

This guide is presented to help you:

- 1. Assign people into the different roles such as Manager, Assistant Coach, and so on.
- 2. Create new users if necessary.

### 1. ASSIGNING ROLES:

- a. Go to your “Team” page. For this example, I’ll use the Carleton-Russell team in the Alumni Division.

- b. Note that the “Pencil” and “X” icons aren’t really there for “ordinary” users. They are for Conveners or the DAs to change team names or delete teams altogether. If you aren’t authorized to do these things, then clicking those icons should not cause you any problems. It won’t help you, either. Instead, click the team name and go through to the Team Schedule Page.

- c. To assign roles, we click on the “Team Contacts” link.

## SMaLL: District 2 - Alumni 19U 2017 Contacts

**Program: Alumni 19U (Alumni 19U 2017)**

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Division	Team	Role	Name	Phone	Email	Can Update
		Director	Bill Magnus <a href="#">Edit</a>	H: 613-699-5119 C: 613-793-4324	<a href="mailto:magnbil@rogers.com">magnbil@rogers.com</a>	Yes
Alumni 19U		Convener	Alana Mcleod <a href="#">Edit</a>	c:613-355-5652 h:613-574-1133 w:613-843-5109	<a href="mailto:mcbrown@rogers.com">mcbrown@rogers.com</a>	Yes
Alumni 19U	Carleton-Russell Alumni	<a href="#">Head Coach</a>	Andre Barrette <a href="#">Edit</a>			Yes
Alumni 19U	Carleton-Russell Alumni	League President	Steve Roberts <a href="#">Edit</a>	613-850-9149 H: 613-443-9149	<a href="mailto:crash_roberts@hotmail.com">crash_roberts@hotmail.com</a>	Yes

[Edit Head Coach](#)   [Add First Assistant Coach](#)   [Add Second Assistant Coach](#)   [Add Score Keeper](#)   [Add Team Administrator](#)   [Add League Alternate](#)

- d. For this team and this example, Sara Barrette is CRL’s Alumni director or convener, so let’s put her in as the “League Alternate”, so as not to confuse her with coaching staff or the Alumni convener. To do this, I click the “Add League Alternate” link and get the following page.

## SMaLL: District 2 - Change/Set League Alternative

**Team: Carleton-Russell Alumni(Alumni 19U/Alumni 19U 2017)**

Single word filter:

League Alternative:   
 None   
 None   
 Andre Barrette [abarrette]   
 Sara Barrette [sbarrette]

Account: DA   
 Password: .....

[Cancel](#)

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- e. There is a tool called the “Filter Box” we can use to find out if the person already has an account on the web site. Simply:
- i. Type in a first or last name.
  - ii. Click the “Filter User” button.
  - iii. Use the pulldown box to see if the person we want is there, and select him/her.

- iv. If the user is not listed, we will have to click the “Add New User” link, add that user, and then come back to this step and try again. The “Add New User” step is described in the next section of this Tutorial. If you have to do that, so there now, create the new user, and then come back to this step.
- v. Once you are happy with the selection, fill in your user name and password in the authorization section.
- vi. Click the “Set/Change League Alternative” button.

## SMaLL: District 2 - Alumni 19U 2017 Contacts

League Alternative for team Carleton-Russell Alumni was added/updated/removed.

**Program: Alumni 19U (Alumni 19U 2017)**

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Division	Team	Role	Name	Phone	E-Mail	Can Update
		Director	Bill Magnus <a href="#">Edit</a>	H: 613-699-5119 C: 613-793-4324	<a href="mailto:magnbil@rogers.com">magnbil@rogers.com</a>	Yes
Alumni 19U		Convener	Alana Mcleod <a href="#">Edit</a>	c:613-355-5652 h:613-574-1133 w:613-843-5109	<a href="mailto:mcbrown@rogers.com">mcbrown@rogers.com</a>	Yes
Alumni 19U	Carleton-Russell Alumni	<a href="#">Head Coach</a>	Andre Barrette <a href="#">Edit</a>	613-558-0733	<a href="mailto:andre.barrette96@gmail.com">andre.barrette96@gmail.com</a>	Yes
Alumni 19U	Carleton-Russell Alumni	League President	Steve Roberts <a href="#">Edit</a>	613-850-9149 H: 613-443-9149	<a href="mailto:crash_roberts@hotmail.com">crash_roberts@hotmail.com</a>	Yes
Alumni 19U	Carleton-Russell Alumni	League Alternate	Sara Barrette <a href="#">Edit</a>	H: 613-445-5381 C: 613-889-4208	<a href="mailto:sara@xplornet.com">sara@xplornet.com</a>	Yes

[Edit Head Coach](#)   [Add First Assistant Coach](#)   [Add Second Assistant Coach](#)   [Add Score Keeper](#)   [Add Team Administrator](#)   [Edit League Alternate](#)

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- f. Notice that the “Add League Alternate” link has changed to “Edit Add League Alternate”. Clicking that will allow you to change that role. If you select “None” in the pulldown box, the current person will be deleted, and no one will replace her/him., and the “Edit League Alternative” link will change back to “Add League Alternative”.
- g. These instructions are the same for *\*all\** roles. And once you have added a New User into the system, they are available for selection into *\*any\** role, not just the one you were working on when you added the new user.

## 2. CREATING A NEW USER

- a. As mentioned in step 1-e-iv above, you may have to add a new user into the D2 web site system. Locate the “Add New User” link on a “Change/Set <some role>” page, as in the image two previous.

**SMaLL: District 2 - Change/Set Team Administrator - Add New User**

i. **Account name:** cstengel

**First name:** Casey

**Last name:** Stengel

**Password:** \*\*\*\*\*

**Email address:** casey@amazonmets.com

**Second email address:**

**Street address:**

i. **Phone number:** C: 212-555-1234

**Second phone number:**

**Third phone number:**

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**Authorization**

ii. **Account:** DA

**Password:** \*\*\*\*\*

iii. **Save User**

[Cancel](#)

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- b. Enter values as follows:
- An account name, trying as best you can to only use “first initial and last name”;  
First and Last names (capital first letters, lower case for the rest);  
An initial password that they will change (something easy like abcd1234);  
At least one email address;  
As least one phone number;
  - In the Authorization section, use \*your\* account and password, not the new user you just created.
  - Click the “Save User” button.
- c. If a user account by that name already exists, you’ll get a message that says so, and you’ll have to try again.
- d. Send an email to your new user to let him/her know about the account and password. Maybe send them the tutorial “D2Tutorial\_AccountAndContactInfo”.

## SUMMARY

This guide should help you add new users and/or set users into different roles, such as Manager, Coach, Scorekeeper, etc. If anything in this guide is incorrect or unclear, please send an e-mail to Jim Dean [jimdean@littleleague.ca](mailto:jimdean@littleleague.ca) and let him know what could be changed.