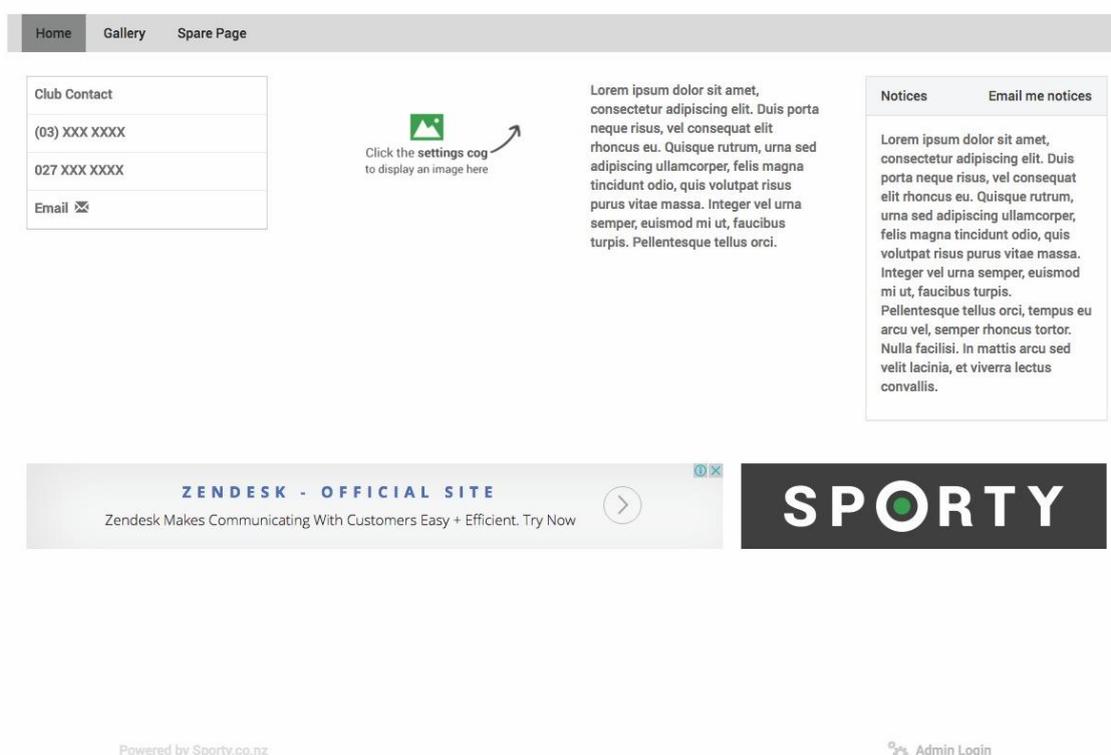# SPORTY

User Guide
How to edit a team site

When a team is created on Sporty, a subsite is automatically created from the parent site that created it. These subsites are called team sites.

Each team site has it's own URL on the Sporty domain (otherwise known as an *Easy Web Address*), for example www.sporty.com.au/myclub or www.sporty.co.nz/myclub

Getting started

When you first view your site, it will look like the image below. There are some placeholder widgets which you can remove or modify. Most people prefer to delete them and start afresh.

To log in, scroll to the bottom of the page, and click **Admin Login**.
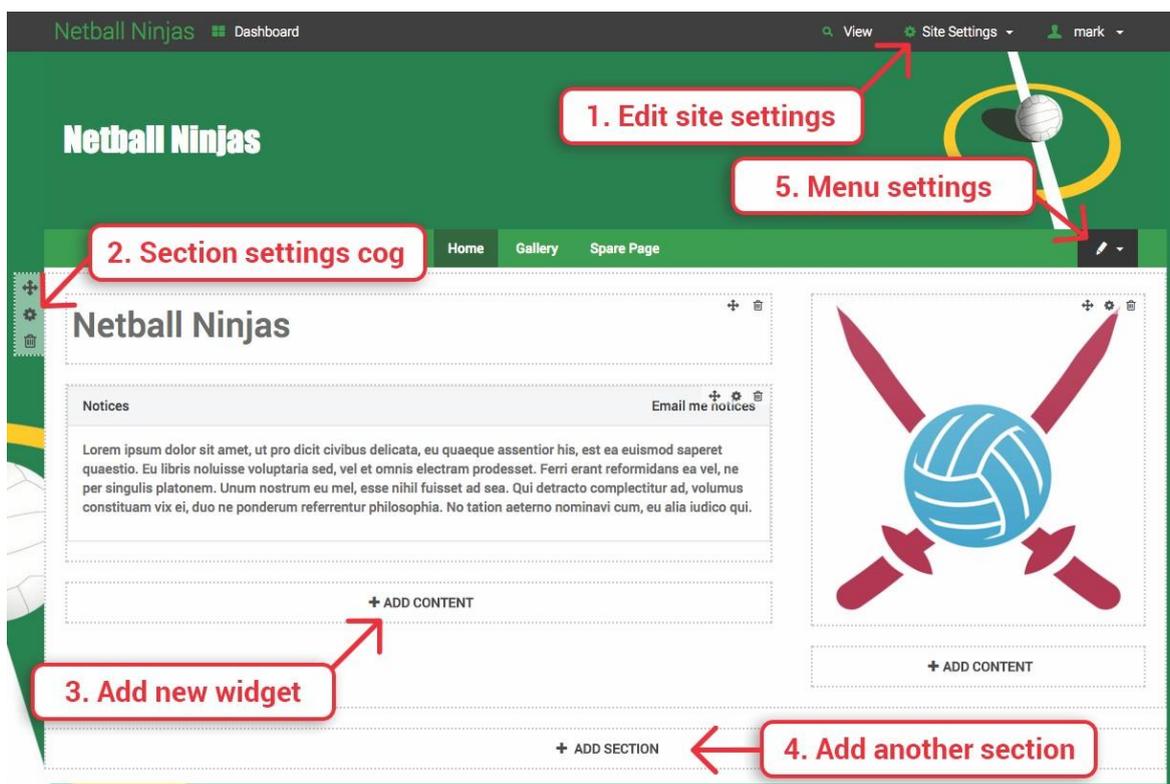Note that advertising only appears on subsites of sites which are on a *free* plan.

Enter your username and password, and click Log in. You will now be viewing your site in edit mode, so you will be able to begin adding content.

If you do not have a username and password, contact the main website's administrator

This user guide will only cover the basics to get you started. To learn how to use the many features Sporty has, visit support.sporty.com.au for a library of guides and video tutorials.
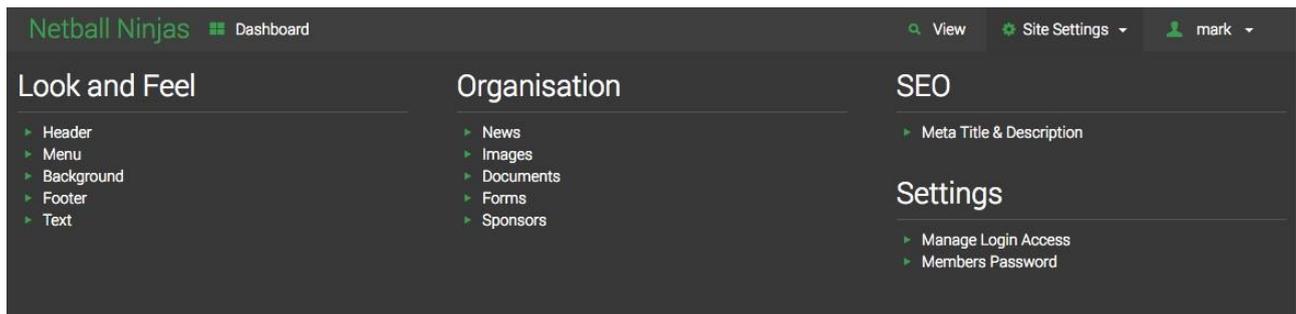
Editing your site

The image below shows a team subsite in edit mode.
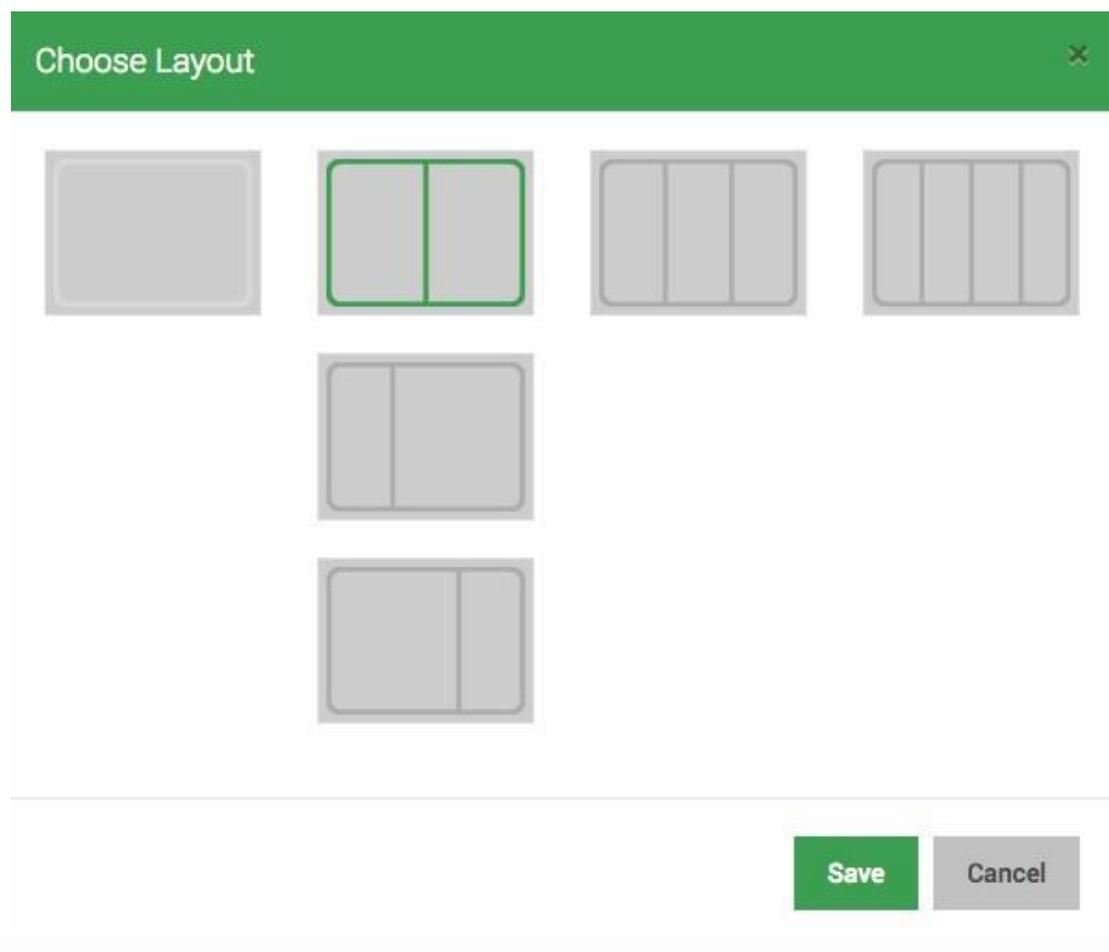
1. Edit site settings

Clicking on Site Settings brings up the many settings available for your site.

Under **Look and Feel** you can customise the look of your site, such as adding header and background images. Under **Organisation**, you can upload images, documents, and sponsors.
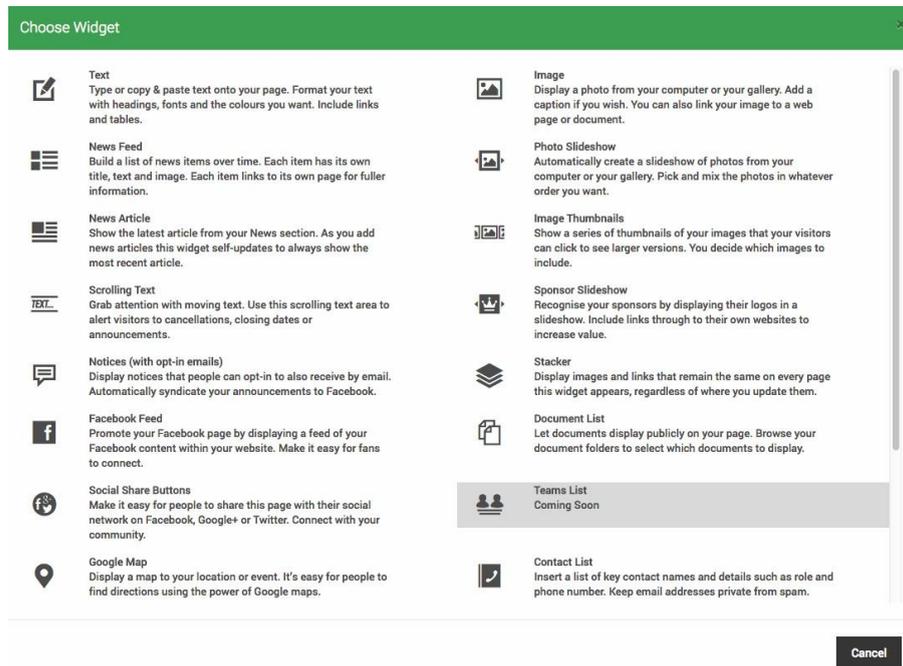
You can find tutorials for every one of these settings at **support.sporty.com.au**

Clicking on the section settings cog allows you to change the layout of the section.

3. Add Widget (content)

Click **ADD CONTENT** to add a widget in a position.   Choose a widget from the widget list depending on the content you want to insert. Once inserted, widgets can be dragged and dropped in positions in sections using the arrow icon.   ✛
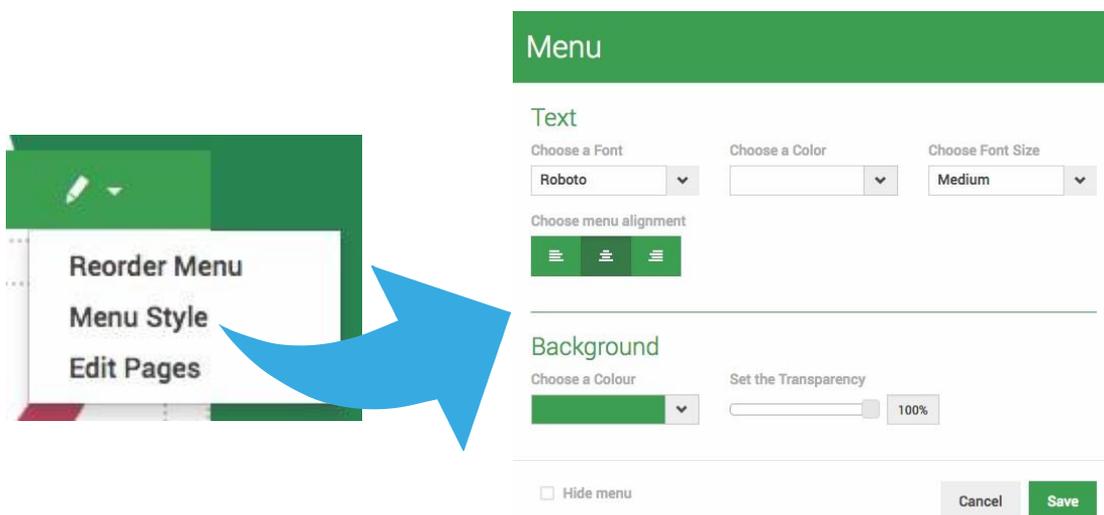

4. Add section

Click **ADD SECTION** to add a new section. Adding sections and customising their layouts is how you can layout your web page. You can drag and drop widgets between them until you like how your page is laid out.
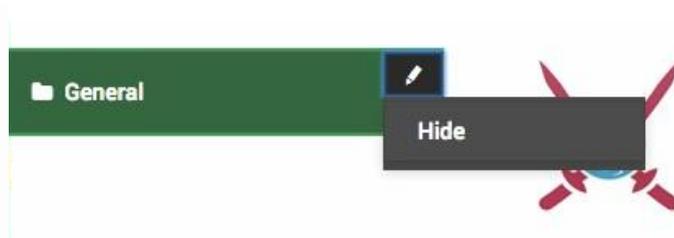
5. Menu settings

Clicking the menu settings button lets you manage the menu. You can reorder the page, ad styling to the menu, and edit the page names.
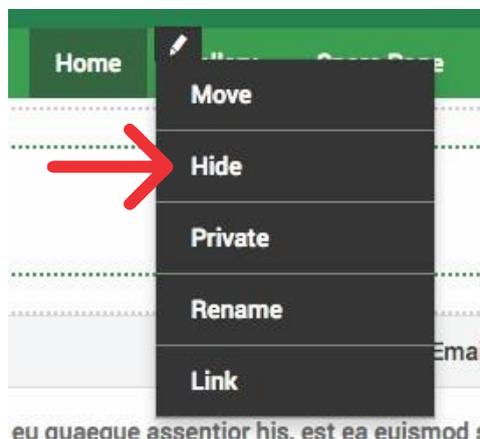
Pages

Subsites only have three pages - a home page, a spare page, and a gallery page. The spare page is largely the same as the home page (but may have restrictions depending on the parent site's plan.
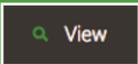
The gallery page is a page which is specifically designed to display images - it is not a section & widget based page like the others. It displays your image folders and the images within them.   You can hide folders in the gallery page so they don't appear on the live site - for example, you may want to create a separate folder for any custom buttons or images, and hid that folder form the gallery page.

Hiding and unhiding pages

You can hide the pages you don't need. For example, if you don't need a spare page or a gallery page, you can hide them so that they won't appear in view mode.   Click the pencil icon that appears when you hover over a page, and select Hide.