Creating an integrated website using Site Builder

ACTIVE Network LeagueOne Support

ACTIVE Network™

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About Active Network, LLC
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Contents

GLOSSARY

- asset
  - Digital assets are text, image, and video files.
- hero image
  - In Site Builder the hero image is the image that appears across the home page. (More specifically, it's the image that appears in the template called *New Template.*) Your website actually has two hero images. One for general viewing such as on a desktop computer and another for viewing on a cell phone when you hold it in portrait orientation.
- mobile
  - Mobile refers to a cell phone or tablet.
- pixel
  - A pixel is a very small square on a screen. A pixel has a specific size so for pictures that appear on a screen, you often size them in pixels.
- portrait orientation
  - If you hold your cell phone with the long edge going up and down, that's portrait orientation. If you rotate it 90° with the long edge going side to side, that's landscape orientation.
- template
  - In Site Builder each page has a template that determines the layout of the page. For example, some templates might orient most of the content to the left; others might orient most of the content to the center. The template also determines the color of the menu.
- theme
  - In Site Builder each website is built on a theme. The theme is built for a specific sport and has templates that are different from those in other themes.
- widget
  - In Site Builder a widget is small area on a page where specific information is displayed and managed.

INTRODUCTION

This guide is written for league administrators who are setting up their new LeagueOne Site Builder website. A newly created Site Builder site is integrated with information from LeagueOne. This integration allows programs, schedules, and field information to be updated automatically from LeagueOne to the Site Builder site.

The site initially comes with a number of pages with placeholders where you can input information about your league. You can add, remove, and reorganize pages as your needs demand.

This guide helps you get your Site Builder up and running. It doesn't address every Site Builder feature, but it should give you enough information for you to feel confident about exploring the remaining features on your own.

As you set up your website, you'll be making changes in increments as you work through the site page by page. With some features your changes are published right away. With others you have the option to preview your changes before you publish. (Look for the **Preview** button.)

You'll almost certainly find that once you make a change, publish it, and review it, you'll think of a way to improve it, which will require another update. This is an entirely normal workflow.

You also have these resources available:

- LeagueOne Help Center at http://activesupport.force.com/leagueone.
- LeagueOne Support by email at LeagueOneSupport@ACTIVEnetwork.com.
- LeagueOne Support by phone at +1 888.620.8717 Option 1 between 7:00 A.M. and 5:00 P.M. Pacific Time, Monday through Friday.

EDIT MODE

In edit mode Site Builder displays a variety of editors on each page. The presence of a blue-dashed rectangle indicates an area where you can make changes. Hover over a rectangle, and its editor appears.

The image below of a homepage shows the rectangles, points out the name and location of some editors, and identifies what we mean by "hero image." (The rectangles for the hero banner editors are a little hard to see here.)
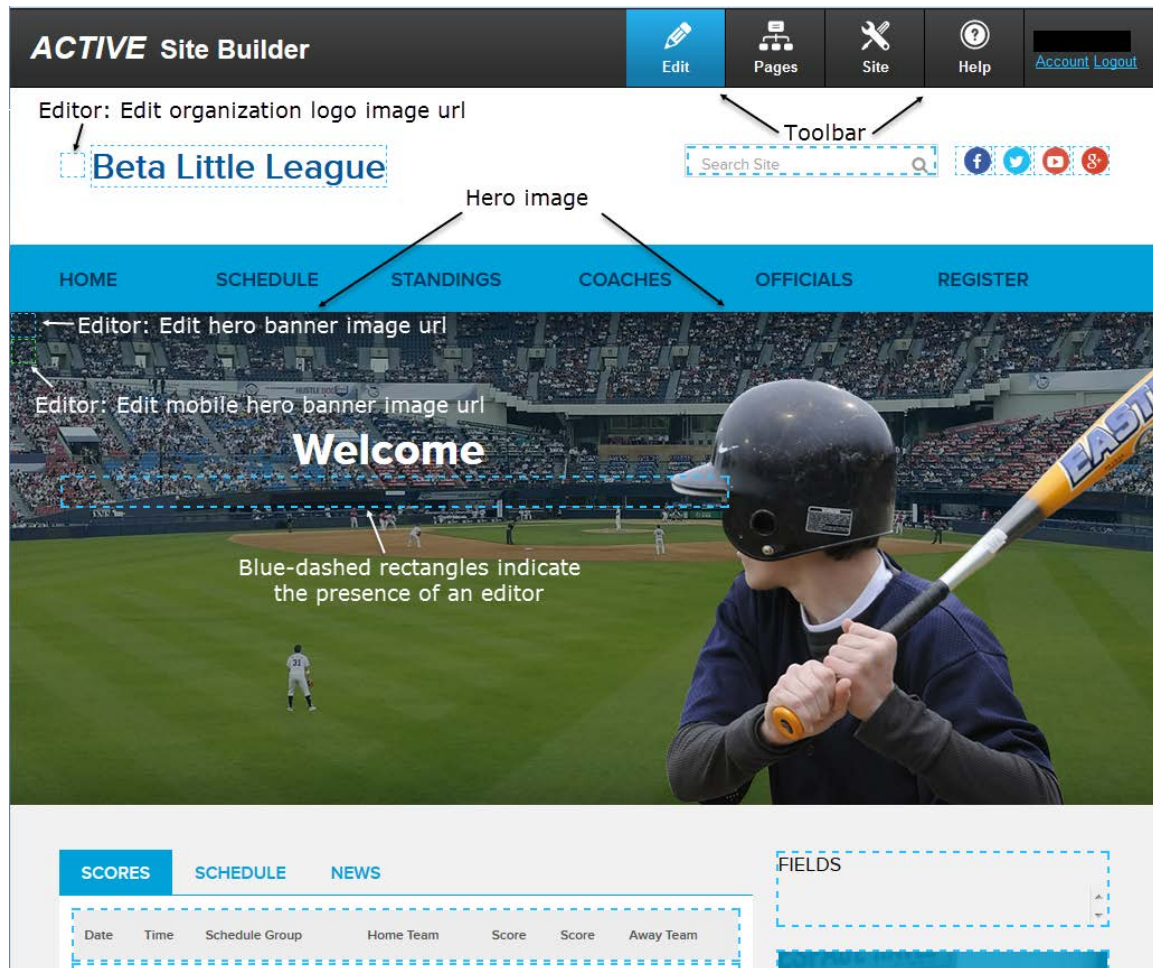
Editors

Here are some pictures of a couple editors that have buttons and boxes with names that appear only when you hover over them.

Image editor
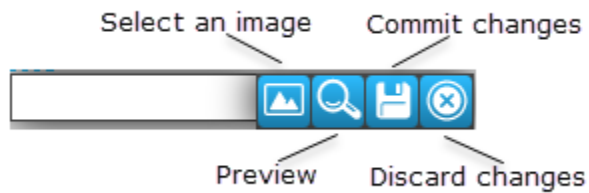
Widget editor

GETTING STARTED

The "Getting started" section is going to guide you through adding the basic information that some of the initial headings in the site call for. The objective of this section is to perform the minimum number of tasks to make your website ready for the world to see.

You're going to edit certain key pages that need specific information so that they better reflect your organization. You probably already have a lot of the information available in your old website or in other promo material. So as you click a menu item, think about where you can grab content.
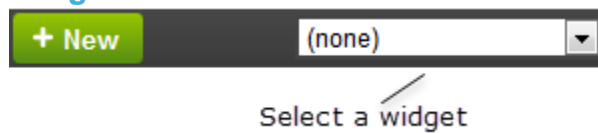
> **Hint!** Don't over think it! You probably have more information than what seems to fit in this bare-bones new site. We're going to deal with other information in the next section called "Fine tuning." For now let's add some content to the new site so that it tells your story better.

Let's quickly get your site set up with basic information. You can fine tune it later.

Site Builder website

If you haven't yet created your new Site Builder website, you can get one going through LeagueOne. See Creating a new website in the "Fine tuning" section. If you need help logging in, see "Log in to Site Builder" in the LeagueOne Help Center.

Getting started by adding content

You've got your shiny new Site Builder website up and running and now it's time to add some content.

First things first!

You need to be using one of the following browsers as you work in Site Builder. (The readers of the final website can use pretty much any browser they want.)

- Internet Explorer 9, 10, or 11
- Mozilla Firefox latest version (PC and Mac)
- Google Chrome (PC and Mac)

The first thing you want to do is become familiar with what you have. Take a look at your new site. Click all the items in the menu and take a mental note of what kind of information the site needs initially. Also, skim through some online help topics.

> **Important** Now that you've taken a look at the site, make sure you're happy with the theme you chose. (You won't want a baseball theme if your league plays soccer.) If you'd like to switch themes, you'll have to delete this site and start again. If you do have to change themes, you can delete

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the existing one in the LeagueOne administration user interface. (Once it's gone, it's gone.)

Now you're ready to start editing. Log in to the site and make sure you're in edit mode. In edit mode, the **Edit** button on the toolbar is blue and blue-dashed rectangles appear on the pages. Click the **Edit** button to make it blue.

☐ 1. Welcome message

Click **Home** in the main menu.

What's the first impression you'd like your viewers to have of your site? Maybe it's a brief note about who you are. Maybe it's just your logo. We've added the word *welcome* to get you started, but even though this page will leave a welcoming impression, maybe *welcome* won't even appear at all. It's up to you.

> **Note** The **Welcome** page and all the pages on your site are prepopulated with areas that you can edit. These zones are outlined in blue, dashed lines and come in various kinds. Hover over an editable area, and presto its editor pops up. For now you should avoid the widget editor. To see what a widget editor looks like, go to Widget editor.

Add some content to the **Home** page. See Editing the Home page's welcome message.

☐ 2. About page

Go to **Home** > **About**.

Add a description of who you are (more detailed than what would go in the welcome message). If you have a mission statement lying around, this might be a good spot for it.

☐ 3. Contact Us

Go to **Home** > **Contact Us**.

Make sure the Contact Us page has a name, address and phone number (or whatever is appropriate) for your organization.

☐ 4. Important League Dates

Go to **Home** > **Important League Dates**.

Wherever you see *Coming Soon*, remove it and add some real information. If your season is underway, you'll probably add this season's dates even if they're

in the past. If your season hasn't started yet, then you'd enter the dates for next season.

This might be a good time to talk about hiding pages. As you work through this "Getting started" section, you might decide that you'd rather just hide a page for the moment till you gather up some content to add. See Removing pages.

☐5. Important Links

Go to **Home** > **Important Links**.

If you look through your existing promo material, there are probably websites mentioned here and there. If they're mentioned, they're probably a good fit for the **Important Links** page. Add them to the page. You could also consider introducing each link with some information about what the user will find when they click or why the site is important.

☐6. Coaches

Click **Coaches** on the main menu.

The **Coaches** page could have a comment from the coach or a list of the coaches.

Edit the "Coming soon" text.

☐7. Certification (coaches)

Go to **Coaches** > **Certification**.

Add information about what sort of certification coaches in your organization have.

☐8. Officials

Click **Officials** on the main menu.

Just like the **Coaches** page, the **Officials** page could have a comment from an official or a list of officials or both.

☐9. Certification (officials)

Go to **Officials** > **Certification**.

Add information about what sort of certification the officials have.

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☐ 10. Register

Click **Register** on the main menu.

The **Register** page is tied directly to your LeagueOne programs. The page dynamically displays the program information as it has been entered in LeagueOne including a program description, program fee, and important program dates. A **Register** button is automatically generated for each program. When the user clicks the button, they are taken to the LeagueOne registration form for the program.

Add any further information about registering as you see fit.

Good job! Yes, your site probably still needs some work, but it should be way more presentable now. You're well on your way.

You've probably already looked at a few of the topics in the next section, "Fine tuning." There you'll find detailed instructions for performing various tasks, some of which are a little more advanced. At this stage you might be wondering about how to brand the website better. Take a close look at the following topics:

- Changing the appearance of the menu
- Editing the logo
- Editing the hero image

FINE TUNING

The "Fine tuning" section contains detailed instructions about how to perform certain tasks. Some are fairly easy. Some are a little more advanced.

Creating a new website

You can create your new Site Builder website online at LeagueOne.

To create a new website:

1. Log in to LeagueOne.
2. Go to **Website** > **Set Up Website**.
3. Under **Add a domain**, select a domain option:
   a. **Create a site name**: Enter a name.
      This option creates a domain such as *betalittleleague.activesports.com*. You can change to a custom domain later in Site Builder if you wish. (We actually recommend you create your site content before creating a custom domain.)
   b. **Connect a registered domain name**: (This option is advanced. If you're unsure, stick with the previous option.) Enter your custom domain.
      This option overwrites your existing website at that domain name. Also, the A-records must be updated to *69.194.141.96* on the provider's website.
      > **Note** If you select the custom domain option, you won't be able to edit your website till you point your domain to our servers. We hope to have this issue fixed in a future release.
4. Under **Choose a website name**, enter the website's name.
5. Under **Select a theme**, make a selection.
   Important! You can't change from one theme to another after you create your website. If you do eventually decide to change themes, you must delete your website and create a new one with the desired theme.
6. Click **Publish website**.

Logging in to Site Builder

To log in to Site Builder, log in to your LeagueOne website and click **Edit Website** in the **Website** menu.

Editing the website

You have to be logged in to edit the website. In edit mode several blue-dashed rectangles appear on each page. (These rectangles indicate areas where you can add or modify information.) If you don't see the rectangles, click the **Edit** button in the toolbar.

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Hiding websites from search engines

As you work on your new website, you may wish to hide the site from the public till it's ready.

To hide the website:

1. On the toolbar, click the **Site** button. A dialog box appears.
2. On the **Setup** tab select **Hide from search engines**.
3. Click **Save**.

Once you're ready to show your masterpiece to the world, clear the **Hide from search engines** check box.

Editing the title of the banner

You can edit the title of the banner that appears at the top of the pages.

To edit the title of the banner:

1. Hover over the text. A button called **Edit this page variable** appears. Click the button.
2. Edit the text.
3. Click the **Commit changes** button.

Editing the Home page's welcome message

You can edit the welcome title and message on the home page.

> **Note** The title is used throughout the site in the breadcrumbs (aka navigation buttons) as another way for your users to get back to the home page.

To edit the **Home** page's welcome message:

1. Hover over the blue-dashed rectangle in the middle of the hero image (the broad image in the middle of the page) and click **Edit**. An editor dialog box appears.
2. Edit the welcome title in the **Name** field and the message in the main area of the editor. You can change the appearance of the message by highlighting phrases and changing the font, font size, color, and so on. It's just like other text editors that you've used. (The appearance of the welcome title for this template can also be changed. See the **Page name** field on the **Design** tab of the **Site button** of the toolbar.)
3. Click **Publish**.

Changing the appearance of the menu

You can change the color of the menu's text and the color of the menu itself.

To change the appearance of the menu:

1. On the toolbar, click the **Site** button. A dialog box appears.
2. Click the **Design** tab.

3. In the **Menu** field, select a color for the background.
4. In the **Menu Text** field, select a color for the text.
5. Click **Save** and **All Templates**.

Adding folders

As you work in Site Builder, you'll be uploading files and images. Your site comes with a folder ready for you to fill up. However, as an option you might want to organize these assets into various folders so that they are easier to find later on. Perhaps you'll have one folder for each section of the website or perhaps you'll group your assets by themes such as parents and officials. You can organize the files and folders in whatever way makes the most sense for you.

Again, this task is optional. You can put all your files and images in the folder that is already provided.

To add folders to the working area:

1. On the toolbar, click the **Site** button. A dialog box appears.
2. On the **Files** tab, click **Edit Folders**.
3. Click **+Add Folder**.
4. Enter a name in the **Name** field, and if you like, enter a description in the **Description** field.
5. Click **Save** and **Close**.

Editing the logo

You can add a logo or change the one you have. You first need find out what size in pixels the logo has to be for the theme that you're using. See appendix A.

What is a pixel you ask? See GLOSSARY.

Once you've created the logo, you're ready to upload it. Look for the small blue-dashed square in the left of the banner. Hover over it, and you'll see a blue button appear along with the prompt, "Edit organization logo image url."

See EDIT MODE for a picture that shows where the square is.

To upload a logo image:

1. Click the **Edit organization logo image url** button. A set of four buttons appears. See Image editor for a visual.
2. Click the **Select an image** button.
3. In the **Select Image** dialog box, click **Upload**. The **Upload File** dialog box appears.
4. Click **Select File,** and select the file.
5. In the **Folder** box, select the Site Builder folder where you want to keep the file and click **OK**.
6. Back in the **Select Image** dialog box, select the folder in the **From** box, and select the file. The uploaded file now appears. Click **OK**.

7. You're not done quite yet. Click the **Commit changes** button.

Editing the hero image

The hero image is the broad image that appears across the home page. (More specifically, it's the image that appears across the template called *New Template*.) There are actually two versions of the same image, one for general viewing and one solely for viewing on a cell phone in portrait orientation. You can change the hero images to a custom image that you create. You first need find out what size in pixels the hero images have to be for the theme you're using. See appendix A.

> **Tip** Take a moment to look at your homepage. As you design your new images, take note of where the welcome message appears on the hero image. The area of the image immediately around the text should have a consistent appearance. If that part of the image is very busy, it might be hard for your users to read the welcome message.

Once you've created your two new images, you're ready to upload them. Look for two small, blue-dashed squares in the upper left of the existing image online. Hover over the upper square, and you'll see the prompt, "Edit hero banner image url." Hover over the lower one, and you'll see, "Edit mobile hero banner image url."

See EDIT MODE for a picture that shows where the squares are.

To upload a hero image:

1. Click the **Edit hero banner image url** button (or the button for mobile). A set of four new buttons appears. See Image editor for a visual.
2. Click the **Select an image** button.
3. In the **Select Image** dialog box, click **Upload**. The **Upload File** dialog box appears.
4. Click **Select File**, and select the file.
5. In the **Folder** box, select the Site Builder folder where you want to keep the file, and click **OK**.
6. Back in the **Select Image** dialog box, select the folder in the **From** box, and select the file. The uploaded file now appears. Click **OK**.
7. You're not done quite yet. Click the **Commit changes** button.

If you'd like to go back to the default image at some point, contact Support.

Adding new pages

Your LeagueOne website comes with several pages that are already installed. You can add even more pages.

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You can add the following types of pages. Some are simple. Some are advanced:

- **Article**: Page laid out especially for an article with sub-title, date, byline, source, and image.
- **Article List**: Chronological list of article-type pages.
- **Basic Page**: Basic page for text or customized HTML code.
- **Blog**: Page laid out especially for a blog with quick search, lists of recent posts and archived entries, subscription feature, and RSS feature.
- **Calendar**: Calendar grid where you can add one-off and repeating events.
- **Form**: Form that visitors to your site can fill out and submit. The completed form is sent to you by email.
- **Google Map**: Page laid out especially for a map with a map marker.
- **Link**: A link in a menu that directs the user to a page in an outside website.
- **Photo Gallery**: Page laid out especially for displaying photos as a slide show or album.
- **Quick Links**: Page laid out especially for a list of links.
- **RSS Feed Reader**: Page that allows you to display updated links from RSS feeds.

Template field

You should become familiar with the options in the **Template** field before you start adding pages.

A page's template controls its layout.

The options are:

- **Use Parent Template**: Content is laid out in the same manner as the parent page's content. If you change the template of the parent page, child pages set with **Use Parent Template** change as well.
- **New Template**: Content is set up in the same manner as the home page with the same hero image.
- **Sub Page**: Content area is aligned left on the page (for most themes).
- **Sub Page Last**: Content area is centered on the page (for most themes).

To add a new child page:

1. Go to the page that is to be the parent page.
2. On the toolbar, click the **Site** button. A dialog box appears.
3. On the **Pages** tab, click **+Add Page**.
4. In the **Type** field, select a page type.
5. In the **Name** field, enter a name for the page.
6. Click **OK**.

7. Back on the **Pages** tab in the **Template** field, select a template.
8. Click **Save** and **Edit**. Depending on the type of page you created, the page itself appears.
9. Hover over the main blue-dashed rectangle, and click **Edit**.
10. Edit the page as you see fit.

Removing pages

The pages that come with your site are just suggestions. You can add pages or remove them. You can prevent visitors from seeing specific pages by either deleting them or hiding them. However, some pages should never be deleted.

The following pages should be hidden, not deleted, if they aren't wanted:

- Standings
- Schedules
- Calendar
- News Archive
- Contact Us
- Register
- Forms
- Fields

To hide a page:

1. On the toolbar, click the **Pages** button. A dialog box appears.
2. On the **Pages** tab, find the page to hide in the list on the left and click it.
3. Select the **Hide from menu** check box.
4. Click **Save** and **Close**.

Adding new widgets

Your LeagueOne website comes with several widgets that are already installed such as the one called **Find a Program**. You can add new widgets such as a slideshow. See Widget editor for a visual.

You can add the following types of widgets:

- **Article List**: Chronological list of article-type pages.
- **Basic Widget**: Basic widget for text or customized HTML code.
- **Calendar**: Calendar that is linked to the calendar on the calendar page.
- **Countdown Widget**: Counter that counts down to a specified date.
- **Form**: Form that collects entered information and sends it to a specified email address.
- **Google Map Widget**: Google Map of specified location.
- **Quick Links**: List of internal and external links.
- **RSS Feed Reader Widget**: Display of external RSS feed.

- **Slide Show**: Display of uploaded pictures.
- **Social Networking**: Links to external social media sites.
- **Weather Widget**: Link to weather app.

The online help is generic and sometimes doesn't address specific LeagueOne issues. However, it has a good topic about adding widgets.

To view the topic called "How do I add widgets to my pages":

1. Click the **Help** menu in the upper right of the page. Site Builder help appears in a new window.
2. Click **How do I…?** > **Widgets & Other Content** > **How do I add widgets to my pages?**

Now that you've created your widget you can edit it. Hover over the widget, and the **Edit** button appears.

Reusing widgets

You can reuse widgets that have already been set up on your website. For example, you might have a widget that you want to display on several pages across the site.

To reuse a widget:

1. Hover over the small rectangle where you want the widget to appear. The widget controls appear. See Widget editor for a visual.
2. Click the arrow on the **Select a widget** box. A title for each of the widgets that are already used on the site appears.
3. Select a title.

Changing the default text

You can change the font and font size of the default text that is used in a template.

To change the appearance of the default text:

1. On the toolbar, click the **Site** button. A dialog box appears.
2. Click the **Design** tab.
3. In the **Template** field, select the template to work with. (See Template field for descriptions of the templates.)
4. In the **Default text** field, select a font and size.

Allowing users to download documents

You can allow users to download documents from the website. You must first upload the document to the site and then create a link to the document.

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To upload a document:

1. On the toolbar, click the **Site** button. A dialog box appears.
2. Click the **Files** tab.
3. Click **Upload**. The **Upload File** dialog box appears.
4. Click **Select File** and select the file.
5. Change the name if desired.
6. Change the folder if desired.
7. Click **OK**.
8. Back on the **Files** tab, click **Save**.

To link to a document:

1. Edit the page or widget where the link is to appear. For some features, you click the **Edit** button and then the **Settings** button. For other features, you click only the **Edit** button.
2. Select the text where the link should appear.
3. Click the **Create Link** button. The **Site Link** dialog box appears.
4. Click the **Site File** button.
5. In the **From** field, select the folder where the document appears.
6. Select the desired file and click **OK**.
7. Click **Publish**.

Changing the background color
The LeagueOne version of Site Builder doesn't support changing the background color.

Setting up a custom domain
This topic is advanced.

If you set up your Site Builder website with a default domain such as *betalittleleague.activesports.com*, you can change to a custom domain such as *betalittleleague.org*. You won't lose any content on the Site Builder site if you make this change.

> **Note** The change might take 24 to 48 hours to propagate across the internet.

First, acquire a custom domain
Before you make any changes in Site Builder you have to have a custom domain ready to go.

You can purchase custom domains from a number of providers such as:

- GoDaddy
- Google Domains
- Network Solutions

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Next, connect the custom domain to Site Builder

You also need to connect the custom domain to Site Builder. You perform this task in the provider's website. The A-records should point to *69.194.141.96*.

Finally, make the change in Site Builder

Site Builder must also be aware of the custom domain.

To change the site address in Site Builder:

1. On the toolbar, click the **Site** button. A dialog box appears.
2. Click the **Setup** tab.
3. Click the **Change** button. The **Change Site Address** dialog box appears.
4. Enter the custom domain and click **OK**.
5. Click **Save**. A warning appears.
6. Click **OK**.

APPENDIX A: Size of hero and logo images in pixels

When you set up your website, you chose one specific theme to work with. Each theme is designed a little differently so when you change the hero image or the logo, you need to know which theme you're working with.

The left column displays the default images for all the Site Builder themes. Review the images to determine which theme you are using.

The table shows the width x height in pixels.

	Hero: Desktop	Hero: Mobile	Logo
1: Soccer	620 x 440	480 x 290	320 x 80
2: Soccer	1440 x 440	320 x 290	344 x 28
3: Soccer	1440 x 440	320 x 280	242 x 28
4: Baseball	1660 x 440	320 x 280	298 x 34

	Hero: Desktop	Hero: Mobile	Logo
5: Baseball	1440 x 440	480 x 290	320 x 80
6: Baseball	1440 x 520	480 x 290	240 x 27
7: Football	1440 x 640	320 x 298	300 x 60
8: Football	1440 x 700	320 x 330	157 x 26
9: Football	1440 x 440	320 x 290	252 x 28

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	Hero: Desktop	Hero: Mobile	Logo
10: Baseball	1440 x 640	320 x 298	157 x 70
11: Football	1440 x 480	320 x 260	153 x 40
12: Lacrosse	1440 x 700	320 x 330	157x26

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