Get to Dashboard:

1. Go to the url address: http://clubsports.butler.edu
2. Scroll to the bottom of the page and select log in.
3. Enter log in information and you will see the Dashboard.
4. Hover over My Sites and click on clubsports.butler.edu/…

Update Roster:

1. Click on Team Rosters on the left side of the Dashboard.
2. Click on Edit Rosters.
3. Click on the drop down menu to change the team.
4. Select the appropriate team and press Change Team.
5. Change information as necessary and click Update Roster at the bottom of the page.

Add New Player:

1. Click on Team Rosters on the left side of the Dashboard.
2. Click on Add Players to Rosters.
3. Click on the drop down menu to change the team.
4. Select the appropriate team.
5. Fill out the information.
6. When finished, click Add Players at the bottom of the screen.

Update Schedule:

1. Click on Pages on the left side of the Dashboard.
2. If this is a new season’s schedule, follow the information to create a new page before moving on to step 4.
3. If this is the current season’s schedule, select the appropriate page.
4. Type these lines as the first two lines on the page:

 [table]

 Date,Location,Opponent,Result,Score

1. Enter the information for each match/event, following the format from step 4. Here are examples:

 2/16,Sectional Championships,Bowling Green State University,Win,30-15

 3/24,Butler University,IUPUI,Loss,2-10

1. Each entry should be on a separate line, single spaced between entries.
2. When done entering events, write the following on a separate line from the last entry:

 [/table]

1. Click Update on the right side of the screen.

Update Leadership:

1. Click on Pages on the left side of the Dashboard.
2. Select the Leadership page for your sport.
3. Edit the information and click Update on the right side of the screen.

Update Archives Schedules:

1. Click on Pages on the left side of the Dashboard.
2. Select the Schedule page for your sport.
3. Erase competition schedule information and click Update on the right side of the screen.
4. Click on Pages on the left side of the Dashboard.
5. Select the Archives page for your sport.
6. Type the year of the old schedule above the other years.
7. Highlight text with the cursor and click on Insert/Edit Link button (located under Add Media, 3rd icon from right).
8. Click on Link Options.
9. Start typing the name of the page you want to link in the search bar, but don’t click enter.
10. Matching entries will load and click on the page you want.
11. Click Add Link.

Add Pictures to Media Gallery:

1. Click on Media on the left side of the Dashboard.
2. Click Add New at the top of the page.
3. Click on Select Files to upload photos/videos from the computer.

Update Media Page (add photos/videos to page, not in slideshow):

1. Click on Pages on the left side of the Dashboard.
2. Select the Media page for your sport.
3. Click Add Media at the top of the page.
4. Select media from your media gallery or upload files from your computer.
5. Click Insert into Page.
6. Click Update on the right side of the screen.

Update Pictures in Carousel Slider:

1. Click on Carousel Slider on the left side of the Dashboard.
2. Click on an existing slider to edit or click Add New at the top of the page.
3. Fill in or edit the information/settings.
4. To add/change pictures, select Edit Gallery.
5. To delete images from the slideshow, click the x on the picture.
6. To add images, click Add to Gallery on the left and select the images you want to add.
7. When done adding and deleting images, click Save Gallery.
8. Copy or write down the line under the Usage (Shortcode) tab on the right side of the page ([carousel\_slide id=’number’]).
9. Click Update on the right side of the page.
10. Click on Pages on the left side of the Dashboard.
11. Select the media page for your sport.
12. Make sure the line you copied from step 8 is written on the page. If it isn’t there, write it and click Update on the right side of the page.

Add New Post:

1. When on Dashboard, click on + New at the top of the page.
2. Fill out the title and type the post in the given space.
3. Click Publish on the right side of the page.
4. This post will automatically update to show on your sport’s home page.

Add New Page:

1. Click on Pages on the left side of the Dashboard.
2. At the top of the screen, click Add New.
3. Fill out the title and type any information in the given space.
4. Click Publish on the right side of the page.

\*If any additional requests are wanted, please contact Eric Kammeyer. He will approve/reject requests and coordinate appropriately with an IT administrator.