

sportbox

User Guide



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Welcome to your user guide

This guide has been created to help you manage, edit and maintain your Sportbox website.

It can be printed or you can use it as an interactive guide, pages and links are all live so you can easily navigate the guide to find 'how to' guides for everything on your site.

If you come across a function you can't find in this guide you can submit a support ticket, details of how are found at the back of this guide.



Log in to your admin panel

1. Go to the 'admin' URL for your website, this will be in the following format:

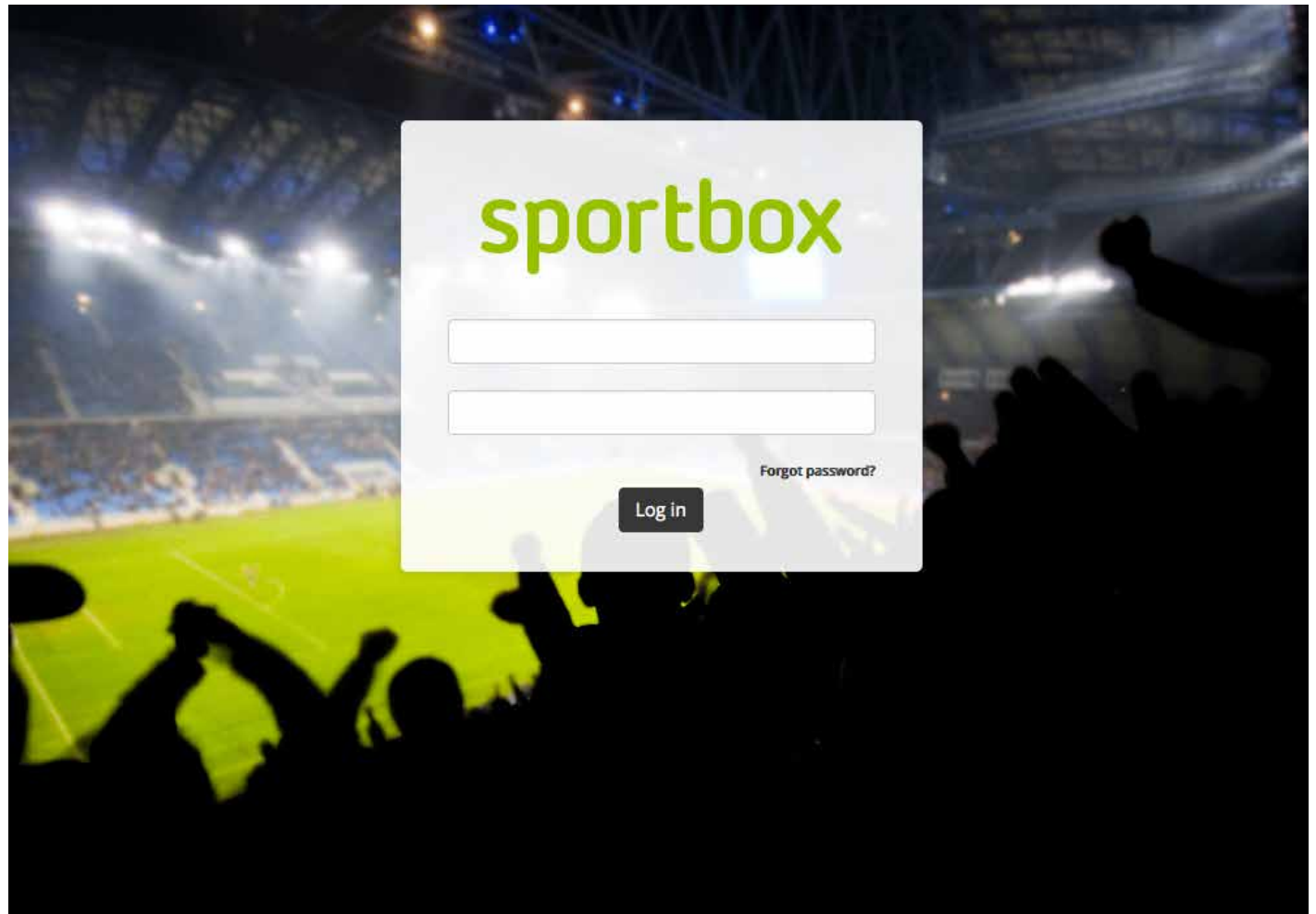
YOUR URL/admin

(example: www.dynamosfc.co.uk/admin)

2. Using the username and password given to you in your welcome pack log in to your Sportbox admin panel.

Lost Username or Password.

If you ever lose or forget your username and/or password you can either click the 'lost your password?' link on the log in page or contact Sportbox support, details found on the contact page of this guide.



Your admin panel

You can control all elements of your site from your admin panel - when first logging into the admin section of your site this is the page you will be faced with.

1. Admin Menu
2. Settings Menu
3. Users Menu
4. Visit Your Site
5. Log Out

Site settings

Select the 'Settings' tab from the header panel. In the settings section you can add or edit the following:

- **Select the colours for your site.** (primary, secondary, footer icon colours & logo background colour, if you change any of these colours ensure you click the 'Save Colours' button to publish the changes on your live site.
 - **Show teams in menu.** If you have created more than one team and you want to show them in the menu, change this value to 1.
 - **Google Analytics.** Sportbox keep a track of all of your sites analytics, for a report please request by emailing info@sportbox.co
 - **Site title.** Add or edit your website title, this is the wording that appears at the top of your browser window - usually this would be your club or team name.
 - **Team long.** This is the 'long / full' name for your club or team. (eg, Roxbury Dynamos FC).
 - **Team short.** This is the 'short / abbreviated' name for your club or team. (eg, Dynamos).
 - **Address.** Your clubs address details, this is shown in the footer of your site and also on the contact page.
 - **Background Image.** Set your website's background image by uploading and selecting from the media manager - the background image automatically adds the squares pattern over your image.
 - **Email Address.** Add your club's main email address.
 - **Hide TC and PP.** If you would like to show the a terms & conditions and privacy policy link in the copyright footer bar of your site , then change this to 1. You will then need to create pages named "privacy policy" and "terms and conditions".
 - **Facebook URL.** Add or edit your full Facebook page URL in full (eg, http://www.facebook.com/dynamosfc).
 - **Twitter username.** Add or edit your Twitter handle, without the @ symbol (eg, if your Twitter username is '@Dynamos', just enter 'Dynamos' here).
 - **Twitter data widget ID.** Add or edit your ID here. See '*How to get your Twitter data widget ID*' for further information.
 - **Facebook API key.** Add or edit your API key here. See '*How to get your Facebook API key*' for further information.
 - **Instagram account.** Add or edit your Instagram account details.
 - **Vine account.** Add or edit your Vine account details.
 - **YouTube account.** Add or edit your YouTube page address.
 - **LinkedIn account.** Add or edit your LinkedIn page address.
 - **Logo image.** Select your club crest or logo by uploading to the **media manager**. For best results your crest should have a transparent background and be at least 200 x 200 pixels. {Optimum size 400px x 400px}
 - **Background Mask.** To show a squared pattern over your background image enter '1' here, to remove the pattern enter '0'.
- IMPORTANT:** After making any changes to any of the above sections, ensure you click '**SAVE SETTINGS**' to publish the changes on your live site.

Using the Sportbox media manager

When selecting certain sections of the Sportbox admin you are required to upload images, these images are all managed and stored in your media manager.

We suggest for ease of use, creating folders for your images. Some recommended folders would be:

Club Logos
Sponsor Logos
Profile Pictures
News
Match Images
Opposition Crests

Basically folders to keep your media manager tidy and easier for you to locate and file images.

Navigate to your media manager (*quickest way to do this for the first time is go to settings > then scroll to change image > then click 'browse'*).

Create a folder.

1. Click the '+ Create' button, and select 'folder'.
2. Enter the new folder name (eg, logos)
3. Click 'Save'.

Upload a file.

1. Click the 'Upload' button.
2. Either drag & drop your image to the 'drag files here' section or click on the 'Add files' button.
3. Click 'Upload'.
4. Once you have finished uploading images click 'close'.

IMPORTANT: Please ensure the filenames of the images/pdfs uploaded contain no spaces. Spaced should be replaced with either a '-' or a '_'

Managing your files.

You can cut, copy, paste (used to move files), view, edit, rename, download, add favourite, zip up a folder or delete your files.

To enable these options locate the file or folder and click it to add a tick to the box on the left, then in your header a 'manage' button will appear, click this for the above options.

TIP:

You can view your files as a list, or as a thumbnail view by clicking the relevant buttons at the top of your media manager panel.

You can also search for files by name.

Valid file types: jpg, jpeg, png, gif, svg, pdf

Add pages

You can add an unlimited number of pages to your Sportbox site. The following page templates are available for you to use:

Redirect: This enables you to create a page that will redirect elsewhere, ie. to an external website like a shop or social media page.

Business Directory: This template enables you to add a business directory section, which you can add to using the sponsors module.

Contact: Creates a page with a contact form.

Events: Creates a page that lists your events (*see 'add events' for adding events*).

Fixtures: Using this template will display the fixtures/results archive.

Four Column Content: Creates a page with four columns.

Home: This creates a page with a layout like the homepage.

News: Creates a page that will show a list of all news articles from any selected category.

No Sidebar: Creates a static page but without the sidebar on the right.

Squad: Creates a page which displays player profiles in an appropriate format.

Staff: Creates a page which displays staff profiles in an appropriate format.

Static: This will be your most used template. It enables you to create any sort of page you want and add the content in the boxes provided.

Super Fans: A different kind of template that can be used for a variety of uses.

Tables: This displays the league tables as added in the 'Games' section.

News Category: This creates a page that displays a paginated list of news articles from the selected category - these page templates are automatically added to your page template list when you add the News Category in the '*Add News Category*' section.

Add a page.

1. Click **Add/Edit Pages** in your admin menu.
2. Click **+ Add New Page**
3. Complete the following information to create your page.

Name: This is the title of your page and is how the page will be named in the navigation menu should you choose to display it (*see 'adding pages to menu'*).

Parent: If you want the page to appear as a child item of another page in the menu, then select the parent page here.

Template: Choose your desired template option as outlined opposite. Please be aware that this then changes some of the options available below.

Custom link: Paste here the full URL, including http:// of the page you want to redirect to.

Content: This is the content you wish to appear on the page. You can include images within the body text.

Featured image: You can set a featured image for the page using the media manager. This image will typically appear at the top of your page, depending on your website theme.

Select sidebar: You can choose separate sidebars for all of your pages, or just choose default. (*see: 'creating custom sidebars'*).

SEO Settings: Enter a brief title and description to help your site with Search Engine Optimisation.

4. Click **'Save'**.

Managing your pages

In the pages management section you can publish/unpublish pages from your live site, add pages to you navigation and footer menus, reorder your pages, preview them and edit or delete your pages.

1. Click **Add/Edit Pages** in your admin menu to enter the Manage Your Pages section.

Publish/unpublish pages.

Simply click the tick in the 'Publish' column next to the page you want to unpublished and it will turn to a cross. To then re-publish the page, simply repeat the process.

Add a page to the menu.

Select to show a certain page in the navigation menu or in the footer menu. Simply click the tick in the 'In Menu' column next to the page you want place in the navigation menu or in the 'In Footer' column to place the page in the footer menu - to remove pages from the menus click the tick to turn it to a cross.

Edit a page.

Click on the 'Edit' icon in the edit column next to the page you wish to edit. Ensure you click 'save' to save any changes.

Delete a page.

Click on the 'delete' icon in the delete column next to the page you wish to delete. Pages you have made parents by adding sub pages cannot be deleted until all sub pages have been deleted or removed.

Sub pages.

Sub pages will only show once you click the arrow on in the 'subpages' column next to the appropriate parent page.

Removing sub pages from their parents.

Click 'edit' on the sub page you wish to remove from its parent, once on the edit page section you can remove the 'parent' page selection from the drop down menu.

Reorder your pages in the menus.

To reorder how your pages appear in the menus simply click and drag from the list into your desired order - this function uses and 'auto save' so once you're happy with the order just navigate away from the Add/Edit Pages section.

Add or edit news categories

News categories enable you to filter news articles. Using the page template Category News, you can create a page that only displays news from a certain category.

Add a news category.

1. Click **News** in your admin menu.
2. Click **News Categories**.
3. Click '+ Add News Category'
4. Enter the selected name for your news category.
5. Click 'Save'.

Edit a news category.

1. Click **News** in your admin menu.
2. Click **News Categories**.
3. Click the 'Edit' icon in the edit column next to the category name you wish to edit.
4. Edit the required name for your news category.
5. Click 'Save'.

IMPORTANT: Editing a news category name will change it across your site.

TIP:

Keep your category titles short yet clear, ie - fixtures, events, news, breaking news etc.

Add or edit news articles

News articles will appear on the homepage in the news slider. They can also appear on pages created with the News or Category News template.

Add a news article.

1. Click **News** in your admin menu.
2. Click **'+ Add News'**
3. Complete the following sections to create your news article.

Title: This is the headline of the article. Do not make this too long as it appears in the homepage slider. *{Maximum number of visible characters is 53}*

Date: The date field enables you to backdate articles.

Schedule Date: If you want to schedule your news article to go live at a later date/time, you can select the date/time in the Schedule date field. This means the article will not be published until then.

Category: You can sort your articles by category. This will then enable you to create a page that only displays news from another category. (See: *'How to add a news category'*).

Main Post Gallery: Selecting a gallery will replace the featured image on only the post page – please also select a feature image to display on the homepage. *(How to ceate a gallery.)*

Header: This is the teaser text to your story. This will appear before the “read more...” link on the news category pages. Typically, you would use the first paragraph from your article.

Content: This is where you put your full article. You can use the editor to format your text, such as bold/italic text etc.

Image: Press browse to launch the **media manager**. This enables you to either choose an existing photo or upload a new one. Below this there are three controllers which show how your uploaded image will show on various platforms.

SEO Settings: Enter a brief title and description to help your site with Search Engine Optimisation.

4. Click **'Save'** once you have added the details to publish your news article.

Edit a news article.

1. Click **News** in your admin menu.
2. Click the 'Edit' icon in the Edit column next to the news article you wish to edit.
3. Edit the required details for your article.
4. Click **'Save'** once you have edited the details.

Delete a news article.

1. Click **News** in your admin menu.
2. Click the 'X' delete icon in the Delete column next to the article you wish to delete.
3. You will then be asked to confirm to delete the article, click 'yes' to delete, or 'no' to go back.

Unpublish a news article.

1. Click **News** in your admin menu.
2. Click the 'tick' icon in the Active column next to the article you wish to unpublish.

IMPORTANT: Once you delete an article we can not get this article back, please only delete an article if you are sure this team in no longer needed.

TIPS:

- When uploading images for news articles we for optimim appearance we advise uploaded images that are 990px x 790px, this allows cropping for the homepage with full images on the news list page.
- When copying and pasting an article in, do not paste straight from Microsoft Word. Use a program such as Notepad ensuring your text is 'plain text'.
- To add an image in to the body of the story, click on the image icon in the content section and choose from the media library.

Add or edit teams

You are able to create multiple teams within your Club Manager (eg, first team, reserves, under 18's etc).

Add a team.

1. Click **Teams** in your admin menu.
2. Click '+ Add New Team'
3. Complete the details for your new team. In this section you can add items such as;
 - Team name (eg, first team)
 - Team description
 - Select the league the team competes in (you must create the league first in the '*Add or edit competitions*' section).
 - Coach & assistant names
 - Game day, venue & time
 - Training day, venue & time
 - Team contact details
 - Team Facebook page
 - Select team sponsors (you must create the sponsors first in the '*Add or edit sponsors*' section).
 - Team photo
4. Click '**Save**' once you have added the details.
5. You will then be returned to the 'Teams' admin page, here you can select one team to be your clubs 'Main Team' by simply clicking the 'X' icon. The 'Main Team' is shown by a tick in this column.

Edit a team.

1. Click **Teams** in your admin menu.
2. Click the 'Edit' icon in the Edit column next to the team you wish to edit.
3. Edit the details for your team.
4. Click '**Save**' once you have edited the details.

Delete a team.

1. Click **Teams** in your admin menu.
2. Click the 'X' delete icon in the Delete column next to the team you wish to delete.
3. You will then be asked to confirm to delete the team, click 'yes' to delete, or 'no' to go back.

IMPORTANT: Once you delete a team we can not get this team back, please only delete a team if you are sure this team is no longer needed.

You must have at least one team inserted, and one team must be selected as the main team for your club (e.g. the first team).

Add or edit opposition teams

Before you can add games to your site, you will need to add your opposition teams.

Add an opposition team.

1. Click **Opposition Teams** in your admin menu.
2. Click '+ Add New Opposition Team'
3. Enter the team name.
4. Add the opposition team crest.
4. Click 'Save'.

TIP:

Opposition crests should be 200x200 pixels and saved as a .png file with a transparent background for best results.

IMPORTANT: If you wish to create a league table for your site - you need to add your team(s) as an 'opposition team' too - simply so you can add them into the league table.

Edit an opposition team.

1. Click **Opposition Teams** in your admin menu.
2. Click the 'Edit' icon in the Edit column next to the team you wish to edit.
3. Edit the details you wish to change.
4. Click 'Save'.

Delete a team.

1. Click **Opposition Teams** in your admin menu.
2. Click the 'X' delete icon in the Delete column next to the team you wish to delete.
3. You will then be asked to confirm to delete the team, click 'yes' to delete, or 'no' to go back.

IMPORTANT: Once you delete a team we can not get this team back, please only delete a team if you are sure this team is no longer needed.

Add or edit boxes

Adding Sportbox ‘boxes’ enables you to fully customise the look of your Sportbox site. You are able to create an unlimited number of boxes. These can be used on the homepage or in sidebars.

There are several types of boxes you can create:

Text/Custom content: The most flexible of the box choices, this enables you to put whatever you choose in a box.

Image: This enables you to upload an image that will sit between the header and the read more text of your box.

Facebook: This will show your Facebook ‘like’ box (*note: you must have your Facebook ID configured in Sportbox Settings*)

Twitter: This will display the latest tweets from your Twitter account (*note: you must have specific your Twitter handle in Sportbox Settings*).

Latest News: This displays the latest news articles from your site in a list. (*Best for sidebars*)

Older News: This displays the news items from your site in a list, but excludes the articles shown in your news slider. (*Best for home page*)

Tickets: This displays upcoming games that have a ticket link specified.

Fixtures: This displays upcoming games for your selected team.

League Table: This displays a snippet of the primary league table.

Newsletter Subscribe: This shows a subscription box enabling people to enter an email address. [COMING SOON]

News Categories: This shows a list of the news categories on your site. (*Please note, you must have categories pages set up for this box to fully work*)

News Archive: This shows a list of news archives available on your site.

Latest Shop Product: [COMING SOON]

Code Embed:

Add a **Google Map** box, to do this go find your location on Google Maps, then in the maps menu (top left of the Google Maps page select “Share or Embed”, next select the “Embed Map” tab and copy the code (this will start with ‘<iframe’) then simply paste this into your ‘Embed Code’ box.

Add a **YouTube** box, to do this go find your video on YouTube and then click on the ‘Share’ link, from here select ‘Embed’ - and copy the code (this will start with ‘<iframe’) then simply paste this into your ‘Embed Code’ box. The optimum size for this box is 290px x 170px.

Add a box.

1. Click **Add/Edit Boxes** in your admin menu.
2. Click ‘+ Create New Box’
3. Complete the sections - these options will vary depending on the box type selected from the drop down menu.

Name: This is the title of the box that appears in the box header band.

Link URL: Enter the link here that you wish the user to go to when clicking the link text in the box footer band - leave this section blank if you don’t want the box to link to anywhere.

Link Text: This is the text that will appear in the box footer band.

4. Click ‘Save’.

Edit a box.

1. Click **Add/Edit Boxes** in your admin menu.
2. Click the ‘Edit’ icon in the edit column next to the box you wish to edit.
3. Edit the required details.
4. Click ‘Save’.

Managing your boxes

You can manage your Sportbox website's 'boxes' in the layout section. Here you can decide if your boxes are to be used on the homepage or in sidebars.

Add a box to your homepage.

1. Click **Add/Edit Boxes** in your admin menu.
2. Click **'Homepage Boxes'**
3. Here you will see a list of all the boxes you have created (see *'add/edit boxes section'*), to publish your box on the homepage simply click the tick box.

Reorder your boxes on the homepage.

1. Click **Add/Edit Boxes** in your admin menu.
2. You can drag and drop the box names to re-order them on your page. The first three boxes in your list make up the first row, the next three make up the second row and so on.

TIP:

You should ensure that your total number of boxes is a multiple of three (e.g. 3, 6, 9, 12, 15) to ensure that your homepage stays balanced as the layout of the boxes go in rows of 3 columns.

Remove a box from your homepage.

1. Click **Add/Edit Boxes** in your admin menu.
2. Click **'Homepage Boxes'**
3. Simply click the tick box to untick to remove the box.

Creating custom Sportbox side bars.

You can create a different sidebar for every page on your site.

Create a sidebar.

1. Click **Add/Edit Boxes** in your admin menu.
2. Click **'Sidebars'**
3. Click **'+ Create New Sidebar'**
4. Enter a name for your sidebar.
5. Click **'Save'**.

Add a box to your sidebar.

1. Click **Add/Edit Boxes** in your admin menu.
2. Click **'Sidebars'**
3. Click the **'Edit'** icon in the edit column next to the sidebar you wish to add a box.
4. Here you will see a list of all the boxes you have created (see *'add/edit boxes section'*), to place your box in your sidebar simply click the tick box.
5. Click **'Update'**.

Reorder your boxes in your sidebar.

You can drag and drop the box names to re-order them in your sidebar.

Remove a box from your sidebar.

1. Click **Add/Edit Boxes** in your admin menu.
2. Click **'Sidebars'**
3. Click the **'Edit'** icon in the edit column next to the sidebar you wish to remove a box.
4. Simply click the tick box to untick to remove the box.

Add your sidebars to your selected pages (see 'pages' section).

Add a season

Creating a season sections off your fixtures, results and competitions so only the current season is viewed on the fixtures and results and league table page – whilst past seasons results are archived they can still be viewed by the user.

Add a season.

1. Click **Games** in your admin menu.
2. Click **'Seasons'**
3. Click **'+ Add New Season'**
4. Enter the season name (eg, 2016/17)
5. Click **'Save'**.

Managing your seasons.

1. Click **Games** in your admin menu.
2. Click **'Seasons'**
3. From here you can:

Select the 'Live' season.

Select the current season (or primary season that you wish to be live on the site) by clicking the relevant icon in the 'Live' column next to the season you want to select.

Select the season you wish to edit.

Select the season you would like to add or edit the fixtures, results or competitions from by clicking the relevant icon in the 'Admin' column next to the season you want to select. **Don't forget to always ensure you have the correct season selected to edit otherwise any additions you make could be placed in the wrong season.**

Add archived seasons.

To add your past seasons fixtures, results & competitions into the relevant archive section (in the drop down menu) on your live site click the relevant icon in the 'Active' column – a tick means the season will be available to be viewed on the live site, a cross means the season is hidden.

Edit a season name.

1. Click the **'Edit'** icon in the edit column next to the season you wish edit.
2. Edit the season name.
3. Click **'Save'**.

Delete a season.

1. Click the **'Delete'** icon in the edit column next to the season you wish delete.
2. You will then be asked to confirm to delete the season, click **'yes'** to delete, or **'no'** to go back.

IMPORTANT: Once you delete a season we can not get this season back, please only delete a season if you are sure it is no longer needed.

Add a competition

Adding competitions will allow you to select them when creating fixtures, results and league tables.

Competitions can be leagues, cups and friendlies.

Add a competition.

1. Click **Games** in your admin menu.
2. Click **'Competitions'**
3. Click **'+ Add New Competition'**
4. Click **'+ Add'**
5. Enter the competition name (eg, Division 1, Super Cup etc)
6. Click **'Save'**.

Edit a competition.

1. Click **Games** in your admin menu.
2. Click **'Competitions'**
3. Edit the name of the competition.
4. Click **'Save'**.

Delete a competition.

1. Click **Games** in your admin menu.
2. Click **'Competitions'**
3. Click **'Delete'** button next to the competition you wish to delete.

Add or edit league table

You can add an unlimited amount of league tables - the Sportbox league tables are manually managed and rely on the admin updating the tables.

Add a league table.

1. Click **Games** in your admin menu.
2. Click **'League Table'**
3. Select the team that competes in this league from the drop down menu.
4. Select the correct competition name for your league under the 'choose' section (see: **'add competitions'**).
5. Next add the number of rows your table requires by using the 'Add New Rows' drop down menu. You can add 10 rows at a time - if your league has 16 teams first add 10 rows, then 6.
6. Now add the teams that compete in this league from the drop down menus in each row.
6. Click **'Save'**.

IMPORTANT: When creating a league table for your site - you need to add your team(s) as an 'opposition team' too - simply so you can add them into the league table.

Edit a league tables stats.

1. Click **Games** in your admin menu.
2. Click **'League Table'**
3. Select the competition name for your league under the 'choose' section.
4. Enter the relevant figures in the P (played) W (won) D (draw) L (lost) F (goals for) A (goals against) Pts (points).
5. Click **'Save'** - this will then re order the teams in alphabetical order.
6. Next you can enter the positions in the first column based on the points column.
7. Click **'Save'** - this will then re order the teams based upon the positions you have entered.

Remove a row.

1. Click the **'X'** button in the 'remove' column of the row you wish to remove.
2. Click **'Save'**.

Add a fixture or result

When fixtures are added they will appear on your 'fixtures & results' page automatically in date order. If your Sportbox theme has the function they will also appear in the fixtures banner on the homepage.

Add a fixture.

1. Click **Games** in your admin menu.
2. Click **'+ Add New Game'**
3. Ensuring the fixture is being added to the correct season complete the following steps. (see 'add season').

Opposition: Select an opposition team from the drop down menu (see 'add opposition teams').

Competition: Select a competition from the drop down menu (see 'add competitions').

Team: Select your club team from the drop down menu (see 'add teams').

Round: Enter the stage of the cup (eg, semi final).

Venue: Select home or away.

Score: Leave 0-0 in place (see: 'add result')

Time: Enter the kick off time (hh:mm - eg, 15:00).

Stadium: Enter the stadium name.

Attendance: Leave this section blank.

Referee: Enter the referee's name.

Match sponsor: Add your match sponsor's name.

Sponsor URL: Including the 'http:/' enter the website address of the match sponsor.

Match sponsor logo: Insert the logo of the match sponsor.

Facebook event link: Including the 'http:/' enter the link of the Facebook event page if the fixture has one.

Ticket buying link: Including the 'http:/' enter the link of the website that tickets for the fixture can be purchased from.

Poster link: Including the 'http:/' enter the link of the location of the poster for users to download.

Status: Select 'Not Played'.

Match report/preview: Leave this section blank - to add a match preview please do so using a news article (see: add news article).

4. Click 'Save'.

TIP:

Leaving sections blank will leave them unpublished on your website eg, leaving the referee field blank will result in no referee being shown for the fixture.

Add a result.

1. Click **Games** in your admin menu.
2. Click the 'Edit' icon in the edit column next to the fixture you wish to add the result to.
3. Complete the following sections that were left blank whilst creating the fixture:

Score: Enter the match score, the club team score first, and the opposition score in the second box.

Attendance: Enter the attendance for the game, leave this section blank if it is not appropriate.

Status: Select 'Played'.

Match report/preview: Enter a match report here.

To add details regarding goals/tries etc click on **'Match Events'** at the top of the game page.

1. Select the event type from the drop down menu.
2. Select the player from the drop down menu.
3. Select the time of the event during the game.
4. Select the contributors from the drop down.
5. Click 'Save'.

Add or edit players

You can have an unlimited number of players for your club, in this section you can enter their details such as name, position, profile picture & previous clubs.

You can also re order how your players appear on the live site by simply click and dragging them once they are listed.

Add a player.

1. Click **Players** in your admin menu.
2. Select the season from the drop down menu (this function can be used to add past players from previous seasons). **Always ensure you have the correct season selected.**
3. Select the team from the drop down menu that you wish to see all players for.
4. Click **'+ Add New Player'**.
5. Complete the player details:
Name: Add the player's full name.
Position: Add the player's position.
Team: Select the team your new player plays for from the drop down menu.
Number: Add the player's squad number.
Date of Birth: Add the player's date of birth.
Description: Add a bio for the player.
Player Photo: Add the player's profile picture
Please keep profile images square, best size is 400px x 400px
Sponsor: Add a player sponsor from the list of pre added sponsors (see: Add a sponsor)
Sponsor logo: Add logo for the player's sponsor.
Sponsors link: Including the 'http://' add the sponsors website address.
Previous clubs: Enter the player's previous clubs, separate them using a comma.
Height: Add the player's height.
Weight: Add the player's weight.
Date joined club: Enter the date the player joined.
Twitter username: Add the player's twitter username (eg, @Ronaldo)
6. Click **'Save'**.

Edit a player.

1. Click **Players** in your admin menu.
2. Select the season from the drop down menu.
3. Select the team from the drop down menu that you wish to see all players for.
4. Locate the player you wish to edit and click the 'edit' icon.
5. Edit the details for the player.
6. Click **'Save'**.

Delete a player.

1. Click **Players** in your admin menu.
2. Select the season from the drop down menu.
3. Select the team from the drop down menu that you wish to see all players for.
4. Locate the player you wish to delete and click the 'X' icon.
5. You will then be asked to confirm to delete the player, click 'yes' to delete, or 'no' to go back.

Add a player from a previous season.

1. Click **Players** in your admin menu.
2. Select the season from the drop down menu that your existing player played in.
3. Click **'+ Add Existing Player'**.
4. This will give you a list of players from the above selected season.
5. Select the player(s) you wish to add to the current season by clicking and highlighting them.
6. Click **'Save'** to add the players into the current season.

Add or edit staff

You can have an unlimited number of staff for your club, in this section you can enter their details such as name, job role & profile picture.

You can also re order how your staff appear on the live site by simply click and dragging them once they are listed.

Add a staff member.

1. Click **Staff** in your admin menu.
2. Click '+ Add New Player'.
3. Complete the staff member details:

Name: Add the full name.

Role: Add the job role.

Team: Select the team your staff member is part of from the drop down menu - or alternatively select 'Staff Member'

Description: Add a bio for the staff member.

Staff Photo: Add the a profile picture.

4. Click 'Save'.

Edit a staff member.

1. Click **Staff** in your admin menu.
2. Select the team for which the staff member you wish to edit is associated with from the drop down menu.
3. Locate the staff member you wish to edit and click the 'edit' icon.
4. Edit the details for the staff member.
5. Click 'Save'.

Delete a staff member.

1. Click **Staff** in your admin menu.
2. Select the team for which the staff member you wish to edit is associated with from the drop down menu.
3. Locate the staff member you wish to delete and click the 'X' icon.
4. You will then be asked to confirm to delete the player, click 'yes' to delete, or 'no' to go back.

Add sponsors

The sponsors functionality within Sportbox enables you to add sponsors to your homepage, but also to create a directory of all sponsors.

Add a sponsor category.

1. Click **Sponsors** in your admin menu.
2. Click **'+ Add Sponsor Category'**
3. Type in your name for a category.
4. Click **'Save'**.

Edit a sponsor category.

1. Click **Sponsors** in your admin menu.
2. Click **'Sponsor Categories'**
3. Click the **'Edit'** icon in the edit column next to the category you wish to edit.
4. Edit the required details.
5. Click **'Save'**.

TIP:

The sponsor categories helps users pick which type of sponsor they wish to see on your site on the sponsors directory page.

The category could be the sponsor type - builders, restaurant etc, or the category could be team the company sponsors - first team, under 18's etc.

Add a sponsor.

1. Click **Sponsors** in your admin menu.
2. Click **'+ Add Sponsor'**
3. Complete the following information to create your page.

Name: This is the name of your sponsor, as it will appear in the business directory.

Category: Select the sponsor category so that they can be filtered in the business directory (see: add a sponsor category).

Description: This can be a bio of your sponsor, as it will appear in the business directory.

Contact details: Add the sponsors address, telephone and email.

Link: Paste here the full URL, including <http://> of the website of your sponsor.

Image: Add your sponsors logo.

Main club sponsor: The main sponsor logo once ticked will show in the header bar before the social media icons - you may have one 'main sponsor' on your site. This logo should fit within 140px x 45px.

Show in business directory: Select sponsor to appear in the business directory, select yes/no.

Show on homepage: Select sponsor to appear in the sponsors bar on the homepage, select yes/no.

4. Click **'Save'**.

TIP:

Sponsor logos will be scaled to fit in the places you select for them to go. Try to keep all of your sponsor logos a similar size to ensure they sit together well.

Managing and editing sponsors

You can manage your Sportbox websites' sponsors in the sponsors section. Here you can add, edit, move and delete your sponsors.

Edit a sponsor.

1. Click **Sponsors** in your admin menu.
2. Click the 'Edit' icon in the edit column next to the sponsor you wish to edit.
4. Edit the required details.
5. Click 'Save'.

Reorder your sponsors.

1. Click **Sponsors** in your admin menu.
2. You can drag and drop the sponsors to re-order how they are seen on your pages.

Add or remove a sponsor from your homepage.

1. Click **Sponsors** in your admin menu.
2. Simply click the tick in the homepage column next to the sponsor you wish to add/remove.

Add or remove a sponsor from the directory.

1. Click **Sponsors** in your admin menu.
2. Simply click the tick in the directory column next to the sponsor you wish to add/remove.

Delete a sponsor.

1. Click **Sponsors** in your admin menu.
2. Click the 'X' delete icon in the Delete column next to the sponsor you wish to delete.
3. You will then be asked to confirm to delete the sponsor, click 'yes' to delete, or 'no' to go back.

IMPORTANT: Once you delete a sponsor we can not get this sponsor back, please only delete a sponsor if you are sure they are longer needed.

Add or edit an event

In the events section you can add club events such as Awards Dinners, Charity Evenings etc.

Adding events to this section will publish them onto the events page of your site (see: add pages).

Add an event.

1. Click **Events** in your admin menu.
2. Click '+ Add Event'.
3. Complete the event details:

Title: Add the event name.

Date: Add the date of the event.

Time: Add the time the event starts.

Venue: Add the location of the event.

Description: Enter any details or write up about the event.

Image: Add the hero image for the event, next using the sliders you can edit how the image will be viewed on the desktop and mobile versions of your site - you can also decide the thumbnail crop of the image.

4. Click '**Save**'.

Edit an event.

1. Click **Events** in your admin menu.
2. Locate the event you wish to edit and click the 'edit' icon.
3. Edit the details for the event - if the event has passed you may wish to add a review of the event in the description section.
4. Click '**Save**'.

Delete an event.

1. Click **Events** in your admin menu.
2. Locate the event you wish to delete and click the 'delete' icon.
4. You will then be asked to confirm to delete the event, click 'yes' to delete, or 'no' to go back.

Add, edit or remove users

You can add multiple 'admin' users to your website. Each of your teams could potentially have it's own website manager.

Add a user.

1. Click **Users** in your top admin menu.
2. Click '+ Add New User'.
3. Complete the user details:

Role: Select between 'admin' for the user to be able to edit the site.

Username: Give your user a username.

Password: Give your user a password (keep this strong to prevent any future website hacks).

Select Teams: If you want this user to only be able to manage certain teams, tick the teams you wish for them to be able to edit.

4. Click '**Save**'.

Edit a user.

1. Click **Users** in your top admin menu.
2. Locate the user you wish to edit and click the 'edit' icon.
3. Edit the details for the user.
4. Click '**Save**'.

Delete a user.

1. Click **Users** in your top admin menu.
2. Locate the user you wish to delete and click the 'delete' icon.
3. You will then be asked to confirm to delete the user, click 'yes' to delete, or 'no' to go back.

Galleries

You can add custom galleries to your news articles by following these steps.

Create a gallery.

1. Click **Galleries** in your admin menu.
2. Click **'Add New Gallery'**
3. Name your gallery and press **'Save'**. (We suggest you name this as per the news article the gallery will appear in for ease moving forward).

Add an image.

1. Click **Galleries** in your admin menu.
2. Click **'Add Gallery Image'**
3. Name your image then select/upload your image and set the crop.
4. Select which gallery you would like this image to show in (you can select as many as you like).
5. Click **'Save'**.

Repeat "Add an image" until all your images are loaded into your gallery.

To add a gallery to a news article please see **'Add or edit news articles'**

Please Note. Our galleries "self scroll" through the images at the top of your news article page. They are perfect for match/event galleries.

How to get your Twitter ID

In order to add a Twitter box to your Sportbox site, you will need a Twitter ID in your settings panel. To retrieve your Twitter ID use your Twitter account and follow these simple steps.

1. Sign in to your Twitter account
2. Click on the your profile icon in the header menu bar in the top right of your screen, and select Settings
3. On the left-hand side menu, select 'Widgets'
4. Click on Create new
5. On the first tab (User Timeline) enter your twitter Username and click on Create Widget
6. When your browser brings up the next page, view the address bar. It will look like this:



The screenshot shows a browser address bar with the URL: https://twitter.com/settings/widgets/733006614723170308/edit?focus_textarea=1¬ice=WIDGET_CR. The 18-digit number 733006614723170308 is highlighted with a red rectangular box.

Copy and paste this 18 digit number into the 'Twitter ID' section in the settings panel of your Sportbox site.

Sportbox support

For any queries not outlined in this guide, or to report an issue on your site please submit a ticket to our support team:

www.sportbox.co/support

or email

info@sportbox.co

Our support system is based on a priority basis depending on the urgency of the problem.

Our support priorities are as below:

Priority: 1

Definition:

Key functionality unavailable with no workaround

Resolved within: 24 hours

Priority: 2

Definition:

Functionality unavailable but workaround in place

Resolved within: 3 business days

Priority: 3

Definition:

Low priority cosmetic issue not affecting functionality

Resolved within: 10 business days

General Enquiries.

For any non support related queries please feel free to contact us:

info@sportbox.co