



CLUB TUTORIAL

About LVR Team Pages and Bonzi

Written by Tom Agosti/Mike Lansdaal. Created 4/04/2006 Last Updated: 4/01/2009

INTRODUCTION

Your LVR team pages are split onto two areas, an administrative area and a public area (different websites and each requires a unique username and password). Coaches are able to access their administrative area using the same username/password that is used to log in to their member account. The registrars have to enable this feature on an individual basis, but will be doing so globally for all. The coach/team manager sets the public area username and password.

The administrative area is to be accessed only by you and your team manager. Here you can view your roster, post announcements and schedules, and send team e-mails. This is also where you print out the medical release forms for parents to sign. Finally, the public username and password are also set here. You should give your team's public username and password to all parents of players assigned to your team.

The public area is for viewing by parents and players. To see these pages, they will need to enter the public username and password you provide them.

ADMINISTRATIVE PAGES

<http://www.lvr-soccer.org/sam> (Bookmark this page)

You will receive an automated email notifying you that your member login account credentials have been linked to the administrative area. This means you will also be able to use the username/password lookup feature if you forget them provided your email address is the same. If not, please contact the appropriate registrar to get your email updated and your username/password sent to you.

- Boys City Registrar Kurt Laird BoysCity@lvr-soccer.org
- Girls City Registrar Martha Harney GirlsCity@lvr-soccer.org
- Boys House Registrar BoysHouse@lvr-soccer.org
- Girls House Registrar Chris Toney GirlsHouse@lvr-soccer.org

IMPORTANT NOTE: Browser Compatibility

The online registration system takes advantage of the latest technology. This means that some older browsers, and perhaps operating systems, may not work as efficiently, or at all, with this online registration system.

Here are the recommended browsers:

PC Platform (Windows Operating System)

- Microsoft Internet Explorer 5.0 or greater
- Netscape Navigator
- AOL 6.0 or greater



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MAC Platform

- Firefox
- Opera
- Safari
- Netscape Navigator

NOTE: Microsoft IE for Mac is outdated and does NOT support online registration.

Parental controls in IE also interfered last year with people's ability to login.

If you don't have this computing configuration, either assign this responsibility to someone else or borrow a computer (or use the ones in the Seattle Public libraries). Pop-up blockers interfere with the SAM window, so you may have to hold down the control key when you click on the login button (keep it held until the popup page loads). Alternatively, you may set this as a "trusted" site in your Internet options.

An example of the Administrative area login is shown in Figure 1.

Address https://www.secure-sam.com/www.lvr-soccer.org/sam/login.php

ADMINISTRATIVE LOG IN

Login Name:

Password:

After logging in, please wait for the application window to display.

Do You Use A Pop-Up Blocker?

If the log in window simply changes to "log out" and the Sam software window does not display AND is not "behind" another window, then you have a pop-up blocker software (and maybe more than one) installed on your computer and it keeps the Sam software from loading.

Most often you can fix this problem easily by turning off your pop-up blocker and/or by pressing the CONTROL key on your keyboard WHILE you also click the LOG IN button.

Figure 1 – Login to the Administrative Area

Once you have logged in, you can access all of the team area administrative functions. You should first **ACTIVATE THE TEAM PAGE** by checking the "Team page is activated" box. Then



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CREATE the public (parent's) username and password, then CLICK THE UPDATE BUTTON. Now the page is active and you can send the login info to parents/players assigned to your team.

Using the administrative area, a coach/manager can print out a players' medical release forms. Highlight all the player names in the roster box and click the 'Print Forms' button (you might have to do this one player at a time on some systems). This opens a new window with registration/medical release information, which you can save as a PDF. Note that this year there will not be the extraneous third "notary public" page for each player.

Use of the other admin functions is pretty straightforward. Much of what you can do is found under the "Communications" button at top menu.

Figure 2 shows an example of what the Administrative area looks like if you have not previously viewed it. Note that if you coach or support multiple teams, each team name will be listed on the left hand navigation area and you can quickly switch between the teams by clicking on each name. Any players that are assigned to the team will be listed in the "Roster" list box.

This year, any player who registers will be auto-assigned to the same team they were on last year. NOTE: Registrars will manually un-assign those players who choose not to return and have an acceptable reason. By logging into the Administrative area a coach can quickly determine who has registered and who hasn't. Should someone register on-line but choose to pay by check, they will not be added to the roster until the club has received and processed the check. Contact your parents directly if you do not see them on your roster. Contact the registrar when you believe there is an error in the roster.



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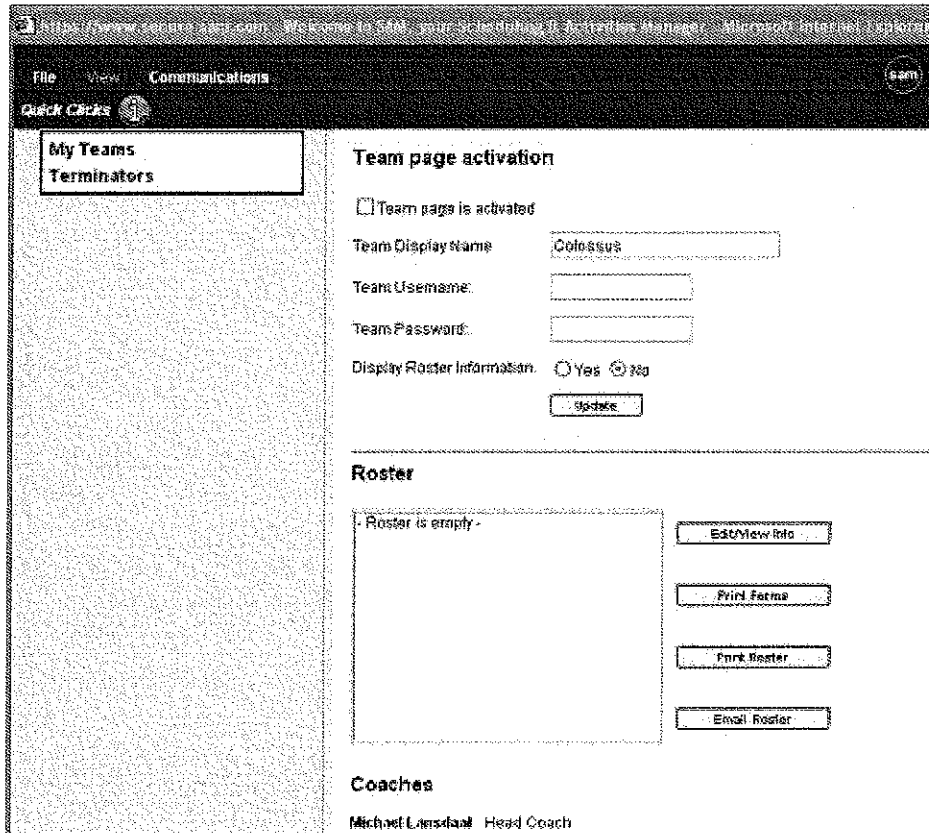


Figure 2 – The Team Administrative Area

For additional help, go to <http://help.yoursam.com/frameset.php> and click on the link "Team Web Sites" and select "Tutorial for Coaches - How to Use Team Web Sites". Bonzi has an on-line tutorial at <http://help.yoursam.com/tutorials/teamWebSiteTutorial.php> that is quite helpful.

PUBLIC TEAM PAGES

Start at the club's home page (<http://www.lvr-soccer.org>)

Parents and players click on the "**Team Home**" button on the club's main home page. After logging in, they can see announcements, game schedule, practice calendar, and if you set them up, roster and photo album.