



Iron Range Hockey Association



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HOW TO CREATE YOUR TEAM PAGE ON THE IRHA WEBSITE

1. First e-mail Mary LaBelle at labelleclan@hotmail.com and tell her that you are the team parent that will be managing the **Team Page**. I will need your name, e-mail, phone number (if ok), team name, team level, and the best way to get a hold of you. I will enter the team, with you as the contact person. You will be automatically e-mailed a **User Name** and a **Password**.

2. Then click on **Team Page**. I will have your **Team Name** already posted. Click on your **Team Name**.

3. In pale print you will see "*team admin login*". Click on it. You will then need to type in your **User Name** and **Password**. I will already have all of your contact information set up.

4. Scroll down to the bottom of the page and click "*browse*" to look for a picture from your own computer files. When you find it, pick it and then click "ok". The upload may take a minute or so. Just let it do its work. The screen will change when it is finished. Then go back to your **Team Page** to double check that the picture is uploaded properly. Only one picture can be uploaded. If you upload another picture, it will replace the old picture. You may have to convert your pictures to jpg format, just like you would if you were e-mailing. Use a small to medium size and quality.

THIS IS OBVIOUS, BUT PICTURES MUST BE APPROPRIATE FOR CHILDRENS SPORTS. GOOD TASTE, AND COMMON SENSE SHOULD BE USED.

5. The page information is set up to be pretty simple. There are keys on the right hand side for **Bold**, **Colors**, ect. If you want to be able to click on a link from your page, e-mail it to me and I can set it up for you. It is just basic html formatting (for you computer people that know how to use it). Basically you can put whatever information that you can type like this onto the page. Concession stand schedule, when certain monies are due, when you team pictures will be takes, what tournaments you plan to go to, and other things like that. You can also put a link to a more expanded website if you choose to do a Kidssport.net site for your team. Any questions, please e-mail me.