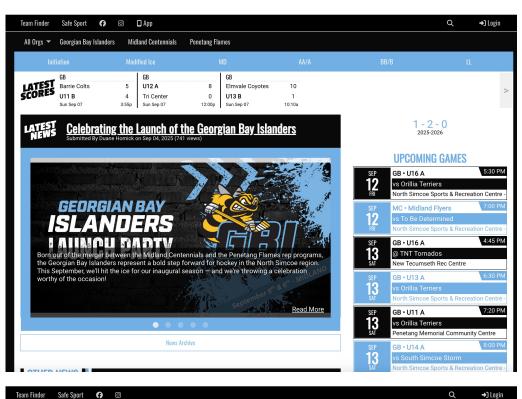
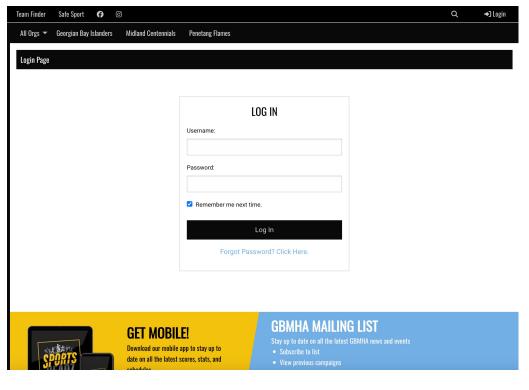
Georgian Bay Islanders Website Manager Guide

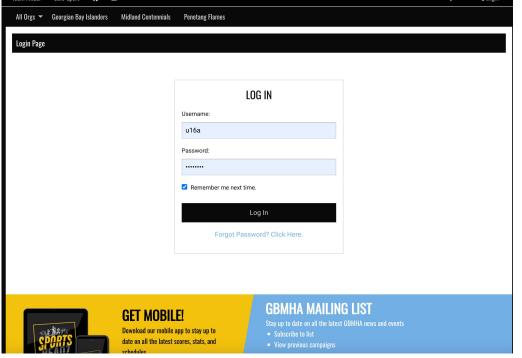
Step-by-step instructions

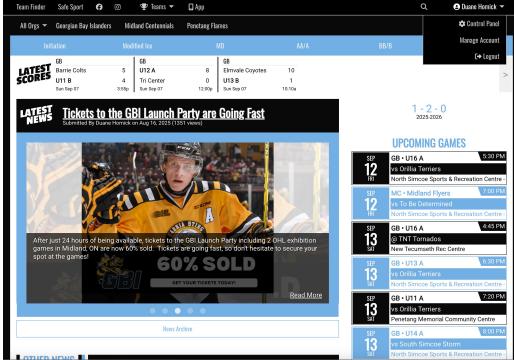
1. Logging In

- Go to the Georgian Bay Islanders website.
- Choose Login in the top right
- Use your provided credentials to log in.
- Once logged in, click the top-right corner to access the Control Panel.





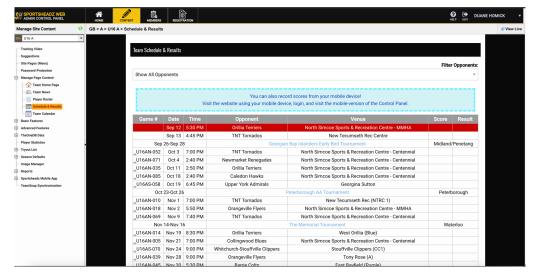




2. Navigating the Control Panel

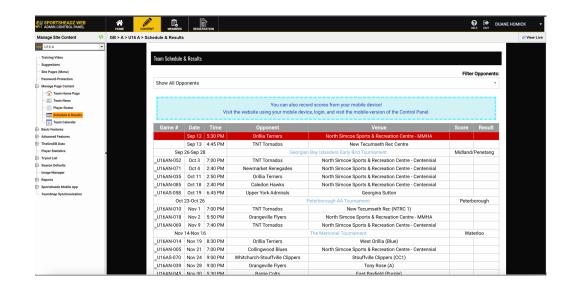
- The Control Panel is the central hub where you'll manage your team.
- Use the tabs along the top to move between sections.
- Use the menu on the left to move between features





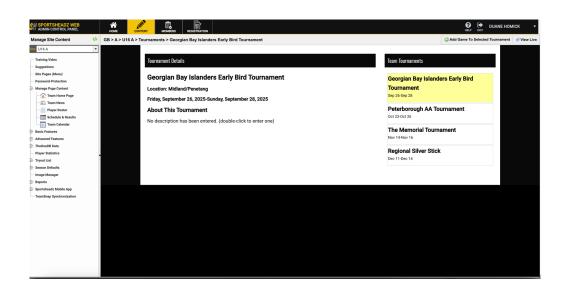
3.1 Adding Scores

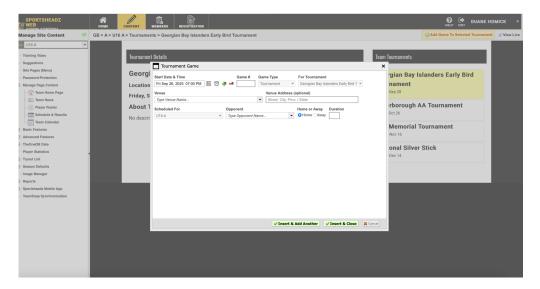
- Go to Content > Manage Page Content > Schedule & Results.
- Find the completed game.
- Mouse over the game and select it to submit the score.
- Note: Games that are in the future cannot have scores submitted for them
- Enter the correct score details.



3.2 Adding Tournament Games

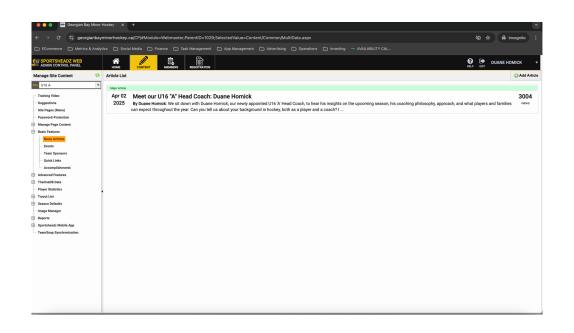
- Click on the Tournament name.
- This will bring you to the Tournament page.
- Add games to the tournament, ensuring:
 - Correct dates and times.
 - Proper spelling of opponent names.
- Once games are complete, submit scores for them as well.
- Important: Be sure to include all games, not just the round robin.

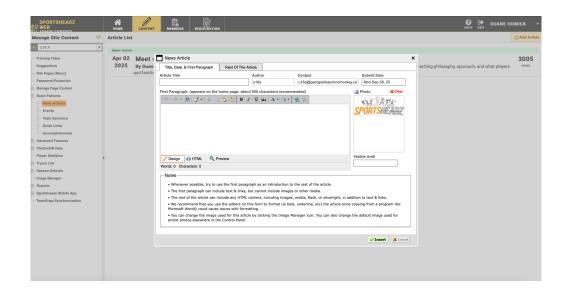




4.1 News Articles

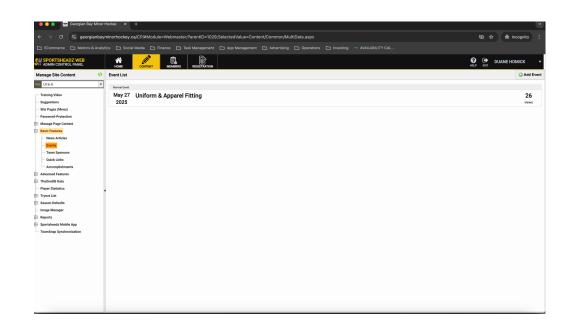
- Submit news articles to your team page.
- Great examples: Tournament recaps, announcements, or team updates.

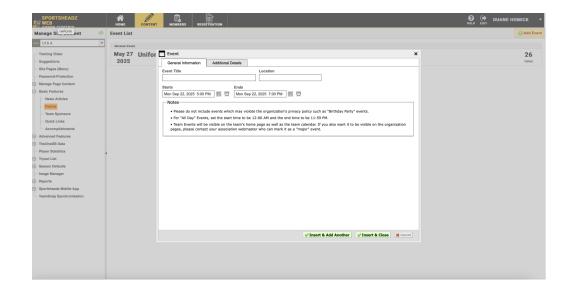




4.2 Team Calendar

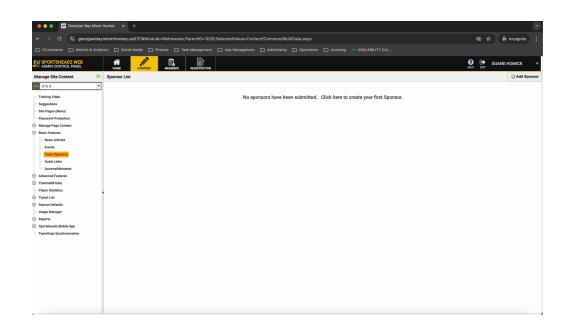
- Add events to your team calendar.
- Examples: Team party, practices, meetings, or other important dates.

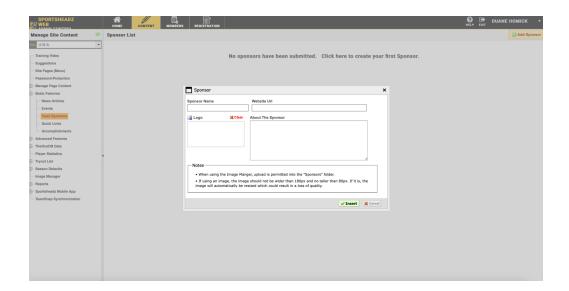




4.3 Sponsors

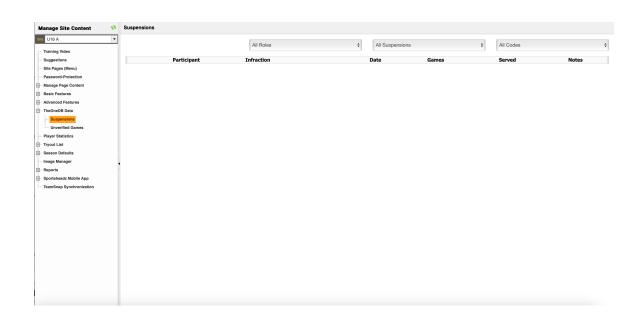
- Add supporters (e.g., banner sponsors) to the Sponsors section.
- This helps showcase those who back your team and ensures visibility.





5. Entering Suspensions

- Go to TheOneDB Data → Suspensions.
- Enter the details as required.



6. General Best Practices

- Always double-check spelling (especially opponent names).
- Keep dates and times accurate.
- Be thorough: update all games, events, and recaps so your team's section of the site looks professional and complete.
- Remember: Everything you enter impacts your team's portion of the main website.