

# Site Management

## I. Create a Site

1. Sign in with your Administrator user name and password
2. From the Administrator page, click on Content Management link on the left navigation.

**Content Management**

3. The CMS Workarea is opened in a new browser window.
4. From the Smart Desktop page (the page that is loaded when the Workarea is selected to be opened), click on the Create a Site link

[Create a site](#)

5. The Site Creation screen is displayed
6. Enter the following elements:
  - a. Site Name (Alias) – this is the text that will be appended to the end of the USA Hockey URL; it is not case sensitive and spaces are allowed
  - b. Organization Name – this is the name that will be used when setting permissions and what will be displayed to users in Find Hockey search results
  - c. City – enter the home city of the organization
  - d. State – select one state for the organization
  - e. Zip Code – enter a zip code for the organization
  - f. Contact Name – enter one contact name for the organization; this name will displayed in Find Hockey
  - g. Email – enter an email address that can be displayed to all users for the organization
  - h. Phone – enter a phone number that can be displayed to all users for the organization
  - i. Fax – enter a fax number that can be displayed to all users for the organization, this is not required
  - j. Logo – Upload a logo to be used on the site, if a logo is not used then a default USA Hockey logo will be used in it's place; Browse to the file to the uploaded from your computer and click the Upload button
  - k. The new logo name will appear under the Attached Logo heading

Logo:	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="UPLOAD"/>
Attached Logo:	southeastern logo_thumb.jpg <input type="checkbox"/> DELETE		

1. Choose Level – when selecting a level for the organization the level selected should be the level the new site will fall under
  - i. National – the dropdown is populated with all three National types

- ii. District/Affiliate – these dropdowns are populated with Districts/Affiliates depending on what is selected in the dropdown above it
- m. Click the Create button
- n. The successful site created page is launched
- o. All the information displayed will be sent to you in a email and will be added to Find Hockey searches.

## II. Manage a Site

1. Sign in with your Administrator user name and password
2. From the Administrator page, click on Content Management link on the left navigation.



3. The CMS Workarea is opened in a new browser window.
4. From the Smart Desktop page (the page that is loaded when the Workarea is selected to be opened), click on the Organization Site Management link.



5. The page to select the site to be managed is displayed.
6. Select National type of the site first, then drill down to the site by selecting each level above it.

National:

District:

Affiliate:

Association:

7. Click the Select button.
8. The site management page is launched displaying several features; each color section has a color palette and a choice to enter a Hexadecimal code:

Select Color
 

Hexadecimal code

- a. Header Color – Change the header colors by either selecting a color from the color palette or by entering a valid Hexadecimal code. The header color will change the color of the site title banner

background, footer background color, and the title banner backgrounds on the home page.

- b. Header Font Color - Change the header font color by either selecting a color from the color palette or by entering a valid Hexadecimal code. The header font color will change the font color of the site title banner and the title banners font on the home page.
  - c. Navigation Background Color - Change the navigation background color by either selecting a color from the color palette or by entering a valid Hexadecimal code. The navigation background color will change the color of the navigation background and all the far right column header backgrounds.
  - d. Navigation Font Color - Change the font color by either selecting a color from the color palette or by entering a valid Hexadecimal code. The font color will change the font color of the left side navigation menu items.
  - e. Navigation Rollover Font Color - Change the font color by either selecting a color from the color palette or by entering a valid Hexadecimal code. The font color will change the rollover font color of the left side navigation menu item.
  - f. Site Logo - Change the site logo by uploading a new logo. Select the "Show Default Image" to display the USA Hockey ice logo or inline logo depending on the site's national type.
9. Click the Save button to save the changes.



10. A successful change page is displayed.
11. Navigate to the selected site. Refresh the page to view all changes made.