

Maintaining Your Sport's Page on the SFHS Website

These directions will help you transfer over information from your old page to your new one. Once you have transferred the information, hang on to these directions, as you may need to refer to them as you regularly maintain your sport's page.

Logging In

- 1) Go to <http://www.forsyth.k12.ga.us>. When the county page comes up, scroll down to the bottom and choose **South Forsyth High School** from the dropdown menu on the left.
OR
When logged into the network, open **Internet Explorer**, click on the **Favorites** button, and click on the shortcut for **SFHS Home Page**.
- 2) Scroll to the bottom of the SFHS Home Page and click on the **Sign In** button.
- 3) Sign in with your network username and password – the same username and password you use to sign into Windows on your desktop or laptop.
You will be returned to the SFHS Home Page.
- 4) In the menu bar on the page, hover your mouse pointer over **Extracurricular**. When the menu appears, click **Athletics**.
- 5) Scroll down to the bottom of the main Athletics page. You should see a **Site Manager** button. Click on the button to open the Site Manager.

About Site Manager

The Site Manager for the Athletics section shows you all of the pages for all of the sports. Because of the way the menu on the website is configured, not all of the pages are accessible by menu, even though they may show as “Active” (the check box on the left of any particular page).

If you need to create a new page to include on the website, or if you are interested in some of the other features of the website (like collecting information through online surveys), please contact me (Jeff White) at ext. 100209 or by email and I'll be happy to work with you on it.

If you do not see a Site Manager button on a page, that means you have not been given rights to edit that page. If that is a mistake, contact Jeff White to provide you access.

Copying Information from Old Page to New

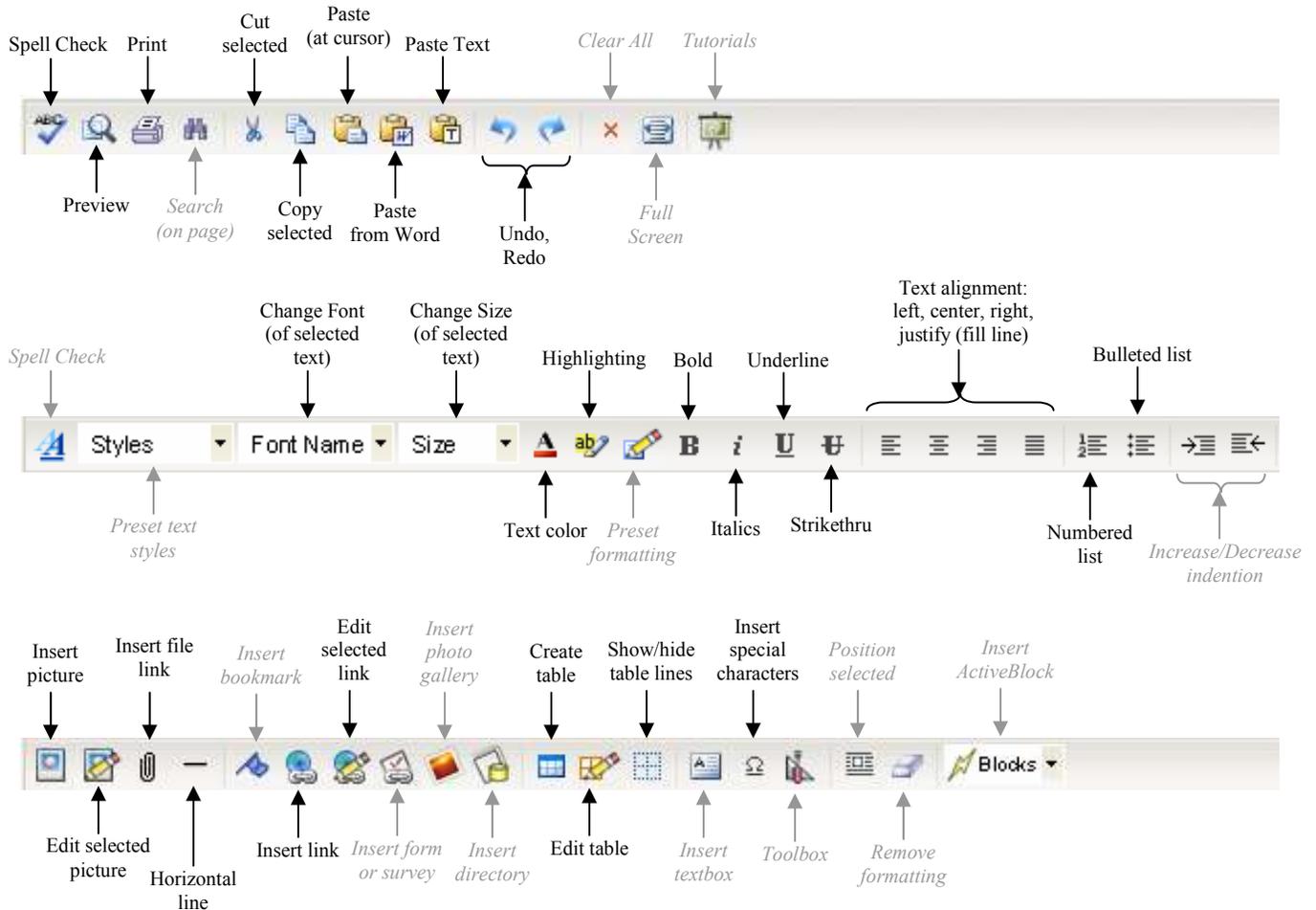
- 1) In the Site Manager, open the old page for your sport (the one that is not tagged “- New”).
- 2) Select everything in the editing box (you can do this quickly by placing the cursor anywhere in that editing box and pressing **CTRL-A**).
- 3) Press **CTRL-C** to copy the contents of the page to the computer's clipboard (memory).
- 4) Open a Microsoft Word document, and **Paste** (or press **CTRL-V**) the contents into the document.
- 5) Return to the Site Manager and click **Cancel** to exit out of editing the old page.

Now, you simply have to copy the old information from the Word document and paste it into the appropriate section on your sport's new page. (See instructions below.)

Editing Your Sport's Page

- 1) In the Site Manager, click on the name of your sport's page. (If you see what look like multiple copies of your sport's page, use the one labeled "New" – the other one will be deleted once all information is transferred over.)

Here is a map of what every button on the page editor does. The ones in *gray* are the lesser-used ones that you probably won't need to use.



Most of your sport's page has been constructed so that you won't have to use most of these tools – you just need to enter the information.

Please be aware that we are trying to give a consistent look to all the Athletics' pages on the site, so please do not change the font appearances, sizes, colors, etc., unless you have a specific reason for doing so (providing emphasis, for example).

Change this to match the name of your sport and the name of the page (for example, **Girls' Tennis**).

Fill in the names of the head coach and assistant coaches after each title. (Keep the titles there.)

These are simply links to jump to the various sections of your page – you don't need to do anything with them.

Each section is titled, and has a space beneath for you to enter the text. Put information **here**.

Announcements is for short-term items needed by players, parents, community, etc.

Information is for long-term information, primarily for your athletes and coaches.

Make sure you **Save** your work – and often!

Sport

Head Coach:
Assistant Coach(es):

SF ATHLETICS

[Announcements](#) | [Schedule](#) | [Information](#) | [Awards](#)

Announcements

Schedule

Day/Date	Time	Opponent	Location	Result

Information

Awards

VIEW HTML EDIT IN EDIT IN

Active:

Save Cancel Create E-Alert

The **Awards** section is available for you to list past recent accolades your team has earned. (I recommend you use a **Bulleted List**.)

The **Schedule** is a pre-built table for you to fill in the information given. The **Result** column is there for you to record Wins and Losses for website visitors. Maintaining a schedule on the page itself (rather than linking to a document containing the schedule) makes it easier for visitors to get the information they need faster.

For more information about working with the **Schedule** – specifically, how to work with **Tables** – see the next page. (Add more lines to the table, color-code meets or results – such as green for win and red for loss – make duplicate schedules for varsity and JV, etc.)

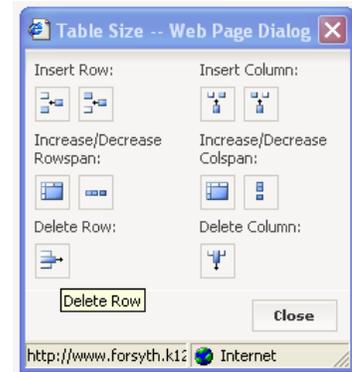
Working With Tables and the Schedule

How do I...

Add a new row or column?

Remove a row or column?

- 1) Place the cursor in a row or column next to where you want to add the new row/column.
- 2) Click the **Edit Table** button, and choose **Add/Remove Columns or Rows** from the dropdown menu.
- 3) Use the appropriate button in the popup window that appears (see image to the right). (Hovering your mouse over the buttons will show you what they do, as with the yellow box in the picture.)



Change where the text lines up in a box ("cell")?

Change the color of a cell in the table?

- 1) Place the cursor in the cell whose color you want to change.
- 2) Click the **Edit Table** button, and choose **Edit Cell, Row or Column**.
- 3) To change where text lines up, change the **Text Alignment** choices.
- 4) To change the color of a cell, choose **Pick** next to **Background**. Choose your desired color from the color menu that appears.
- 5) When finished, click **Apply** to see the change and keep this Cell Properties window open (if you want to preview it first); or click **OK** to make the change and close the Cell Properties window (if you're happy with your choice).



Select the whole table?

- 1) Place the cursor in any cell of the table.
- 2) Just above the editing space for the page, there is a series of words contained in angle brackets.

```
<BODY> <P> <TABLE> <TBODY> <TR> <TD> <DIV> <TABLE> <TBODY> <TR> <TD>
```

Select the last **<TABLE>**.

You will see the whole table surrounded by white boxes on the corners and edges, indicating it has been selected.

Copy the table to make a duplicate?

- 1) **Select the table** as instructed above.
- 2) Move the cursor to where you want the duplicate table to be. (You may want to press Enter to add an extra space before the new table.)
- 3) Click the **Paste** button.

Delete the table?

- 1) **Select the table** as instructed above.
- 2) Press the **Delete** key on the keyboard, or click the **Cut** button.