

## TEAM ADMINISTRATION

To complete any of the functions described in this section of the manual - 'Team Administration' - you must be signed on to the non-public section of your site.

### Home Page Photo

You have the ability to change the photo/image on the Team home page that appears next to the welcome message.

From the Team home page:

1. Click the 'Input Team Photo' link. The *Photo of the Week Upload* dialog box is displayed.
2. Browse for the photo you wish to upload by selecting the 'Browse' button and locating the photo on your PC, CD or floppy disk.

#### Note

For faster downloading of your Team page any photo loaded to the site in this section where the will be optimised in file size and the width of the photo reduced to 240 pixels. The height will be maintained in proportion to the width.

3. Click the 'Update' button if you wish to upload the photograph. The photo you have uploaded will appear on the Club home page and also in the *Photo of the Week Upload* dialog box.

#### Note

If the photo does not appear after you have uploaded it, click on the 'Refresh' button on your browser menu bar.

4. 'Photo Off' will turn the photo off the Team home page.

## **Feedback**

Feedback is an email link to the Association Webmaster and also iSport customer service.

### **Note**

The subject line of Feedback emails contains the feedback page of origin. Please encourage those who utilise the Feedback function to leave this information as the subject line, as it lets the person receiving the feedback email know where the user is accessing the site.