



## **FULLCIRCLE Promotions, Inc.**

Graphic Design and Promotional Advertising

### **FCPsports.com - Getting Started Guide**

1. Login using your assigned user name and password
  - a. Go to your assigned website address
  - b. Click on your website name in the top header of your website (your website name is in all CAPS)
  - c. Then click on "Login here" under the words "Are you Admin?"
  - d. Enter your assigned username and password
  - e. You are now logged into your website to add, edit, and update content.
  
2. Set you configurations for the site on the configurations page – OPTIONAL
  - a. Select CSS - leave this alone
  - b. Change your primary and secondary colors if you would like – these setting will change the color of you website
  - c. Number of latest News - this will display the number headlines in the latest news section on your homepage. The default is 3
  - d. Number of latest results - this will display the number of latest results that will appear on the homepage of your website. The default is 3
  - e. Number of upcoming events - this will display the number of upcoming events that will appear on the homepage of your website.
  - f. **Click "Save" – this will save any changes you made.**
  
3. Click on "Manage Section"
  
4. Click on "Add Section" – **YOU MUST ADD A SECTION BEFORE YOU ENTER ANY CONTENT INTO YOUR WEB SITE.** Section are used to organize your website. They will appear on the left side of your website separating the "navigation". Each section you create will automatically include the following pages; Roster, schedule, News, athlete of the week, photo gallery, coaches page, download page, and custom page. You have the option to turn on and off the pages and sections.
  
5. Enter a section name and click "add" - Remember sections organize your website and you can turn them on and off. Examples of possible sections would be; High School, Middle school, Youth Program, Off-Season, Varsity, Junior Varsity, Freshmen, ect.
  
6. Click on "Manage Links"
  
7. Start to enter your content! – Click on the link (Roster, Schedule, News, Athlete of the Week, Photo Gallery, Coaches Page, Download Page, Custom Page) that you want to put your content into then click on the "add" button that appears under the link name.



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- a. Sort Links – this allows you to arrange the links in any order you want. The links will appear on the left hand side of your website
  - b. Hide/Unhide Links – this will allow you to turn your links “on” and “off” whenever you like. If you turn a link “off” the information will still be saved.
  - c. Roster – this is where you will enter your Roster for a specific section of your website. You will need to choose a “Level”. Levels are another way to further organize your website. Create a level and click “save” then choose your level and enter the player’s information and then click “add” to save the player’s information.
  - d. Schedule – this is where you will enter a schedule for a specific section. You will need to choose a “Level”. Levels are another way to further organize your website. Create a new level and click “save” or choose an existing level then enter the event information and click “add” to save the event.
  - e. News – this is where you will enter your news articles. Enter a headline and a Start and end date. Choose a status;
    - i. Publish = it will appear on the website immediately after you click the “add” button.
    - ii. Pending = the article will be saved but not show up on the site.
    - iii. Expired = that article will be deleted.
    - iv. Archived = the article will appear in the archived section of the website.
  - f. Athlete of the week – this is where you will enter the athlete of the week information.
  - g. Coaches page – this is where you will enter the information about your coaches.
  - h. Photo Gallery – This is where you will display your photos organized into categories and folder. Choose a category then choose a folder. Select your date and upload your image.
  - i. Download Page – This section allows you to post forms and other files for users to download. Choose a category then choose a folder. Select your date and upload your file.
  - j. Custom page – This link allows you to create a unique custom page. You can enter any information you would like on this page. Enter a page name then your content. The page name will appear as a link on the left hand side of your website.
8. Click on Manage Publisher – OPTIONAL - this feature allows you to create a publisher. Publishers are user that help you create and edit the content of your website. Publisher’s are assigned to specific sections of the website and will only have permission to edit their assigned section(s).
- a. Click on “Add Publisher”
  - b. Enter the appropriate info



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- c. Assign the sections that the publisher will be allowed to edit by checking the boxes next to each section
- d. Click “add” to save the changes.