

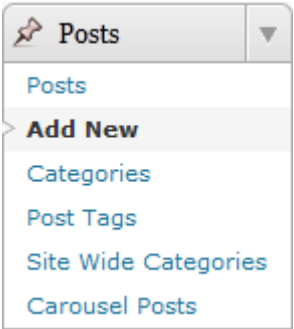
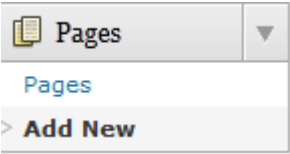





















































## DigitalSports Dashboard Navigation, Adding Content, and Customization

\* It is highly recommended that users do not use Internet Explorer.  
Recommended browsers: Mozilla Firefox; Google Chrome \*


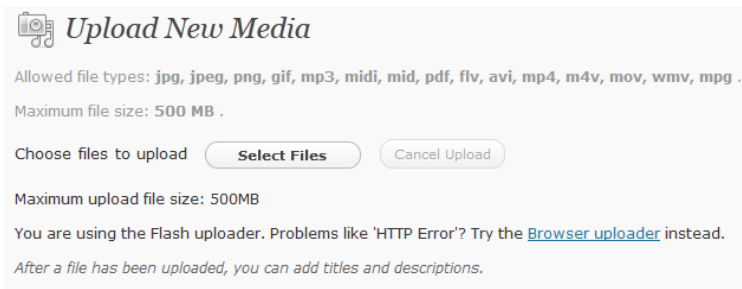
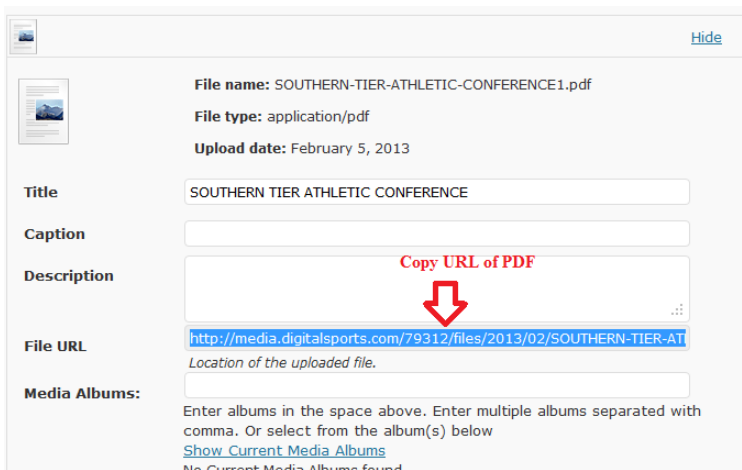
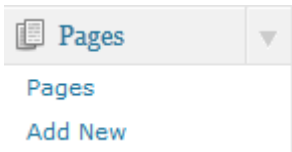
Step	Directions	Resource
1. Log In	<b>Option 1:</b> Go to the DigitalSports home page and point to <b>Login</b> and then click <b>DS Reporter</b> . <ul style="list-style-type: none"> <li>➤ Enter the Username and Password from your welcome email.</li> <li>➤ Click .</li> </ul>	<a href="http://www.digitalsports.com">www.digitalsports.com</a>  <a href="http://www.digitalsports.com/register/">www.digitalsports.com/register/</a>
2. Click on Dashboard	Once logged in, you will see a gray bar at the top of your browser signifying that you are logged in to your account. (Your user ID will be displayed at the very left-hand side of the gray bar) <ul style="list-style-type: none"> <li>➤ Point to your user ID in the gray bar and click <b>Dashboard</b></li> </ul> <p>This will take you to your main backend Dashboard where you can post, publish, and customize site.</p> 	


## Adding Content

1. Publishing Posts and Pages	<p>The user can post articles relevant to their school/team when in the Dashboard.</p> <ul style="list-style-type: none"> <li>➤ Click on <b>Post</b> menu and click <b>Add New</b></li> <li>➤ Once desired post is drafted, click <b>Publish</b></li> </ul> <div>   </div>	
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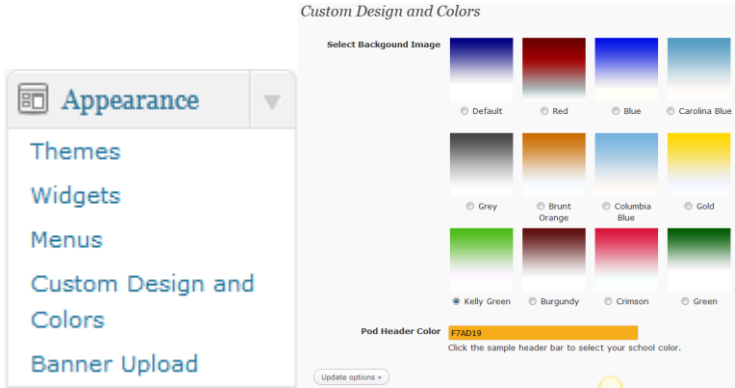
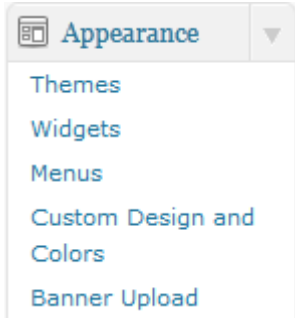
	<p> <b>Add New Post</b></p> <p>Enter title here</p> <p>Upload/Insert        Visual HTML</p> <p><b>B</b> <i>I</i> <u>ABC</u>                                             </p>
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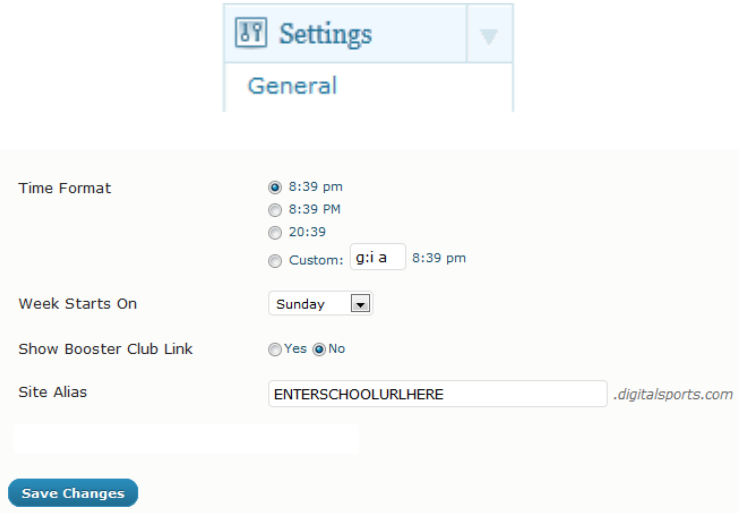
## Adding Pages (for forms)

<p>1. Publishing Pages</p>	<p>The user can post pages with relevant athletic forms when in the Dashboard.</p> <ul style="list-style-type: none"> <li>➤ Click on <b>Media</b> menu and click <b>Add New</b></li> </ul>  <ul style="list-style-type: none"> <li>➤ Click on <b>Select Files</b> and upload desired media</li> </ul>  <ul style="list-style-type: none"> <li>➤ Copy URL of media file</li> </ul>  <ul style="list-style-type: none"> <li>➤ Click on <b>Page</b> menu and click <b>Add New</b></li> </ul> 	
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	<p>➤ Create post and hyperlink copied URL to desired text</p> 	
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## Customization

1. Changing Theme and Color	<p>The user can change the theme and color of their school/team when in the Dashboard.</p> <p>➤ Click on <b>Appearance</b> menu and click <b>Theme</b> or <b>Custom Design and Colors</b></p> 	
2. Customizing School Banner	<p>The user can customize their school/team banner when in the Dashboard.</p> <p>➤ Click on <b>Appearance</b> menu and click <b>Banner Upload</b></p> <p>➤ Click on <b>Browse</b> button and search for desired banner</p> <p>➤ Once desired banner is selected when browsing and it fits DigitalSports' specifications, click <b>Update Options</b></p> 	

	<p><b>Banner Upload</b></p> <p>Configure homepage top banner here.</p> <p>Current Banner: </p> <p><a href="#">Delete Current Banner</a></p> <p>Note :</p> <ul style="list-style-type: none"> <li>Top banner image should be of resolution 660x80.</li> <li>Maximum allowed file size: 1MB.</li> <li>Preferable formats: .jpg, .png, .gif.</li> </ul> <p>Banner File: <input type="text"/> <a href="#">Browse...</a></p> <p><a href="#">Update Options</a></p>	
3. Customize School Page URL	<p>The user can customize their school/team page URL</p> <ul style="list-style-type: none"> <li>➤ Click on <b>Settings</b> menu and click <b>General</b></li> <li>➤ Scroll to bottom field that says <b>Site Alias</b> and enter desired school page URL</li> <li>➤ Click <b>Save Changes</b></li> </ul> 	

## Sport menu selection (hide/display sports)

1. Hide/Display sports on school page navigation bar	<p>The user has the option to hide/display specific sports on their school page.</p> <ul style="list-style-type: none"> <li>➤ Click on <b>Sports Menu Selection</b> menu and click <b>Configure Menu</b></li> </ul> 	
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## 2. Menu Options

### **Option 1:**

To hide/display specific sports, in **Configure Menu**, click the **Use Selective Menu Item** radio button.

#### School

☒ Use Selective Menu Item ☐ Don't Use Selective Menu Item

*Please check the menu item(s) that need to be filtered.*

- Click the check box on any sports you do **NOT** want displayed.

#### School

☒ Use Selective Menu Item ☐ Don't Use Selective Menu Item

*Please check the menu item(s) that need to be filtered.*

<input checked="" type="checkbox"/> FALL SPORTS	<input checked="" type="checkbox"/> CHEERLEADING	<input checked="" type="checkbox"/> GIRLS - [9,JV,V]
<input type="checkbox"/>	<input type="checkbox"/> CROSS COUNTRY	<input type="checkbox"/> BOYS - [JV,V,9]
<input type="checkbox"/>	<input checked="" type="checkbox"/> FIELD HOCKEY	<input type="checkbox"/> GIRLS - [JV,V,9]
<input type="checkbox"/>	<input checked="" type="checkbox"/> FOOTBALL	<input checked="" type="checkbox"/> GIRLS - [JV,V,9]
<input type="checkbox"/>		<input checked="" type="checkbox"/> BOYS - [JV,V,9]

- Click Save.

*Note: Checking off the seasonal sport category (i.e. Fall Sports), will hide ALL sports for that season. Checking off individual sports will only hide that particular sport.*

### **Option 2:**

To show ALL sports, in **Configure Menu**, click the **Don't Use Selective Menu Item** radio button.

#### School

☐ Use Selective Menu Item ☒ Don't Use Selective Menu Item

*Please check the menu item(s) that need to be filtered.*

*Note: This will display ALL seasonal sports regardless of clicking any checkboxes.*

- Click Save