



Team Page and Registering Players using FSSL's Online Registration System

Individual player information that **MUST BE ENTERED** for a player pass to be produced:

First Name

Last Name

Street Address, City, State, Zip

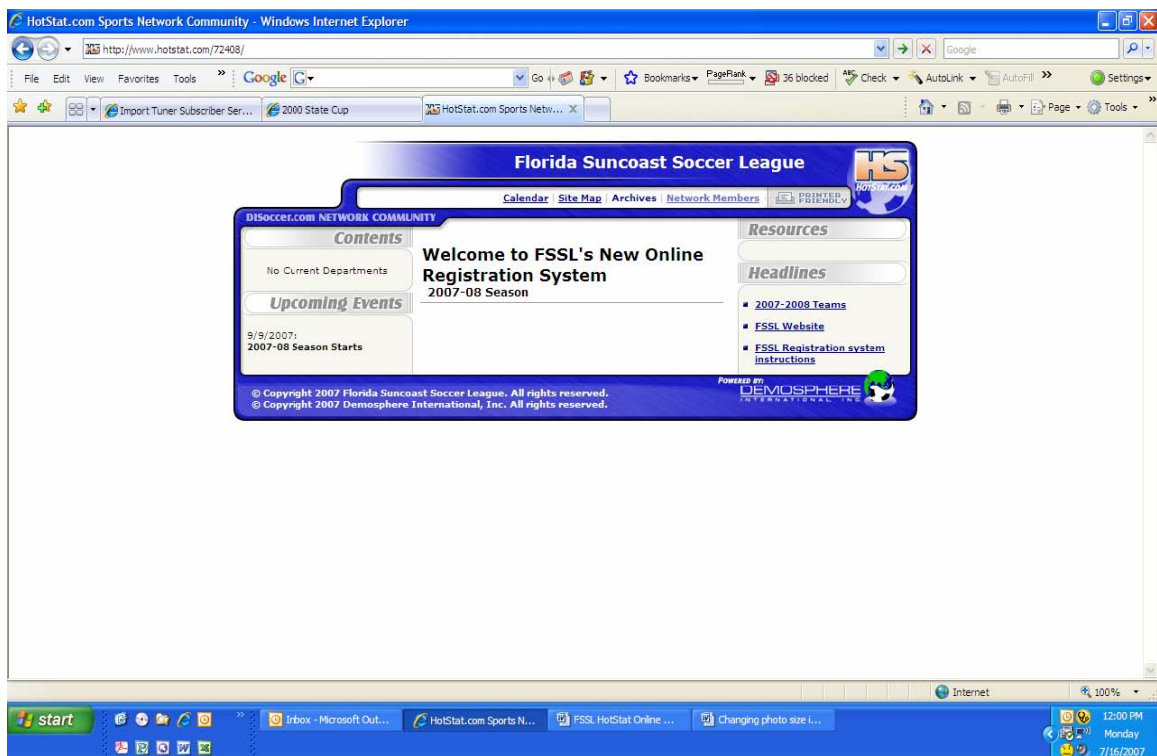
Email

Date of Birth (DOB)

Digital player photo (see separate document "Photo Requirements and Instructions" to learn about photo size requirements and how to resize photos if necessary).

Go to www.hotstat.com/72408/

Under "Headlines" on the right side of the page click on "2011-12 Teams" (screen shot #1)



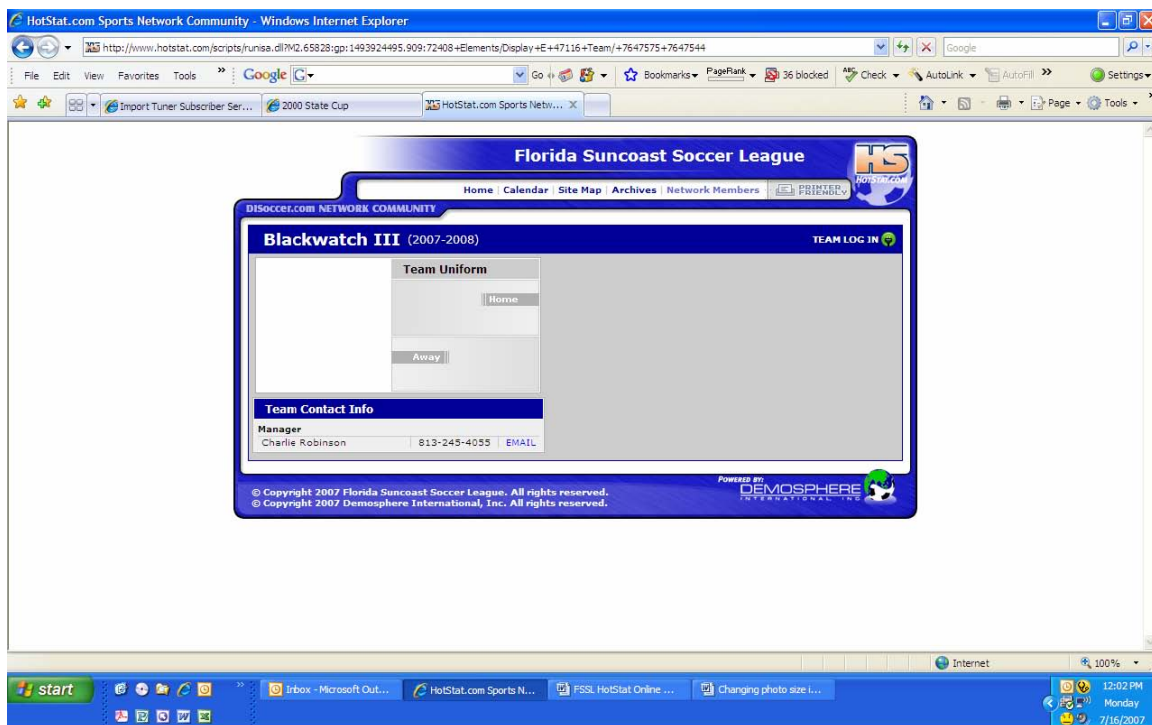
Screen shot #1

Click on your team name (screen shot #2)



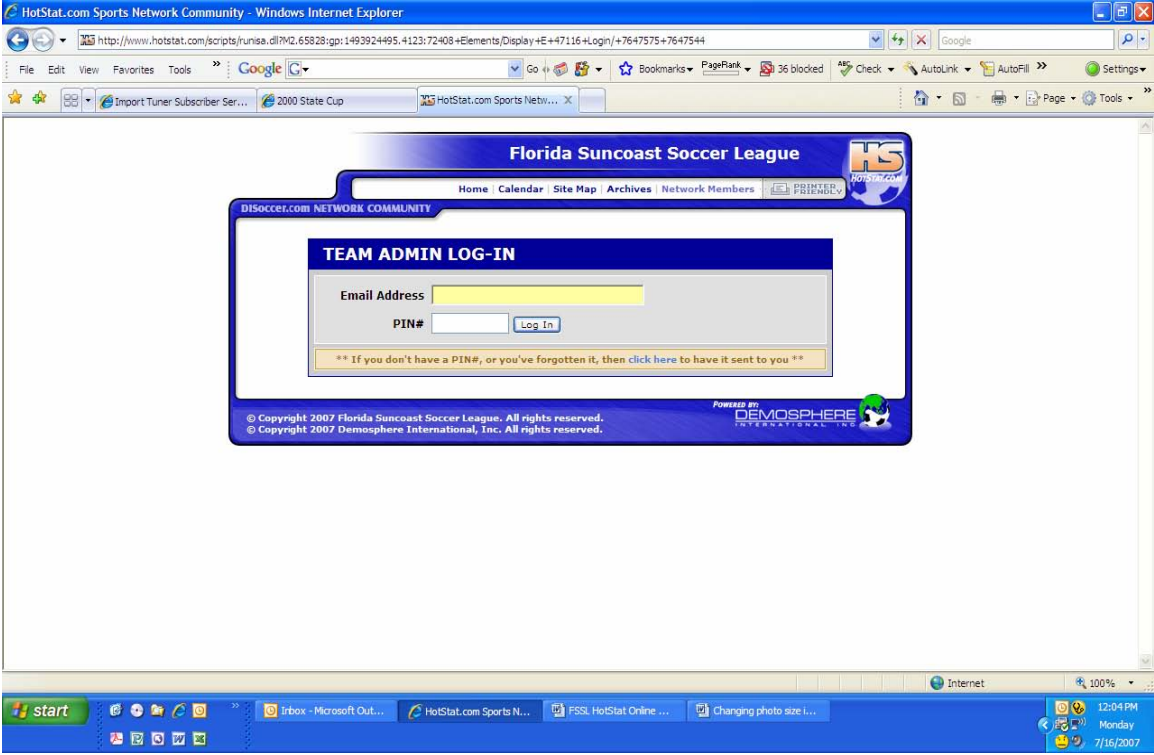
Screen shot #2 above.

On upper right side of team page click on "Team Log In" (screen shot #3)

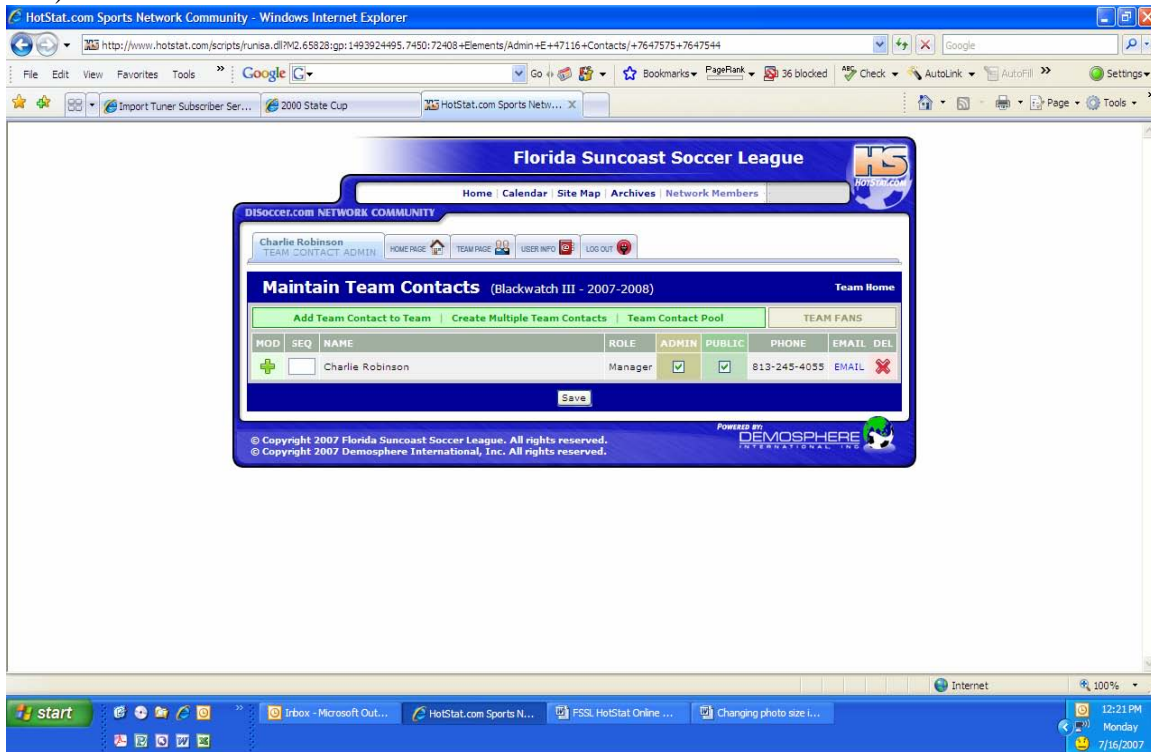


Screen shot #3

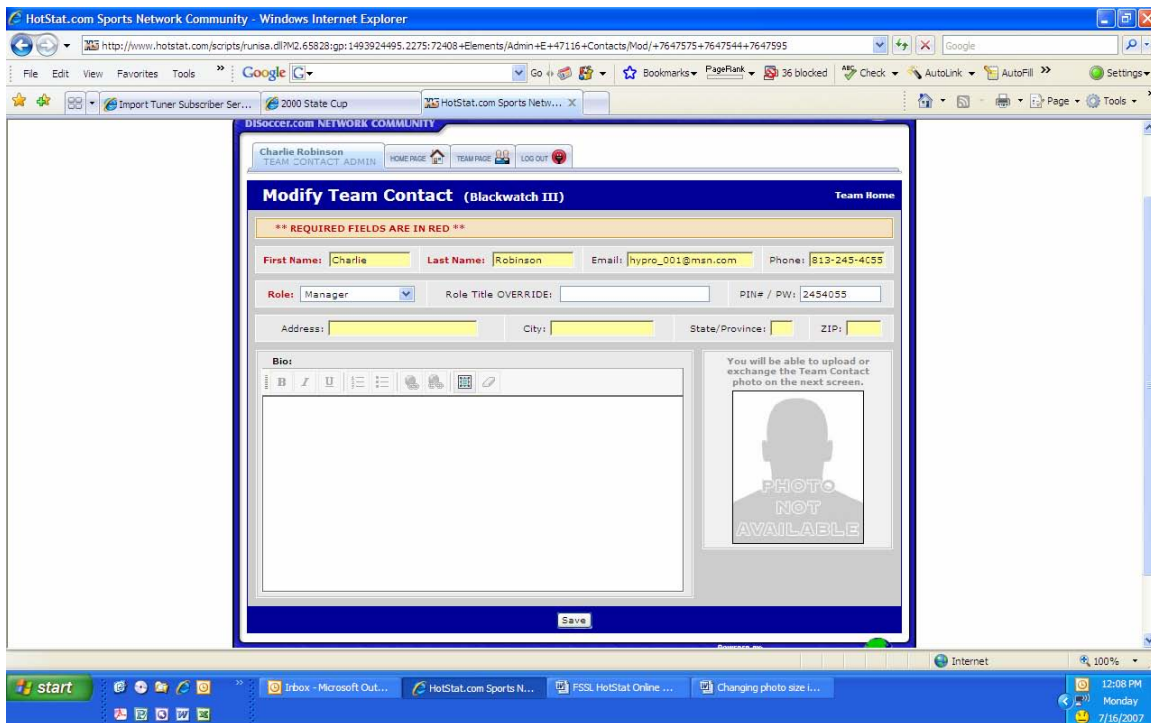
Enter your email address (the one from the team application) and your password. For new team managers the FSSL office will send you your password via email (screen shot #4)



When you log in you can change your password if you choose. To do this click on “Maintain Team Contacts” . On the next page click on the green cross on the left beside your name. (screen shot #5)



Change your password and then click “Save” at the bottom of the page (screen shot #6 below)



Other buttons on the “Maintain Team Contacts” page include (see screen shot #5):

MOD (green cross): allows you to go to that person’s record and make changes to phone, address, password, etc.

SEQ: If you have multiple team contacts that you want to show on the team home page you can enter a sequence number that allows you to change the order of the names that appear on the team contact page. The team manager should always be the first name listed so it is easy for other teams to contact you. The highest sequence number will be the first person listed on the page. So for example if you list 3 team contacts you should give the team manager the number 3 in the sequence column. Once you have entered your sequence numbers on this page click save. (Screen shot #5)

ROLE: Each team contact must have a role selected from the “Role” on the “Modify Team Contact” page. If you don’t find a role title you like you can type in a role in the Role Title OVERRIDE area and this is what will show on the team page. (Screen shot #6)

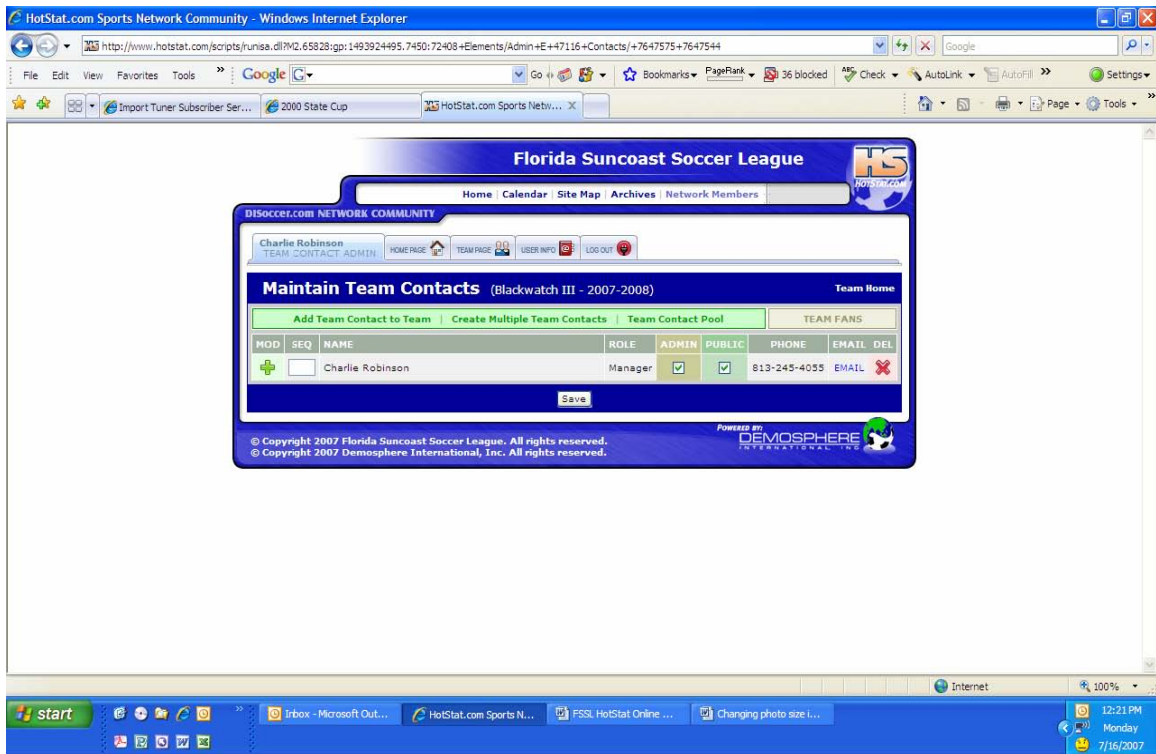
ADMIN: If this is checked it means this person has access to make changes to your team page if they have been given a password.

PUBLIC: If this is checked it means this person’s data will show on the team home page.

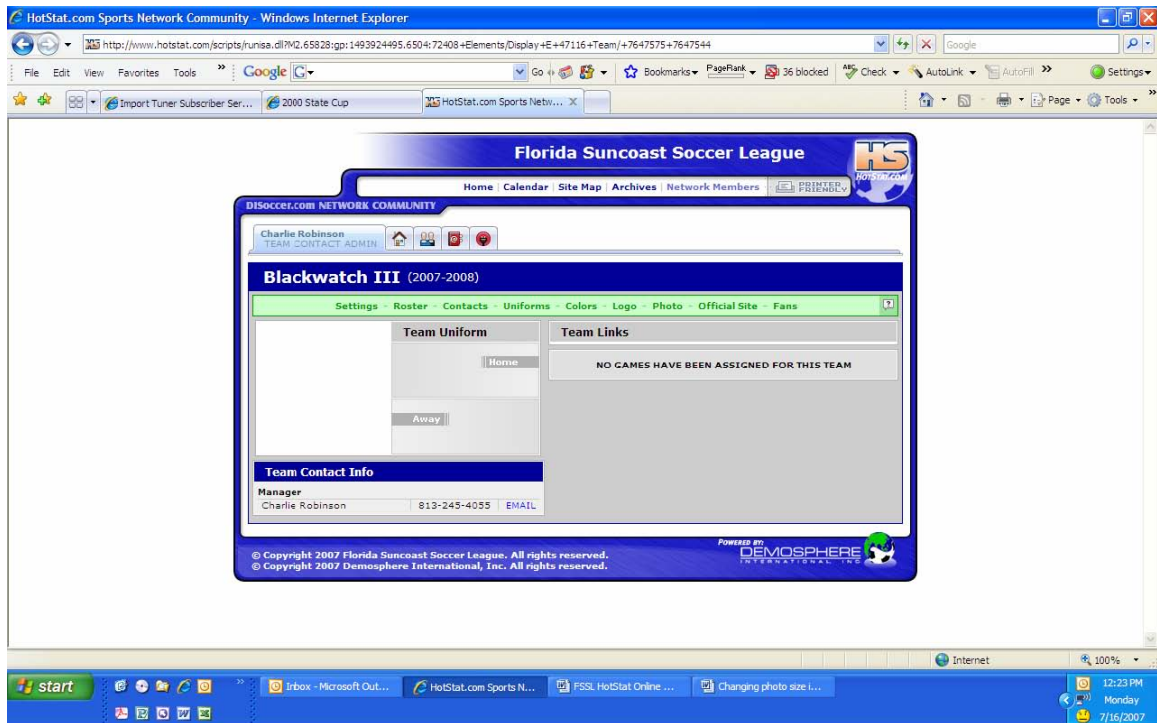
DEL: Click this red X to delete this person from the team page.

REQUIRED team manager information on your team page is your cell phone and the team email that will be checked on a regular basis. Other teams and FSSL staff will use these pages to contact you regarding FSSL business so this information must show. All other information and additional contacts are OPTIONAL.

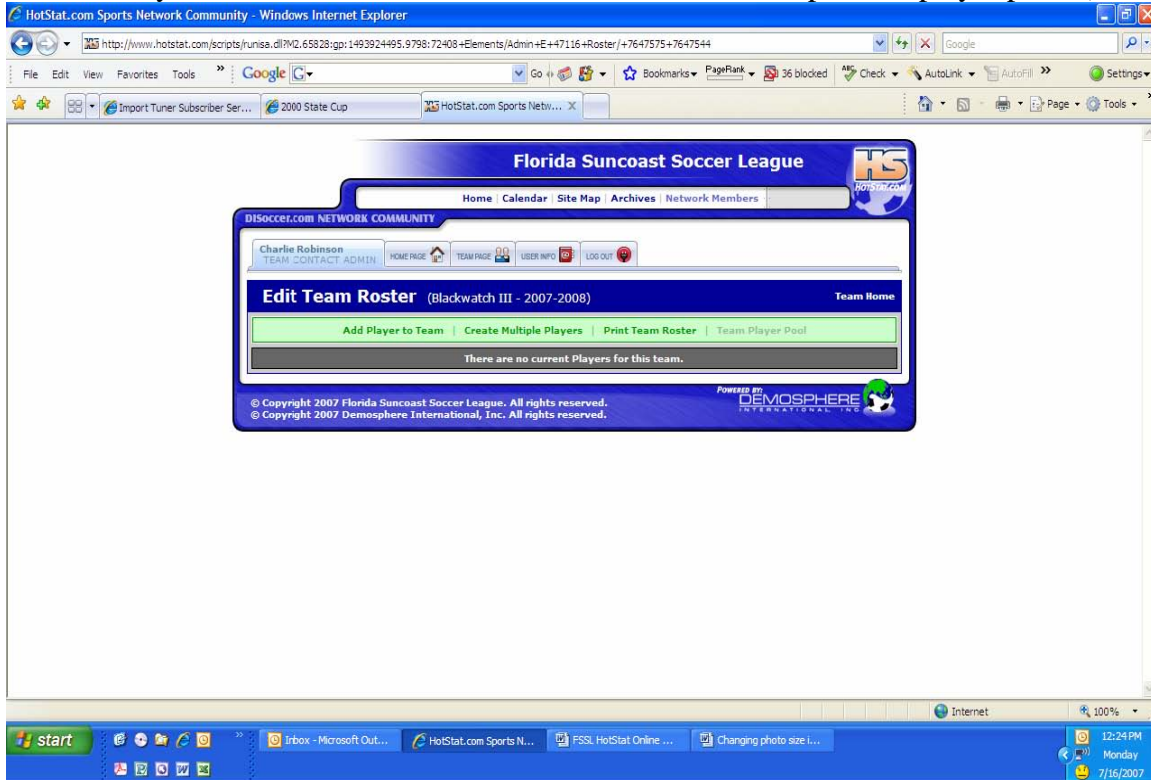
To register players click on the tab to the right that says “Team Home” (screen shot #7)



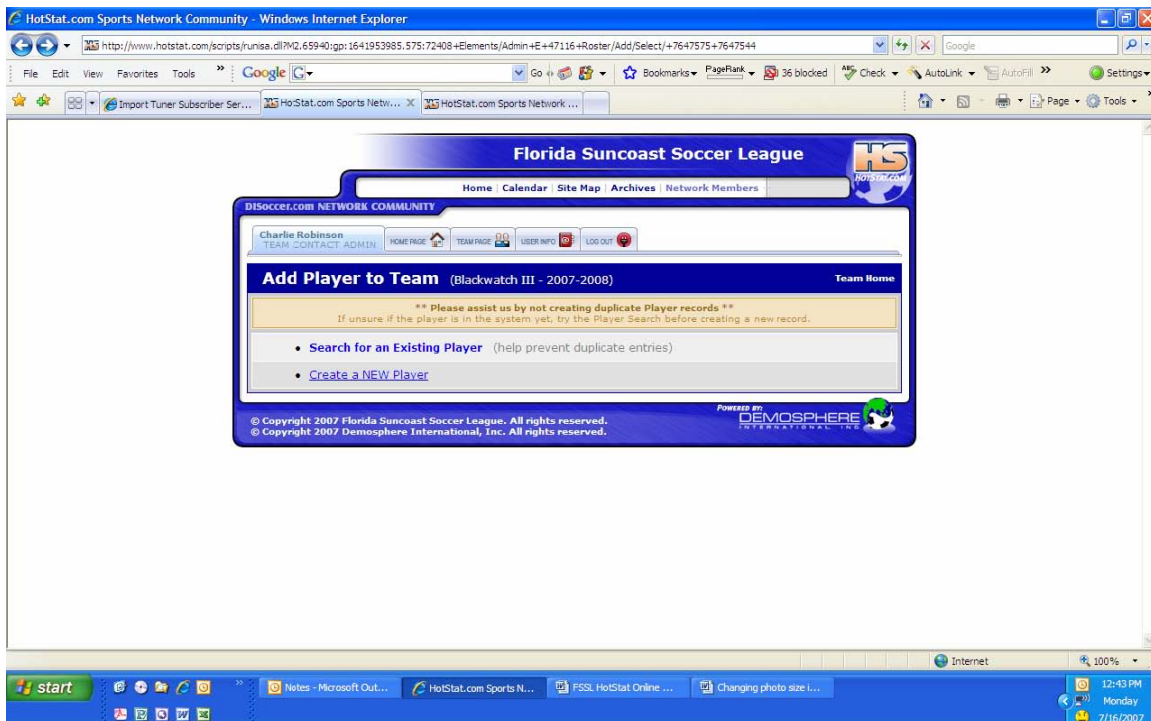
In the green section click on “Roster (screen shot #8 below):



Click on “Add Player to Team” (screen shot #9) (don’t click on “create multiple players” as this does not allow you to enter all the data that needs to be entered to produce player passes).



If the player has participated in FSSL in one of the past three years click on “Search for existing player” and search for him – please do not create a new player record unless it is necessary. If it is a brand new player to FSSL click on “Create New Player” (screen shot #10 below).



Enter the new player's personal information. DO NOT enter an old or new ID number – this number will be assigned by the system. (screen shot #11)

Information that **MUST BE ENTERED** for a player pass to be produced:

First Name

Last Name

Street Address, City, State, Zip

Email

DOB (Date of Birth)

Digital Photo (maximum 144 pixels wide, 75k or less file size)

Other information is optional.

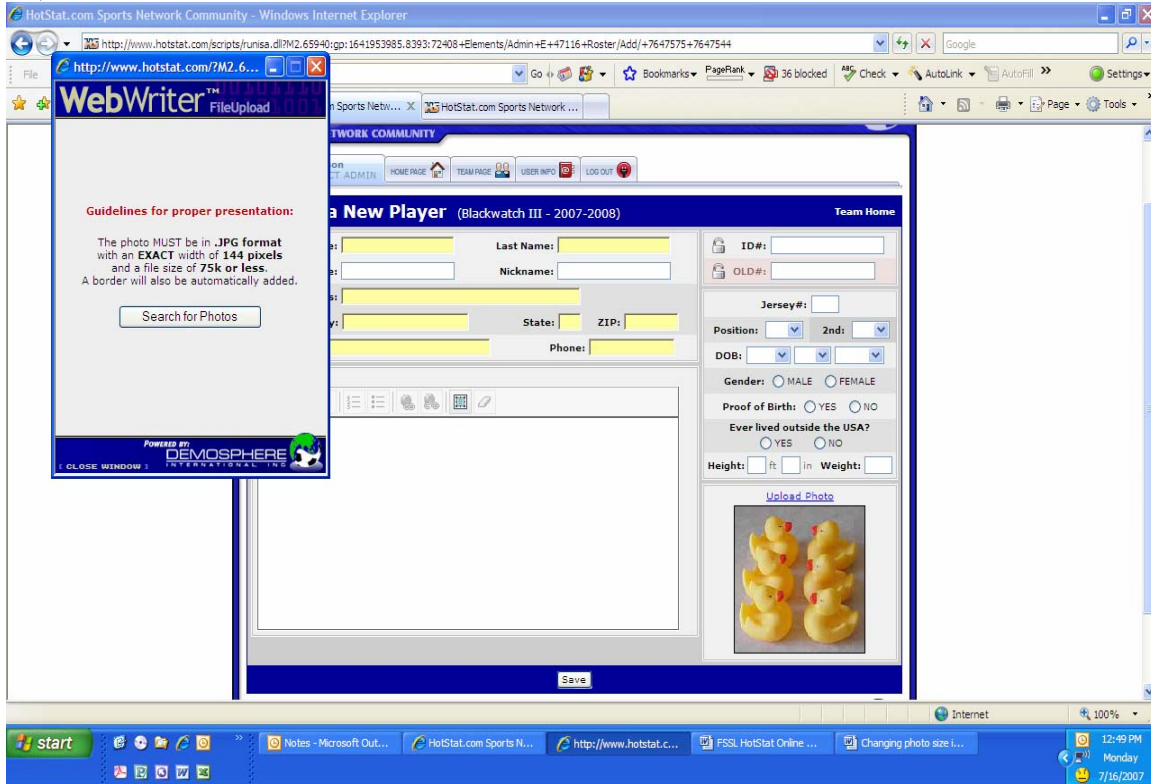
(Don't worry if a photo is already showing up on this page – you'll be loading your own player photo in the next step and it will replace any photo that shows up)

The screenshot displays a web browser window titled "HotStat.com Sports Network Community". The address bar shows a URL starting with "http://www.hotstat.com/scripts/runise...". The browser's menu bar includes "File", "Edit", "View", "Favorites", and "Tools". The main content area is a form titled "Create a New Player (Blackwatch III - 2007-2008)". The form is divided into several sections: "Personal Information" with fields for First Name, Last Name, Middle Name, and Nickname; "Address" with fields for Street Address, City, State, and ZIP; "Contact" with fields for Email and Phone; "Identification" with fields for ID# and OLD#; "Jersey" with a field for Jersey#; "Physical Attributes" with fields for Position, 2nd, DOB, Gender (radio buttons for MALE and FEMALE), Proof of Birth (radio buttons for YES and NO), Ever lived outside the USA? (radio buttons for YES and NO), Height (ft and in), and Weight; and a "Photo" section with an "Upload Photo" button and a placeholder image of two yellow rubber ducks. A "Save" button is located at the bottom of the form. The Windows taskbar at the bottom shows the start button, several open applications, and the system clock displaying 12:47 PM on Monday, 7/16/2007.

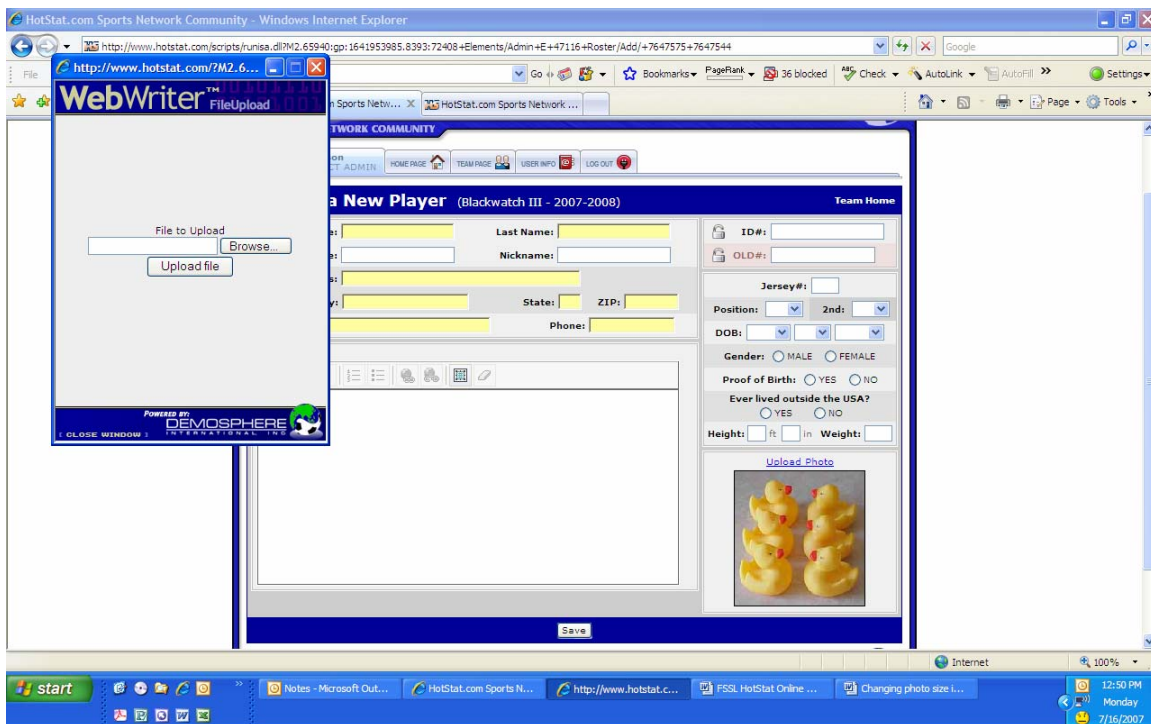
Screen shot #11

Before proceeding to the next section on loading photos go to the document "Photo Requirements and Instructions" to learn about photo size requirements and how to resize photos if necessary.

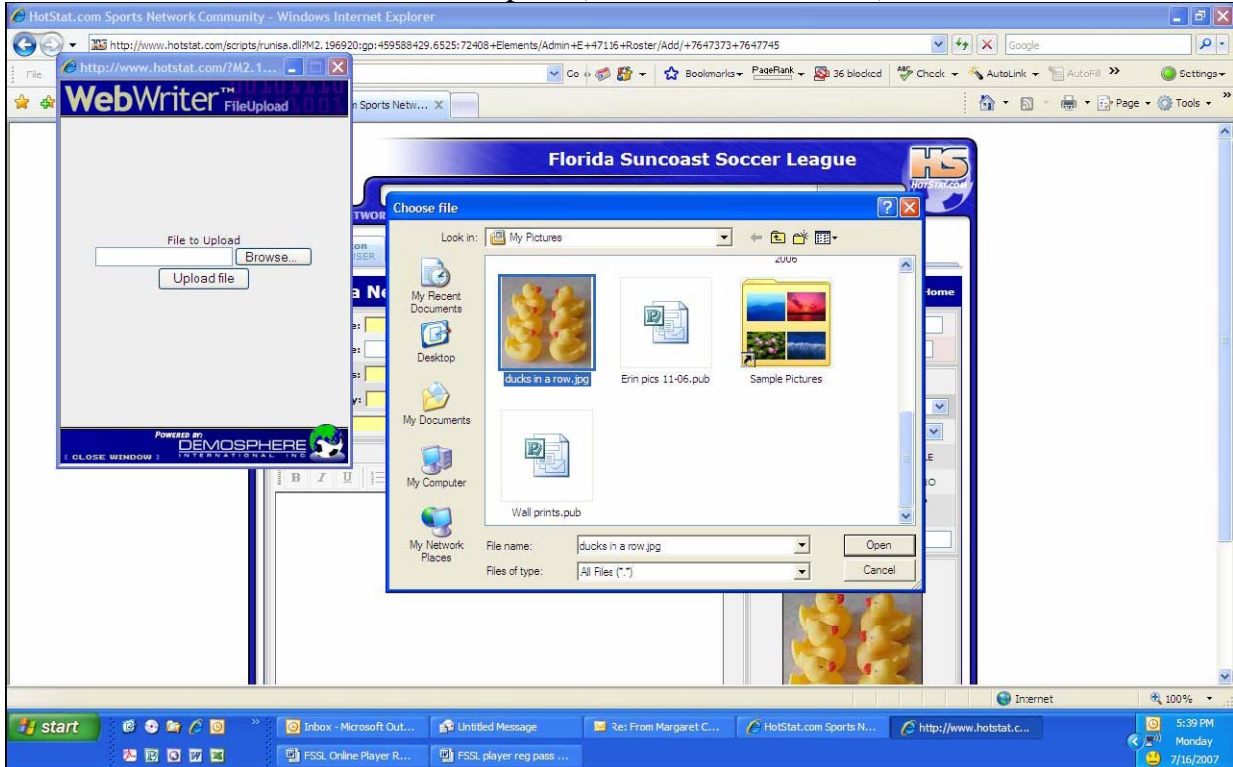
Click “Upload Photo” (above the photo square) and then “Search for Photos”. (Screen shot #12 below)



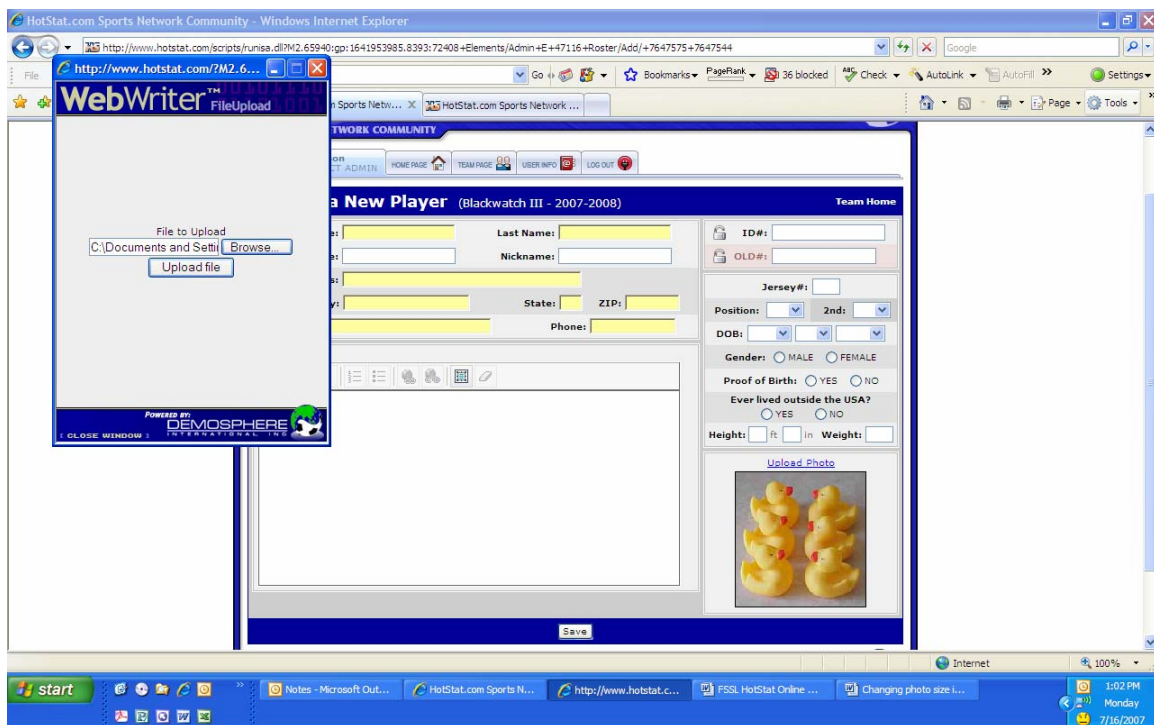
Click on “Browse” (screen shot #13) This takes you to your own computer files.



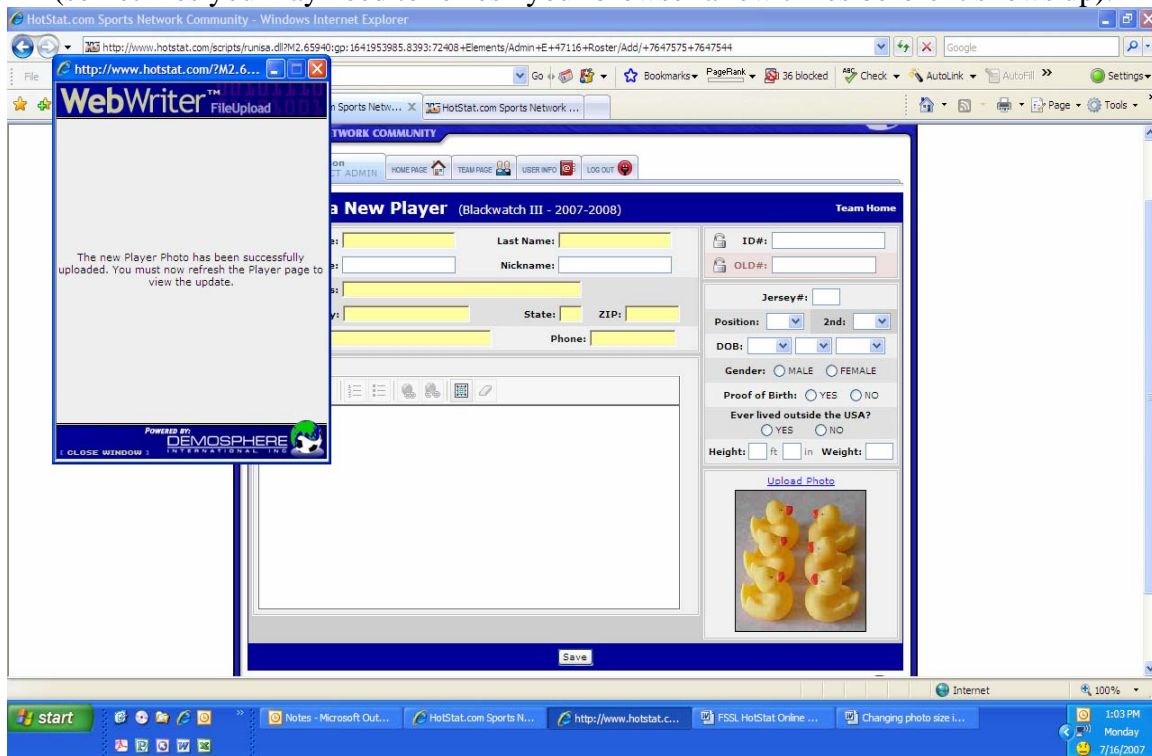
Select the file that contains your player pass photos and find the individual photo you need – then click Open. (Screen shot #14 below)



The photo file will show in the window next to the “Browse” button. (screen shot #15 below)



Click “Upload File.” Once the file has been uploaded the screen below will appear. Close the WebWriter dialogue box. Click “save” at the bottom of the player record. The system will take you back to the team roster page. Go back into the player’s record to ensure the photo is there (sometimes you may need to refresh your browser a few times before it shows up).



You may also make other changes to your team’s home page. These changes are **OPTIONAL** and we currently do not have a manual that details these items. However, many of the changes are fairly self explanatory and you may do things like add a team logo and photo, select page colors (settings) and select your team uniform colors.

The session will “time out” after a period of non-use. Sometimes it will tell you it has timed-out and sometimes it will give you an error message. Just log in again if this happens.