

Coaches Tutorial

Adding a Story (Picture) to your Sport Webpage

1. Log into the athletic portal control panel (use your same email address & password that you use to sign into Rank One)
2. Click on the Schools Tab in the top Menu bar (maybe called Campuses)
3. Select your Campus from the list - example: Demo 2 High School

RANK ONE ATHLETICS

SCHOOLS

CAMPS

COMPLIANCE FORMS

FACILITIES ▾

CONTACTS

INFORMATION ▾

SCHEDULES ▾

DISTRICT STANDINGS ▾

PLEASE CHOOSE A SCHOOL BELOW

High School

Demo 1 HS

Demo 2 HS

Demo 3 HS

Middle School

Demo 1 MS

Demo 2 MS

Demo 3 MS

4. Select your Sport (make sure to select the correct Gender associated with the Sport)
Example: Women's Soccer

2018/2019

DEMO 2 HS

PLEASE CHOOSE AN ACTIVITY BELOW

Men's Sports

Baseball

Basketball

Cross Country

Football

Soccer

Track & Field

Women's Sports

Basketball

Cross Country

Soccer

Softball

Track & Field

Volleyball

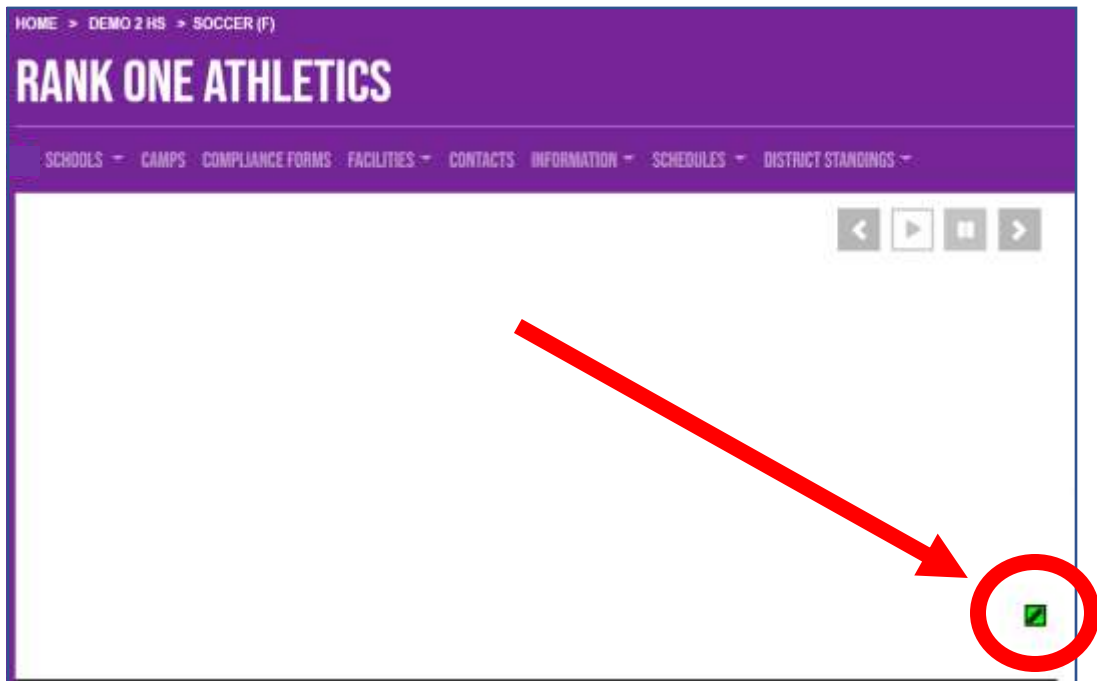
Combined Sports

Golf

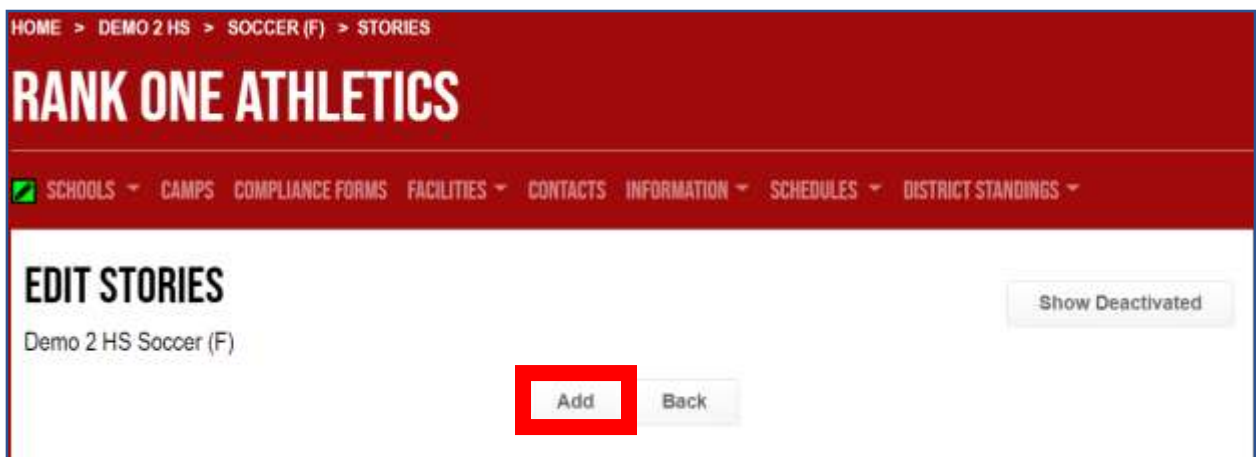
Weightlifting



5. To Add or Remove a Story (picture), you will use the Green Edit button located in the Stories Section of the website



6. To Add a New Story (picture to the website), click the **Add** button



Enter the Story Details:

- A. Title – give the Story (picture) a Title.
Example: Welcome to the Lady Mustangs Soccer Website!
- B. Use the “Select File” box to search for the picture in your documents
- C. Choose the picture you would like to add and click Open

D. Next click and drag your picture with your mouse to move it right/left or up/down inside the white border in order to display the photo accurately.

Use the Scroll Bar underneath the picture to Zoom in or out.

Once you have the picture where you want it, select “Apply”.

E. If you would like to enter a link in order to re-direct viewers to a different website after they click on the picture, select “Would you like to enter a link to more information?” and enter the website URL in the Link box.

F. If you would like to enter custom details about the picture select, “ Would you like to enter more detail about the story?” and it will allow you to type in custom verbiage that is applicable to the picture.

G. If you would like to list who took the picture, you may enter their name in the “Image Credit” box.

H. After all details are entered select Save at the bottom.

Note: We recommend image size to be 990 pixels wide by 470 pixels high

ADD STORY

Title

Go Lady Mustangs!

Picture/Image



Apply

Select File

✓ Image uploaded, but it will not be applied until the story is saved!

Recommended image size is 990 pixels wide by 470 pixels high, what is shown in the white box is what will display on the story. You can drag and zoom (using the scroll button on your mouse) the image for a better fit.

Optional

☐ Would you like to enter a link to more information? ☐ Would you like to enter more detail about the story?

Image
Credit

Save

Back to List

7. To Edit or Delete an existing Story (picture), follow steps 1 – 5 then

When you see the Story you would like to edit, click Edit and update the Story.

If you would like to Delete the Story, select “**deactivate**”.

-To Re-Order the stories, click on the arrow symbol and drag the story accordingly to re-order how the stories appear. If there are multiple stories they will automatically scroll on your webpage every 5 seconds.

EDIT STORIES

Demo 2 HS Soccer (F)

Show Deactivated

Go Lady Mustangs!



School Name: Demo 2 HS
Sport Name: Soccer(F)

deactivate × ↑

EDIT



School Name: Demo 2 HS
Sport Name: Soccer(F)

deactivate × ↑

EDIT

Add

Back

For additional help on how to Add/Edit a Story on the Web Portal,
please email support@rankonesport.com