



# Team Article Upload Instructions

1. Go to the website [www.northernelitesoccer.com](http://www.northernelitesoccer.com) and click on the **Admin** link (bottom of the left menu).
2. Enter your **username** and **password**. You will be directed to your team's admin page.
3. Click on **News** (located to the right side of the screen).

The screenshot shows the Northern Elite Soccer Club website interface. The header includes the club logo and name: "NORTHERN ELITE SOCCER CLUB Harford County, Maryland". A navigation menu on the left lists various options, with "News" highlighted in red. A green arrow points to the "News" link in the top right navigation area. The main content area shows the user is logged in as "coach" and displays sections for "Scores", "Team Calendar (51)", and "Team News".

4. Click **Team News** (located under the Submit button)

The screenshot shows the Northern Elite Soccer Club website interface. The header includes the club logo and name: "NORTHERN ELITE SOCCER CLUB Harford County, Maryland". A navigation menu on the left lists various options, with "Team News" highlighted in red. A green arrow points to the "Team News" link in the top right navigation area. The main content area shows the user is logged in as "coach" and displays a form for adding news with a "submit" button. Below the form is a table of news items.

Date	Title	End Date	Featured	
11/16/2011	November Raffle Information	12/4/2011	yes	edit
11/15/2011	Piranhas win MAPS Fall Challenge	12/18/2011	yes	edit
11/15/2011	Thunder Wins Fallston Cup U-12 Division	12/1/2012	yes	edit

5. Then click **Add News**

The screenshot shows the Northern Elite Soccer Club website. The header includes the club logo and name, 'NORTHERN ELITE SOCCER CLUB', and 'Harford County, Maryland'. A navigation menu on the left lists various site sections. The main content area shows a user logged in as 'Head Coach' with options for 'My Account' and 'Sign Out'. There are links for 'Tryouts', 'Team Calendar', 'Home', 'News', 'Scores', and 'Records'. A 'Marquee Text' section contains a message about a game. Below this is a table of news items with columns for 'Date', 'Title', 'End Date', and 'Featured'. A green circle highlights the 'Add News' link, and a green arrow points to it from the right.

Date	Title	End Date	Featured	
04/10/2011	Storm U17 Win State Cup Game - Round 1	6/30/2011	yes	EDIT
03/28/2011	Storm U17 boys make finals in 2011 Baltimore Mania college showcase!!!	6/30/2011	yes	EDIT
11/17/2009	Northern Elite Storm - U18 Boys	8/1/2012	no	EDIT

**NOTE:** Be sure to click Team News in step 4, before you click the Add News link.

6. You will be brought to article input screen. If you are including a photo, you should upload a photo before completing the remainder of the screen. Photos should not be more than 400 pixels wide.

**NOTE:** You may upload a photo after you input your article, but you may lose what you entered after you upload the photo and will have to re-enter it. This is why it is recommended that you upload your photo first.

The screenshot shows the article input screen. The user is logged in as 'Tom Mottley, Head Coach'. The page has a yellow background. There is a section for 'Image Name' with a 'Browse...' button and an 'Upload Images' button. Below this is a note: 'Images Should Be a maximum of 200 pixels wide'. There are fields for 'News Date' (with a 'Pick Date' button) and 'End Date' (with a 'Pick Date' button). There is a 'Title' field. Below the title is an 'Article' section with a rich text editor toolbar containing icons for undo, redo, bold, italic, underline, link, and unlink. There is a 'View Html' button and a help icon. At the bottom of the page is an 'Add This Article' button.

7. The begin date for your article defaults to the current date. Be sure to enter an **End Date** and a **Title** or you will receive an error when trying to submit the article. Enter your article into the white section at the bottom entry are. That article entry section provides some basic formatting capabilities if you desire some formatting.
8. Click the **Add This Article** button and the article will then appear on your team's page.
9. You will be brought to the article upload confirmation screen. Click on the Home link to be brought to your team's homepage to confirm that your article has been uploaded correctly.



**NOTE:** The article may appear distorted while you are in the admin mode of the site. After signing out and viewing the site outside of admin mode, the article should appear properly. The Sign Out link is on the team admin page in red font.

10. If you would like this article to be displayed on the club's home page, contact the club's webmaster with the article's title and ask that the article be "featured" on the home page.