

Updating School & Team Information

To update your school, coaching, facility and team information, log into your account. Click on the “Manage team page” link from the control panel. This will take you to your team’s page. If you are logged and see the word “Edit” in red letters next to your team name you can click on and edit each of these modules:

- Team Information
 - Division, Conference, Enrollment
 - Historical Performance
 - Facility Information
- Coaches
 - Head coach, assistants, others
 - Contact Information
- Roster
 -
- Schedules/Results



Figure 10 - Team Page

Other modules such as news, top times, and recruiting are editable via different methods.

Twitter

Adding a Twitter account to your team information will enable your “Tweets” to appear on your team page. CollegeSwimming.com reserves the right to select which “Tweets” will appear on the front page and routinely cycles through different accounts.



To increase the likelihood of your Tweets appearing on the front page:

- Keep posts swimming-specific and relevant to our audience;
- Avoid posting excessive Tweets;
- Avoid re-tweets from other users’ accounts.

Roster & Swimmer Profiles

With your user account you can build a team roster and edit your swimmers' profiles. Team rosters are built from:

- **imported meet results** – as soon as a set of results have been imported, swimmers will be added to your roster, or
- **manually** – a coach or SID may enter each swimmer manually.

With your account you will be able to edit each swimmers' profile (figure 11). You will be able to add photos, chronicle their accomplishments update their top times, and more. This document won't cover every aspect of rosters and swimmer profiles, but some notes:

- **Photos:** Prior to uploading a photo, please resize the photo to no larger than 20k and name it "School-LastName.jpg". This will help your photos load faster and make it easier to find for future use.
- **Adding Swimmers:** When adding a new swimmer to your roster, the name will be checked against

our database. If there is a match, you will be asked to select one of the current swimmers or add a new swimmer (figure 12)

- **Recruits:** Once a recruit has decided on what school to attend, their name will appear under your "Recruits" link. Once completed, you will

be able to edit many, but not all, of the swimmers' biographical items.

- **Duplicate Swimmers:** Occasionally a swimmer will have a duplicate entry on the roster. Bob Johnson-Cutler might be listed as, "Johnson-Cutler, Robert", "Johnson-Cutler, Bobby A", "Johnson, Rob". If you find this is the case, click the link "mark as duplicate" next to that swimmers' name, and select the correct swimmer from the list. (Figure 12)



Figure 11 - Swimmer Profile



Figure 12-Entering a New Swimmer

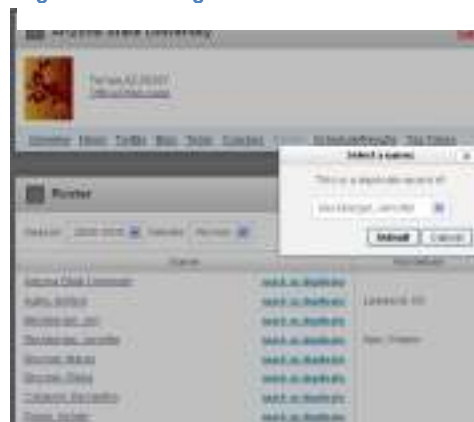


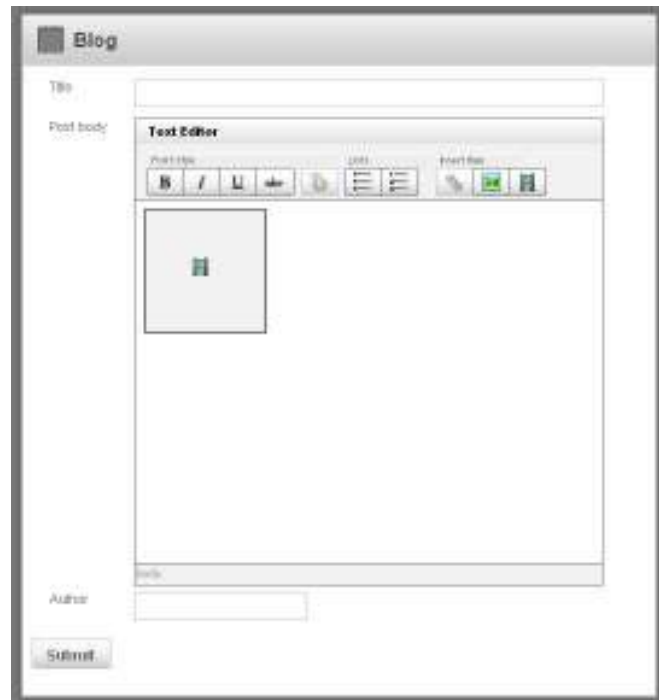
Figure 13 - Duplicate Swimmers

Using Your Blog

With a team account you have the ability to publish to your team blog. A blog enables you to communicate immediately to your fans, recruits, alumnae and more. Unlike a news article, blogs enable you to offer a bit more unfiltered look on your team. Want to announce your upcoming golf outing? You can do it here? Care to express your opinion? The blog is the place. With a blog you can add photos, video and more.

To add a blog entry, simply click “Add Blog Entry” from your team page.

You may obtain a customized web address (e.g. www.nuswimming.com) to point to your blog for just \$15.00 annually.



The screenshot shows a web-based blog editor interface. At the top, there is a header with the word "Blog" and a small icon. Below the header, there is a "Title" field. The main content area is labeled "Post body" and contains a "Text Editor" with a rich text toolbar. The toolbar includes icons for bold, italic, underline, link, unlink, list, and image. A small image icon is visible in the editor area. Below the text editor, there is an "Author" field and a "Submit" button.