administrator's Contact Info
 - First and Last Name
 - Phone Number
 - Email Address

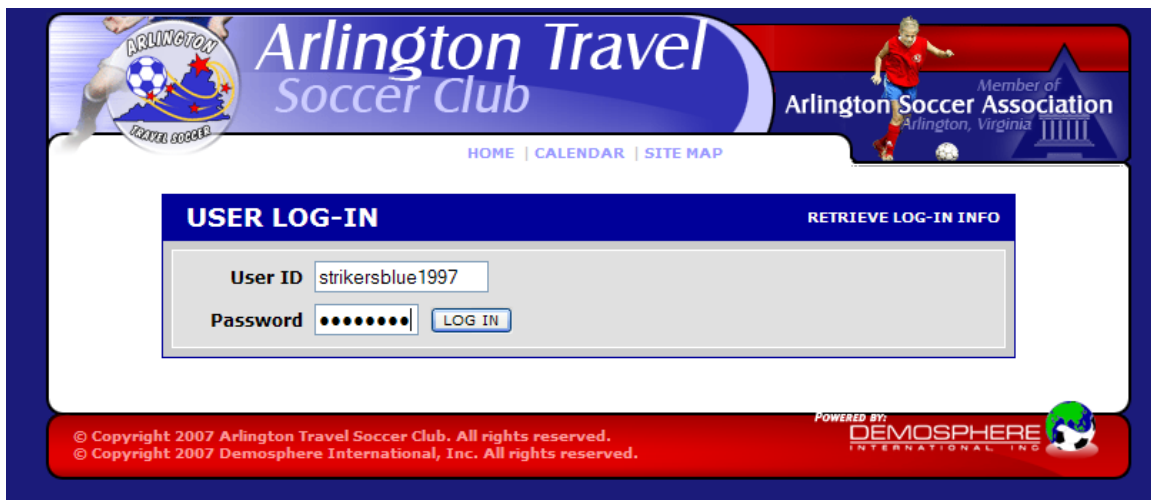
The ATSC webmaster will create the account, assign appropriate privileges to it, and notify you when it is ready. The notification email will include your User ID and Password.

Browser Support

Demosphere International makes the software that runs the ATSC web site. They recommend the use of Internet Explorer or Firefox for all administrative work on the site, including editing team web pages. Unpredictable results can occur if using other browsers.

Logging In

Once you have your account, you can log in and start working on your team web page. To log in, open your browser and go to <http://atsc-va.org/admin>. The log in page will be displayed.



The screenshot shows the login interface for the Arlington Travel Soccer Club. The header features the club's logo on the left, the name "Arlington Travel Soccer Club" in the center, and a "Member of Arlington Soccer Association" badge on the right. Navigation links for "HOME", "CALENDAR", and "SITE MAP" are located below the header. The main content area is titled "USER LOG-IN" and includes a "RETRIEVE LOG-IN INFO" link. The login form contains a "User ID" field with the text "strikersblue1997" and a "Password" field with masked characters. A "LOG IN" button is positioned to the right of the password field. The footer contains copyright information for 2007 and the "POWERED BY: DEMOSPHERE INTERNATIONAL, INC." logo.

Arlington Travel Soccer Club
Member of Arlington Soccer Association
Arlington, Virginia

HOME | CALENDAR | SITE MAP

USER LOG-IN RETRIEVE LOG-IN INFO

User ID: strikersblue1997
Password: ●●●●●●●● LOG IN

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Enter your User ID and Password and click the Log In button. The Main Menu will be displayed.

Main Menu

For most users, the main menu will only include one editable resource, the team web page assigned to that account. Click the link to your team web page to start editing that page.

The screenshot shows the main menu of the Arlington Travel Soccer Club website. The header features the club's logo on the left, the name "Arlington Travel Soccer Club" in the center, and a banner on the right stating "Member of Arlington Soccer Association Arlington, Virginia". Below the header is a navigation bar with links for "HOME", "CALENDAR", and "SITE MAP". A user profile box for "Jose Quinonez" with "LIMITED ACCESS" is visible, along with buttons for "HOME PAGE", "SITE MAP", "USER INFO", "SUPPORT CENTER", and "LOG OUT". The main content area is titled "Admin access for the following pages:" and lists several pages: "WebWriter Manual (pdf) - requires Adobe Acrobat Reader", "About ATSC", "The ATSC Player Development Program", "Tryouts", "Club Resources", "Club News", and "Teams". Under "Teams", there is a link for "U10B Strikers Blue". The footer contains copyright information for 2007 and the "POWERED BY: DEMOSPHERE INTERNATIONAL, INC." logo.

Arlington Travel Soccer Club
Member of Arlington Soccer Association
Arlington, Virginia

HOME | CALENDAR | SITE MAP

Jose Quinonez
LIMITED ACCESS

HOME PAGE | SITE MAP | USER INFO | SUPPORT CENTER | LOG OUT

Admin access for the following pages:

- [WebWriter Manual \(pdf\)](#) - requires Adobe Acrobat Reader

About ATSC

The ATSC Player Development Program

Tryouts

Club Resources

Club News

Teams

↳ [U10B Strikers Blue](#)

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Team Page

The main part of the team page contains the center articles. These are the large areas of text and pictures that fill up the center of the page. The first center article typically identifies the team and includes contact information for the coaches, the manager, and other team volunteers. Other center articles may include roster information, practice and game schedules, team photos, game stories; really anything you want to include.

The screenshot displays the Arlington Travel Soccer Club website. The header features the club's logo and name, along with the text "Member of Arlington Soccer Association, Arlington, Virginia". Navigation links include HOME, CALENDAR, SITE MAP, and a PRINT-FRIENDLY icon. A user profile for Jose Quinonez (LIMITED ACCESS) is shown with various icons. The main content area is divided into sections:

- Related Links:** A sidebar on the left with a "Help!" button and options to create "New Side Article" and "New Outside Link". It lists several leagues with "Edit" and "Settings" buttons: Virginia Youth Soccer Association (10), National Capital Soccer League (20), Old Dominion Soccer League (30), U10B Strikers Red (50), and U10B Strikers White (60).
- Team Information:** A central box showing "Department: Teams" and "Sub Department: U10B Strikers Blue", with a "New Center Article" button.
- Article 10:** Titled "U10B Strikers Blue NCSL". It lists contact information: Head Coach: Cary McCormick, 703-555-2539; Assistant Coach: Papa Dia; Assistant Coach: Ariel Fernandez; Manager: Mary McCord, 703-555-1302; and Arlington County Weather Line: 703-228-4715.
- Article 15:** Titled "2006 - 2007 Strikers Blue Roster". It lists the following names: Jordi C., Noah C., John C., Enrique D., Justin G., Aaron L., Eric M., Alejandro Q., Patrick R., Gavin S., and Peter S.

The team page can also include side articles and side links. Side articles are just like the center articles, but only appear as a link on the page. Clicking the link displays the article. Side links are web links to other pages. Targets of these links can be other articles on the ATSC web site or external web pages.

Adding a New Center Article

To add a new center article, click the green “New Center Article” button. The New Article page will be displayed:

The screenshot shows the 'Add A New Article' page for the Arlington Travel Soccer Club. The page header features the club's logo and name, along with navigation links for 'HOME', 'CALENDAR', and 'SITE MAP'. Below the header, there is a user profile for 'Jose Quinonez' with 'LIMITED ACCESS' and a set of navigation icons. The main content area is titled 'Add A New Article' and includes a 'Department: Teams' and 'Sub Department: U10B Strikers Blue' section. The article form has three main parts: 1. Title (REQUIRED), 2. Subtitle (OPTIONAL), and 3. Main Story (REQUIRED). The Main Story section includes a rich text editor with various formatting options like bold, italic, underline, and text color.

The New Article page includes three main parts:

- The Title
- The Subtitle
- The Main Story
- The Short Story (see below)

The *Title* and *Subtitle* are easy to use: just type in the text you want. Formatting is applied automatically by the system when the page is displayed. (Note that the Title is required, but the Subtitle is optional.)

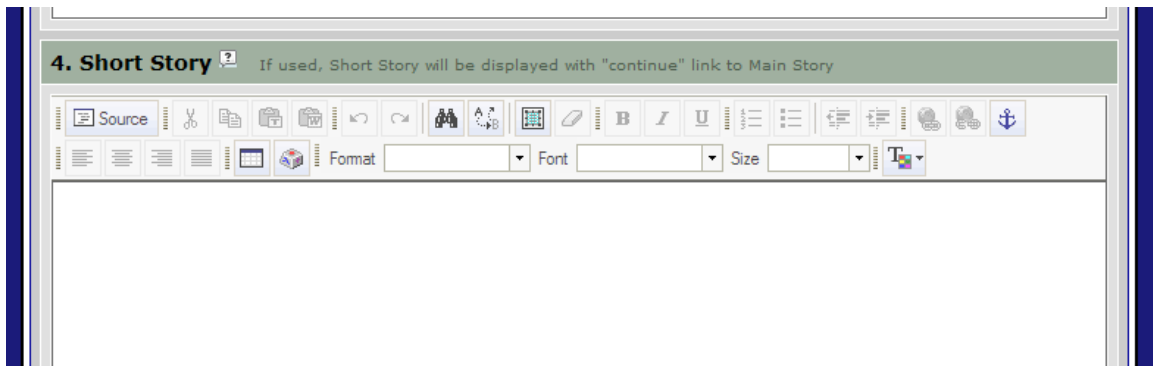
The *Main Story* can be more complicated to edit, depending on the article you want to create. Basic composition is straightforward and uses the same conventions as a word processing program like Microsoft Word. Type in the text you want, select it, and apply your desired formatting using the standard buttons.

Email addresses and links to web pages are automatically formatted as they are entered, but you can edit the details by selecting the link and clicking the "Insert/Edit Link" button.

Since the final result is a web page, the page content is actually stored in HTML (short for Hyper Text Markup Language). For users who are comfortable doing so, you can edit the page directly in HTML by clicking the "Source" button. This gives you access to the raw HTML and allows you to customize the page in whatever way you want. But if you aren't comfortable with HTML, this option can be safely ignored.

It is also possible to add pictures to the article. Adding pictures is described in the next section of this guide.

The *Short Story* is a special mechanism that allows you to display two different version of the article. If you leave the Short Story part of the page empty, then the Main Story is displayed directly on the team web page. You could look at this as the normal mode of operation.



On the other hand, if you enter text into the Short Story part of the page, then the Short Story is displayed directly on the team web page. A "continue" link will appear at the bottom of the article; when the user clicks on this link, the Main Story part of the article will be displayed.

This is useful if you have a long article but don't want to fill up the team web page with that article. The Short Story provides the lead in and the Main Story provides the full text.

The final step is to click the "Save" button. This saves your work and displays the article on the team web page.

Adding a Picture

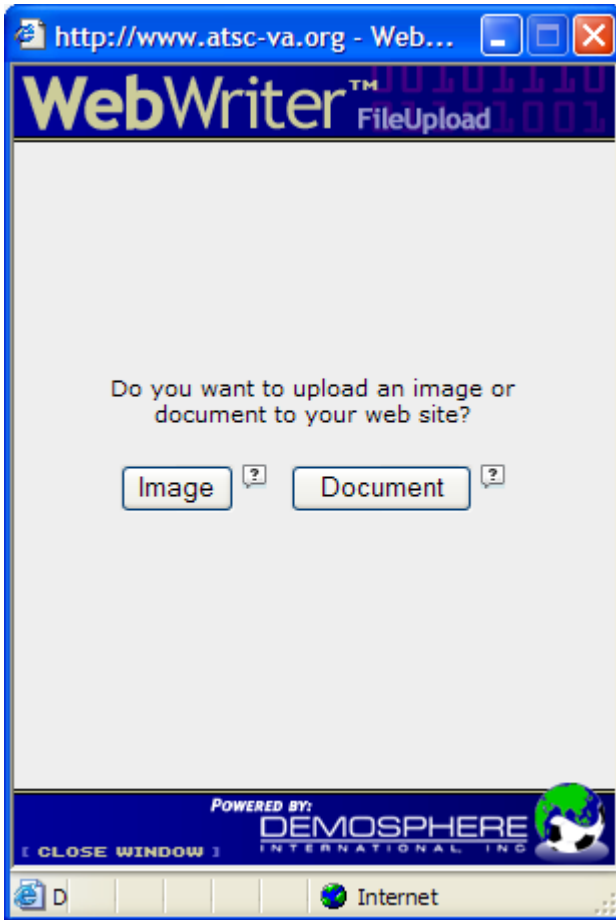
Adding a picture requires three basic steps:

- Format the picture
- Upload the picture
- Add a link into the article

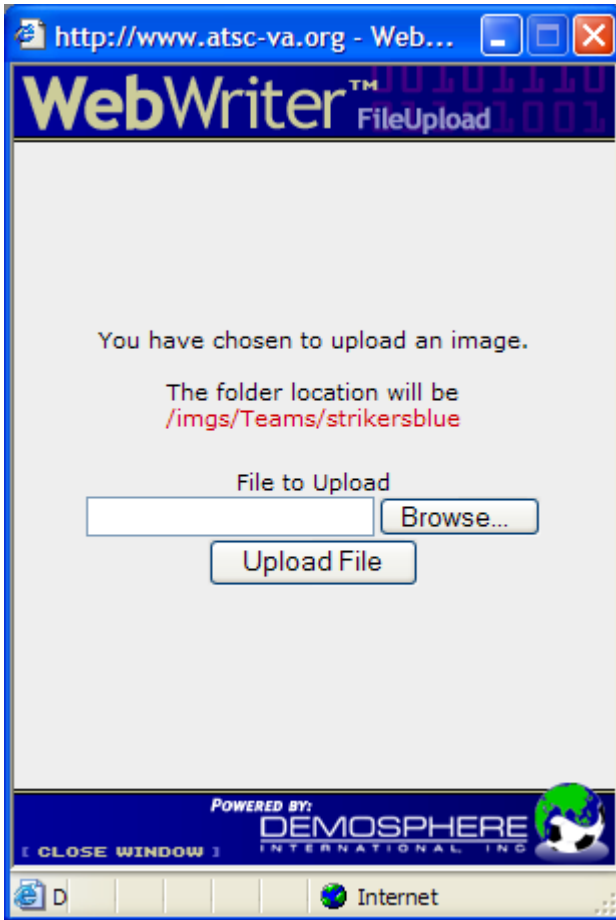
Before adding a picture to a team web page, it's preferable to resize the image to match the article width (improving the appearance) and to minimize the file size (improving display speed). Generally speaking, an image width between 300 and 600 pixels is good. Tools like PhotoShop and GIMP¹ can make this an easy process.

Once the picture has been formatted, it needs to be uploaded to the system. To upload the picture file, click the "File Upload" tab (a green up-arrow found near the top of the page). You'll be asked to choose to upload an Image or a Document. Click the "Image" button.

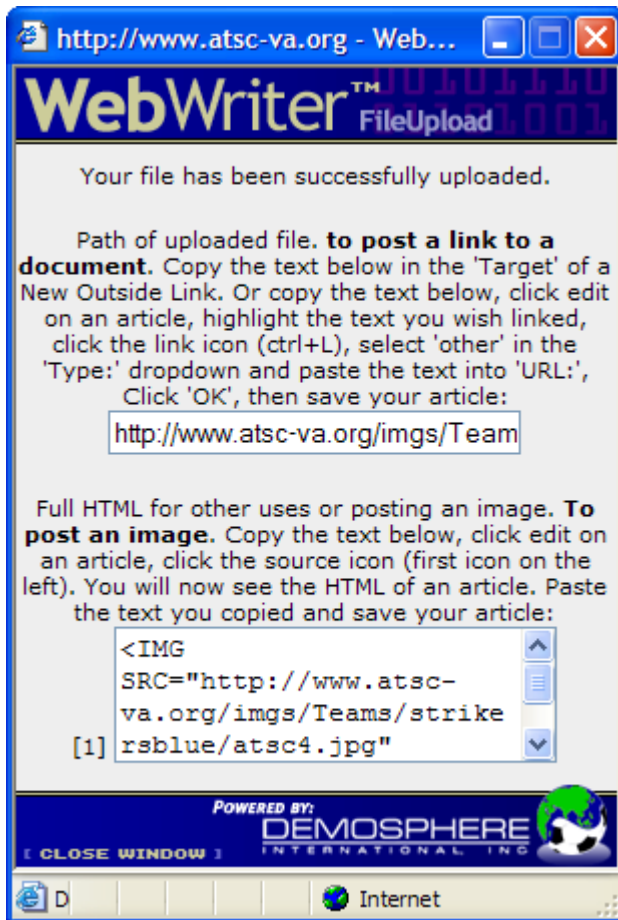
¹ Adobe PhotoShop is easy to use, but fairly expensive. GIMP is free and can be downloaded from the Web, but isn't quite as easy to work with as PhotoShop.



You'll then be prompted to enter the file name. Enter the file name directly or click the "Browse" button to locate the file graphically.



After you've located the file, click the "Upload File" button to upload the file to the system. It may take as much as a minute to complete the upload (or even more if your connection or the system is especially slow). When the upload is done, the following window will be displayed:



Before closing this window, be sure to copy all of the text from the lower box (the text that starts with "<IMG ". This text makes it easy to add the picture to your team web page.

Now go back to the article that you're editing. Unfortunately, there isn't a way to add a picture to the page without venturing into the world of HTML. Click the "Source" button to switch to the HTML view. Put the cursor in the spot where you want the picture to appear and paste the text. (Finding the right spot can be a little tricky, since you can only see the HTML version of the page. But you'll have the chance to drag the picture to a different spot on the page after you exit the HTML view. And you can always undo if necessary.)

Now, switch out of HTML view by clicking the "Source" button again. The picture should be displayed on the page, along with the text.