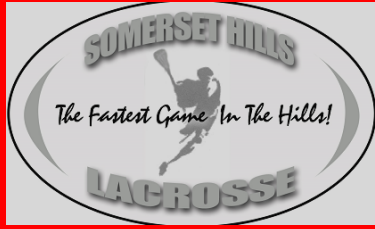# Somerset Hills Lacrosse Club

League Athletics Coaches User Manual

Posting to your team bulletin

Somerset Hills Lacrosse Club
Home of the Mountaineers

The Fastest Game In The Hills!

Serving the communities of Bedminster, Bernardsville, Far Hills, Peapack Gladstone and Basking Ridge

Posting Messages to your Team's Bulletin

The Somerset Hills Lacrosse web site is a great tool for coaches and managers to communicate with their teams. Coaches and Team Managers can post messages on their team's page to alert parents and players of specific team news or events.

To post a message to your team's bulletin you need log in to the Somerset Hills Lacrosse web site. The site is access via the following URL: http://www.somersethillslacrosse.com/. Once you have accessed the site locate the Sign in button in the top right hand corner of your screen:
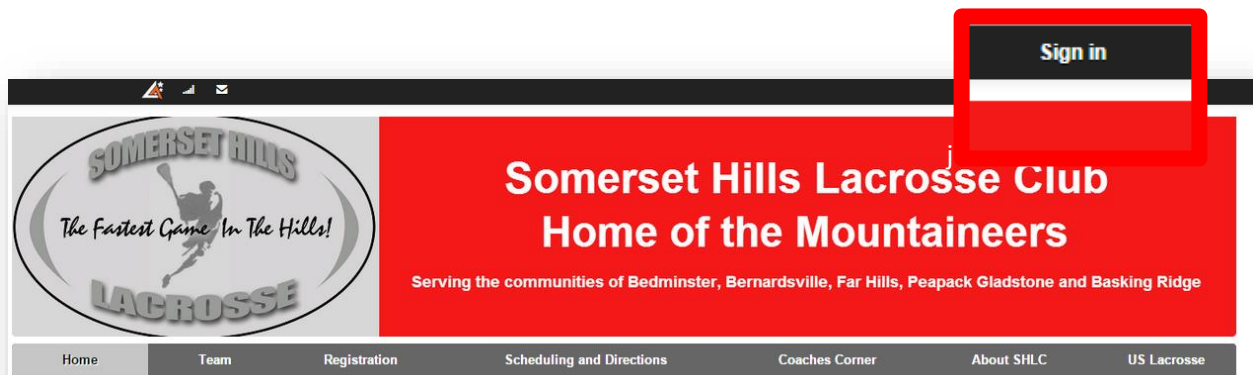
When you click on the button the Sign in form will open. Enter your email and your password to complete the log in process:

Each coach will be able to log in to the site with their username and password they set up when registering. If you do not remember your password you can reset it at any time.
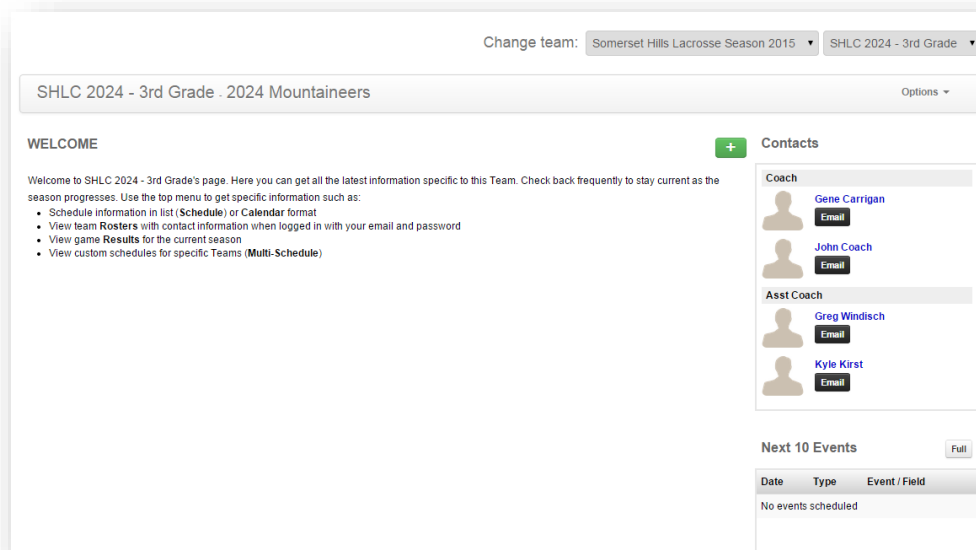
Once you have logged in to the site find the Team on the Menu bar and select your team from the drop down menu/. In this example I will select the SHLC 2024 – 3rd Grade team.
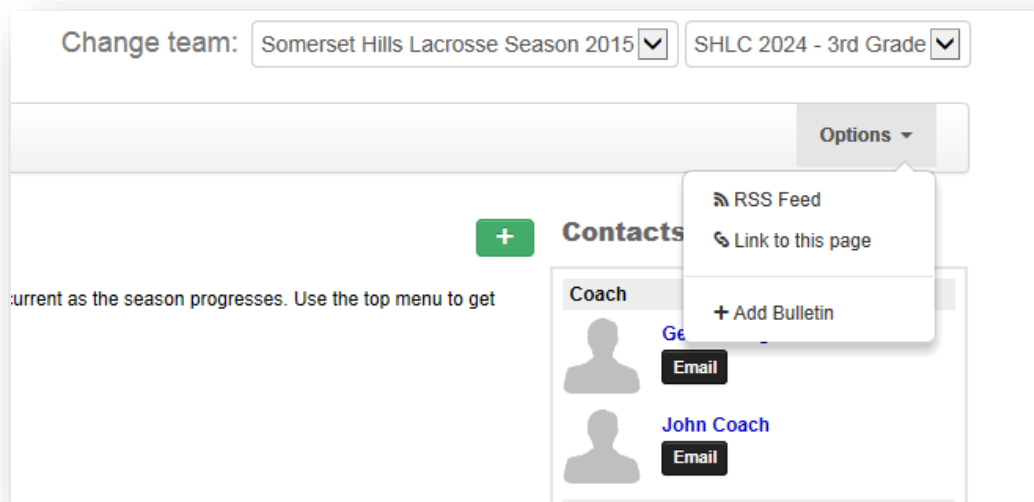

You will now be on the Team home page where you can see any messages posted by the Coaches or Managers, as well contact information and upcoming events.
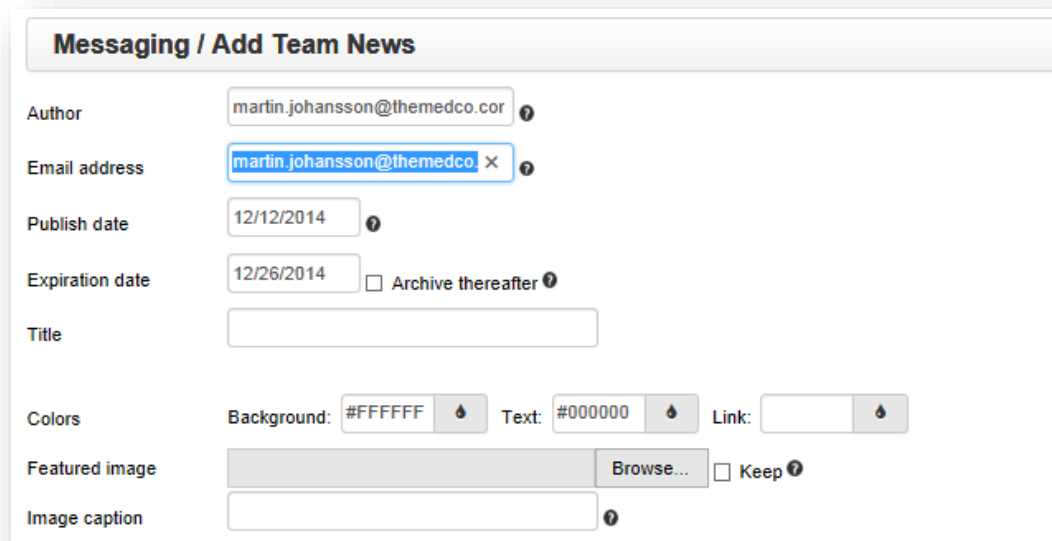
To post a message to the team page, click on Options and then select Add Bulletin from the drop down menu.
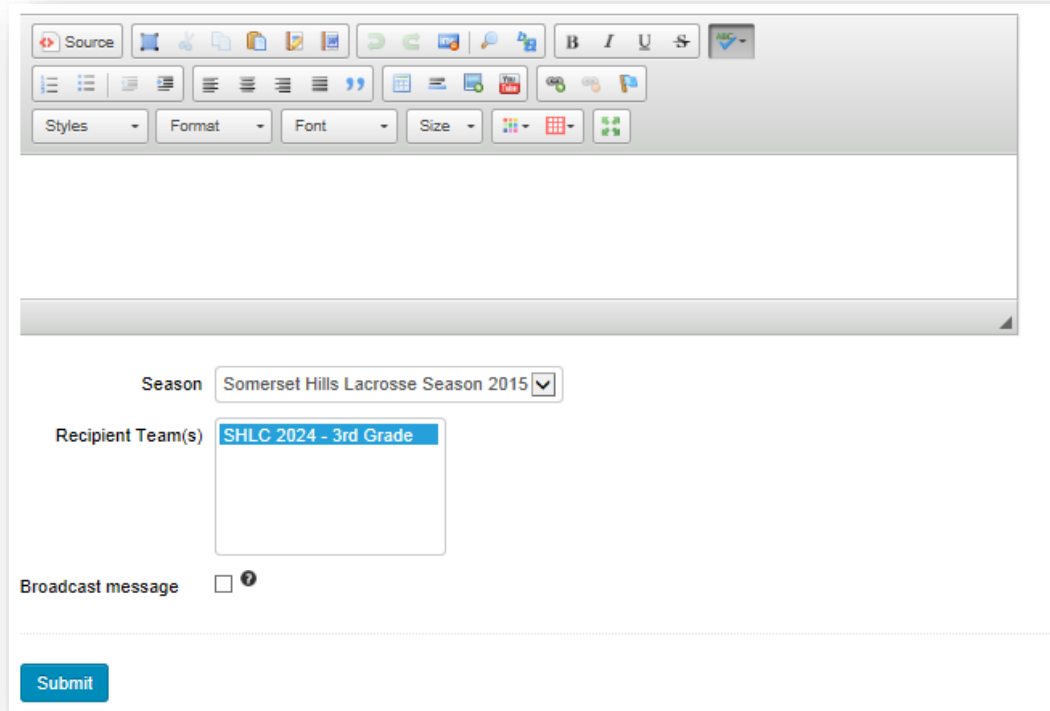

In the message screen that opens up enter the required information such as Publish Date and Title. You can select how long you want the message to be visible by entering a date in the Expiration date field.

Next type in the message on the Body filed and add any images as you see fit. If you would like to notify the team, players, coaches and parents, via email when you post the message make sure you check off the Broadcast Message box. When you are ready to post the message, click on the Submit button.

If you have any questions or need some help to familiarize yourself with the site and available functionality please do not hesitate to reach out. You can reach us via email at shlcmountaineers@gmail.com.