Penn Fusion Soccer Academy team pages are managed by team parent volunteers using software provided by Demosphere. The Club expects all the team websites to be professional looking and follow the same protocols as described below.

1. U8-U14 Team Site Basic Set Up:

Only Player names may be entered into the roster which will appear underneath the Team Photo. No jersey numbers, or any other data should be entered for this age group. Player profiles will not be made available at these age groups.

On the left side bar, two Related Links will be available in this order.

1. TEAM ACCOMPLISHMENTS
2. TEAM EVENTS "Current season"

U8-U14 TEAM ACCOMPLISHMENTS Set Up:

U8-U18 TEAM ACCOMPLISHMENTS must be listed by season with the most recent season listed first. Please note all Championships, Finalist (2nd place) and Semi Finalist accomplishments.

No event logos should be used in this area.

U8-U14 TEAM EVENTS 2015/2016 Set Up:

The TEAM EVENTS section of the website should list all events for the current season in date order. Once schedules are posted, a link should be inserted to allow easy access to the teams schedule at that event.

The title "TEAM EVENTS 2015/2016" should be edited each season to show only the current season.

No event logos, etc should be used in this area.

2. U15-U18 Basic Team Site Set Up:

Player Profiles will be provided for all teams U15 – U18. Player names, position, jersey number, city/state, and Roster Notes must be entered into the roster. Roster Notes should include:

Graduation Year: YYYY or Committed to College Name

On the left side bar, three Related Links will be available in this order.

1. TEAM ACCOMPLISHMENTS
2. TEAM EVENTS current season
3. TEAM PROFILE BROCHURE

Items #1 and #2 are managed the same as the younger age groups and were already addressed above. The third item is the TEAM PROFILE BROCHURE and must be a link to a pdf of the team's current BROCHURE (for recruiting purposes)

3. ADDITIONAL FEATURES

Demosphere also contains additional features that teams may elect to use. Photo galleries may be used as long as they are positioned below the Team Roster Element.

4. INSTRUCTIONS FOR MANAGING TEAM WEBSITES

The Team websites should be viewed as two separate areas. The left side bar or "RELATED LINKS" is one area and the other is the Team Roster/Player Profile section which Demosphere calls an Element.

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To access the team site, please type in the following website into your browser:

www/pennfusion.org/admin

or go to the homepage of the Penn Fusion SA website and click on Administration/Sidebar log in

Enter your username (email) and password as provided by the Administrator or click on Forgot your password and one will be sent to you.
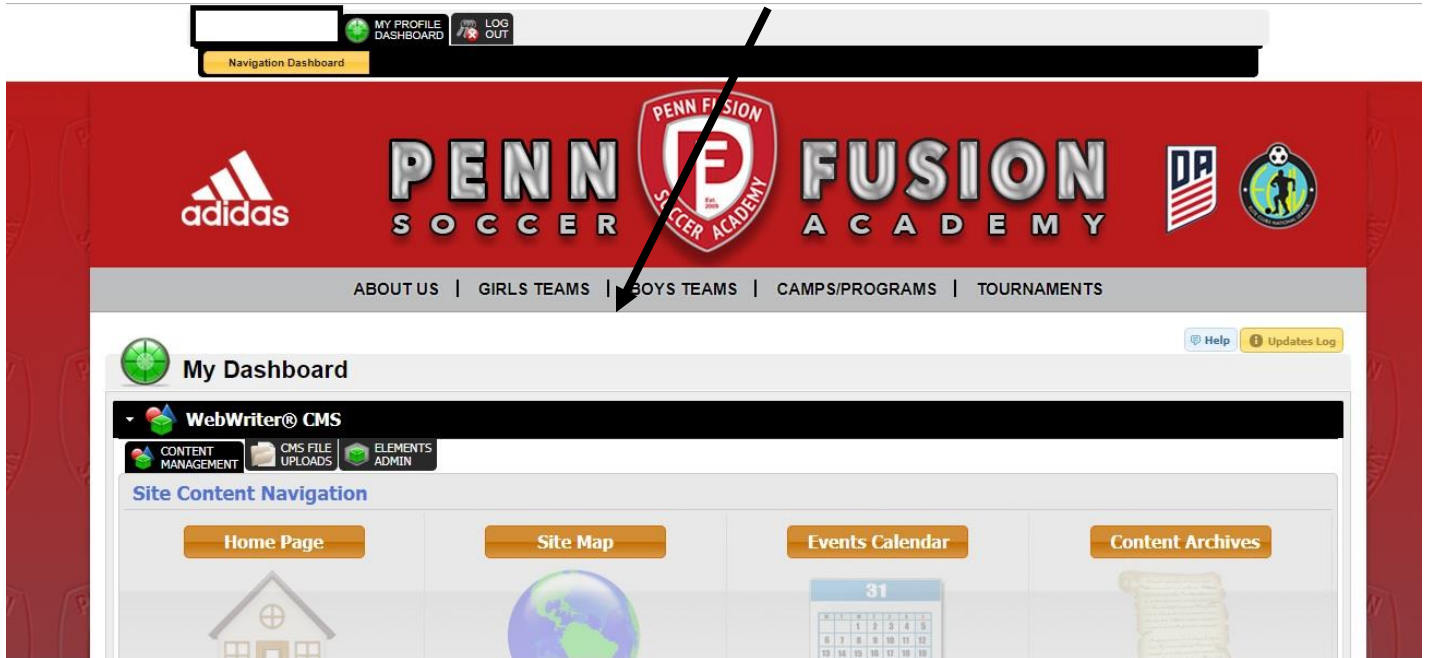
Click on Boys Teams or Girls Teams and find your team page.

From here you can edit the "RELATED LINKS" items by hoverng your cursor over the title and clicking on the pencil icon to edit.
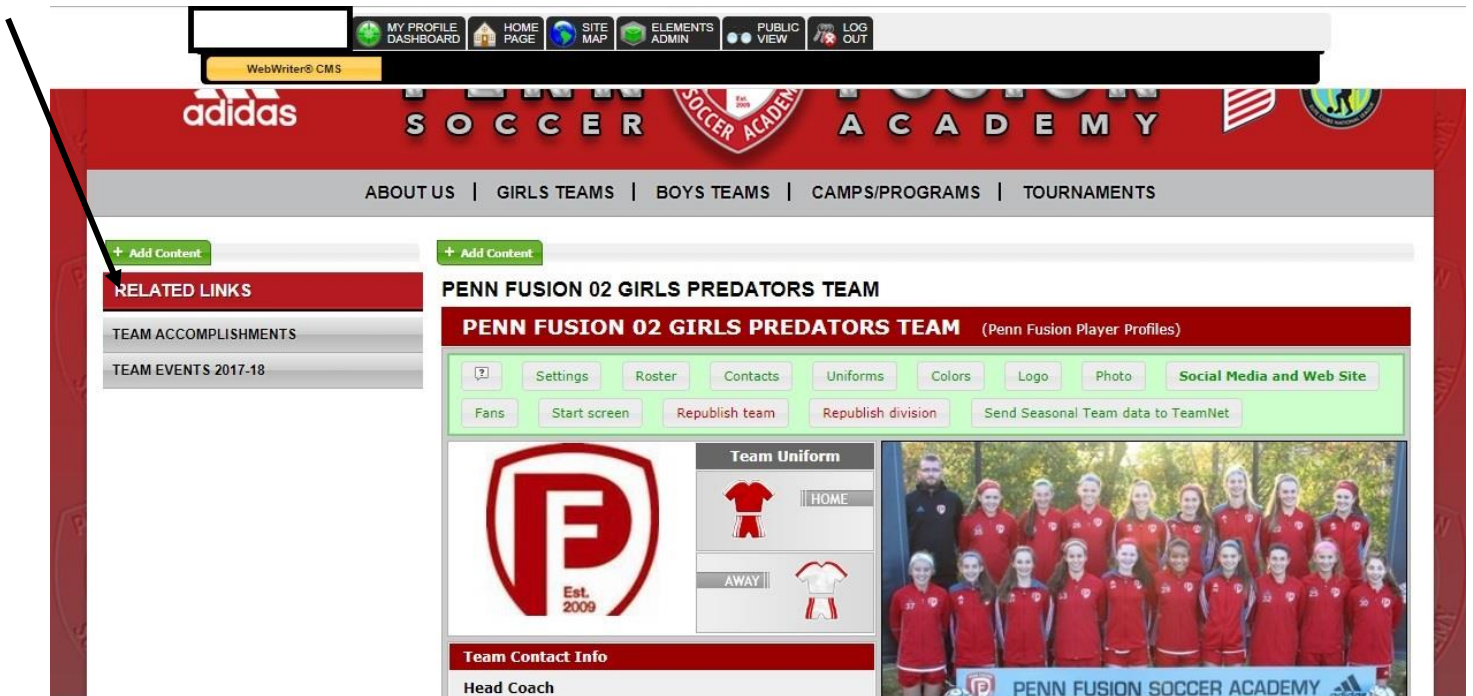
Click on Story Content to edit a "Related Link" or you can edit these items by clicking on the title and then clicking on the blue edit button after the page opens.

Editing/Updating the Team Roster:

You can click on Roster to edit your team roster.
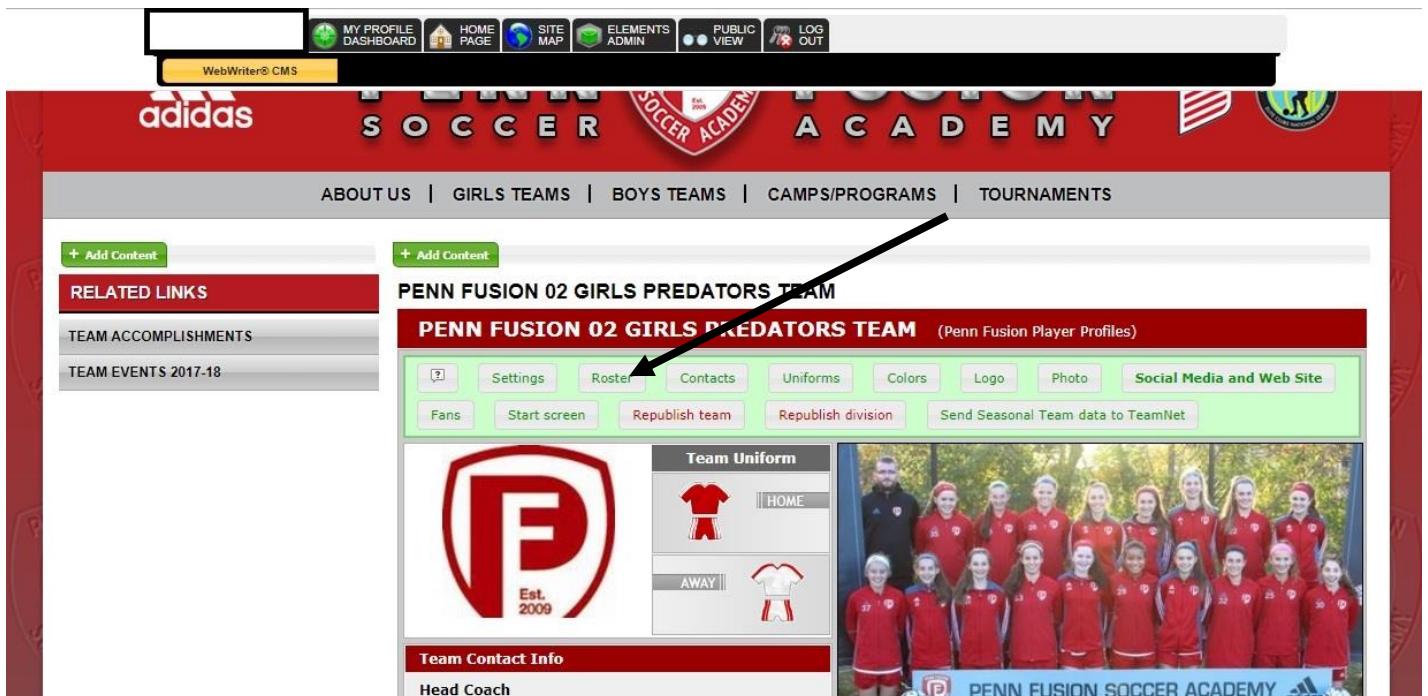
Click on Roster and Add or Delete players for the current season. Click on the Green Plus sign next to a player to modify their account. Click on Red X to delete them from the team roster.

When adding players, please use Search for an Existing Player to help prevent duplicate entries.

Click the LOG OUT tab when you are done.

5. ESTABLISHING PLAYER PROFILES

Penn Fusion SA provides player profiles on the team website for their U15-U18 players. **The players have access and are responsible for updating their online player profiles.** Player profiles can only be updated if their Team Contact has inputted a valid email address for the player. The player must give his/her Team Contact a unique and valid email address for themselves. These email addresses will be used for college recruitment so please make sure they are professional in nature. Jsmith@aol.com is acceptable, coolplayer@aol.com is not.

Player Login

- Go to your team website on www.pennfusion.org.
- Click on your Team. Click on your name on the roster. 'Player Login' can be found under the area for your photo on your team page.
- You login with your email address. Your pin # can be accessed by selecting, "Forgotten your password? Click here."
- Your pin should be emailed to you. Once you receive your pin, you have access to update your player
  page and may update your information!
- Each player must have a unique email address. If siblings have the same email address listed, neither one of them will be able to login.

Password Retrieval

- From the log-in page, click retrieve password. Your password will be emailed to the email address that is found in the system.

Appropriate Information for Player Profiles

- Player information entered into a team website player profile account should be information from high school only.
- Head coach and DOC should be listed in the References Section.

Trouble Shooting

- The players/parents logging in need to use the correct and valid email address that's listed in the system.
- Players must have their own email address saved in their profile in order to gain access. The Team Contact (who has access) is responsible for ensuring all the players have their own (or parents/Legal
- guardians) emails saved to their profiles.

Invalid Email Address/No Password emailed when Requested by Player
- Contact your Team Contact and give them the email you would like to use and they need to go into the system and make sure the proper email is listed with your name.

Directions for Team Contact

- The players/parents logging in need to use the correct and valid email address that's listed in the system. Log in via Team Page and click on the player's name on "team page" then "modify player info".

Player Missing the Green "Log in" button on Public Profile
- Only players with email addresses listed in the system will be able to login. A Team Contact should log in and be sure the player has an email address listed in the system. If the player does not, the players personal email address should be added by the Team Contact as outlined above.

Updates Not Showing up on the Team Page
- Changes made in admin mode may take a few minutes to show up on the public side because the web page needs to regenerate a new static version of the page.