

## **CMSL Website Account Management and Communications**

The CMSL website ([www.cmsl.org](http://www.cmsl.org)) is hosted on the TU web hosting platform\* and is used to archive league information, provide access to league documents (Bylaws, RSC), and to manage various aspects of the swimming season (meet schedules, Straehle meet information, officials/officials certification, AAU).

### **Account Management**

Each team in the league is provided an account to login to the website and access features not available from the public site. The account will be initially set up by the league when the team becomes a member and after that, the account is to be maintained/managed by the team. The address, phone, and other information on the main account should also be updated and maintained by the team. Each account is provided the privilege to access the site email facility. When the account is established, the login instructions (username and password) will be sent to the main email used to establish the account (typically this is the team rep).

Each account has three associated members. These are named as follows and must not be changed: Team Rep, Coach, Computer Operator. Each of these member accounts has an associated email address and also is tagged with the division and member type (e.g., Team Rep, Coach, Computer Operator). The email addresses for these members can be the same or different as desired by the team but once setup, must be maintained by the team if any change is incurred/desired (e.g., a new coach). One way to minimize the maintenance is for the team to use generic addresses; e.g., [teamrep@myswimclub.org](mailto:teamrep@myswimclub.org), and then change the address as necessary external to the system. While this may be helpful to the team, it is not required by the league.

The main purpose of the member accounts is to simplify sending group emails (e.g., send a message to all Team Reps, send an email to all teams in Division 1, or send an email to all Computer Operators in Division 3. The league will update the division information on the member accounts prior to the start of each season.

### **Communication**

The league will use the site email facility to communicate with the members (e.g., weekly distribution of statistics, notification of meetings/minutes, ...). Members can also use the email facilities to communicate within their divisions (e.g., reminders, divisional notification, ...). The email facility is fairly simple to navigate but some initial instructions are provided below.

After you log into the site (click the "Site Admin" button to log in), follow the steps below to send emails to one or more teams/members (e.g., Team Rep, Coach, Computer Operator):

- 1) Select the "Team Admin" from the menu on the left of the screen.
- 2) Select "Account/Member Admin".

- This brings you to a page where you can see all of the team, board, official, ... accounts that have been set up for the league. From this menu, you can also click your own account to perform any account maintenance/update.
- 3) At the top (under the Account Management title), select the “Members” tab.
    - This will give you a list of all members (team rep, coach, computer operator) for all teams in the league.
  - 4) Check the check box at the top left of the screen (next to Last Name) in order to select all members (as in step 3).
  - 5) Click on “Customize Filters” to set the options desired for your distribution list.
    - Clicking “Locations” will let you filter by one or more divisions
    - Clicking “Roster Group” will let you select the specific member(s) to send to; e.g., coaches only or coaches and team reps.
    - Location and Roster Groups can be combined to select, for example, all coaches in division 2.
    - Note that selecting “Board Members” in the Roster Groups will send to the entire CMSL board of directors.
  - 6) When finished, hit the “Done” button and you will then see the email distribution list filtered to your specifications.
  - 7) To send an email to that list, select “Communicate/Send New Email”
  - 8) From there you can fill out the email subject and body and send the email.

### **IMPORTANT FOR TEAM REPS**

- 1) Maintain the email addresses for your account and member accounts
- 2) Update the address/contact information on your main account page
- 3) If you forget your password, request login instructions, use the “Forgot Password” link to receive an email or ask for help from the board ([board@cmsl.org](mailto:board@cmsl.org)).
- 4) If you are unsure what to do to maintain your account or send emails, contact the board ([board@cmsl.org](mailto:board@cmsl.org)) and someone will contact you to answer your questions and walk you through the process (as required).

### **\* Note**

The site is managed on the Team Unify webhosting platform. This is for convenience and does not require/mandate any affiliation with Hy-Tek products. There are facilities within the site hosting that can be used to manage TU teams but those are not used by the league.