

Instructions for Starting Your Off the Blocks Website

Welcome to *Off the Blocks*! When you first arrived at your swim team website, you found that the homepage was empty except for this manual and some navigation buttons. This manual was provided to help get started.

To begin the process of setting up your website, press (or select) the login button. Complete your login and you will see a control panel for your website that looks something like this:

OUR Swim Team
Status: Active
Days Remaining:
133
[Renew Website](#)
[Special Billing:](#)
\$0.00
[Page Views:](#) 16
Size of Site: 152k

Edit Pages on: offtheblocks.org/our

Control Panel v4.1M [Log Out](#)

Communication Tools - See HELP for descriptions.

[Email / TXT message](#) [Meet Signup](#) [Message Board](#)

Team Tools

[Forms & Docs](#) [Payment to Club](#)

Website Tools

[Add Pages](#) [Change Design](#) [Edit Navigation](#)
[File Manager](#) [Poll Manager](#) [Site Info](#)

People Management Tools

[Groups: Email](#) [Groups: Swimming](#) [Groups: Web Access](#)
[Guardian Requests](#) [Import Swim Team](#) [Meet Participants](#)

How many swimmers from our state have gone to the Olympics?
just one
100 %
none
0 %
2 - 10
0 %
11-100
0 %
More than 100
0 %
Total Votes: 1

Note that *Communication Tools* and *Team Tools* are available to all the members of your website. Once you are ready, you will need either to ask parents, coaches, and others to sign up to become members or if you have this information in Hytek Team Manager (or other Hytek software), Quickbooks, or a spreadsheet, you can upload members and keep your members in sync with this other software.

The *Website Tools* and *People Management Tools* are only seen by you and those people to whom you give permission (i.e., you make them administrators of the website too). These tools give you a lot of control over your website and organizing how the website will serve the members of your swim team. Also note the boxes on the left. New websites do not yet have a poll, but you can see some information about your website.

To start, log in and go to Site Info. There are four sections to the site info. These concern very general settings for your website.

Organization Information. This is straightforward – it is the contact info for the club.

Website Title. This is the name of the Swim Team. It appears on every page. It is not the URL or website name.

Special Settings Concerning People. There are two settings.

First, if you are allowing guardians to make requests online (indicating who they are guardians for), then you need to indicate who will process these requests.

Second, you need to decide who can become a member. If you want to limit members to the swim team, coaches, parents, and other known individuals, you should set this to “no” and plan to either enter or upload member info. If you want to allow grandparents, aunts, uncles, and others who may not live in the area, you should indicate “yes.” This will allow people who visit the website to set up their own membership account. The default is “no.”

Meet Signup Settings. Do you want a notes field so that swimmers and guardians can provide notes about swim meets? Some coaches and team managers don't like to make this option available, but others find it very useful.

Save if you make changes!

Where you head now depends on your goals. If you want to start setting up webpages, check out the help for website tools. If you want to start setting up members and swim groups, check out the people management tools.

If you have questions, check the FAQs on www.offtheblocks.org or contact us.