



Getting Started With

Keen on getting your first site up? Or maybe you're a user that will manage content and/or add news to an existing site. Let's have a little fun, set our minds to 3 roles (Designer, Editor, and Administrator) and create a site. These roles separate content from layout, or structure from design, if you will. This lets the creative *Designer* in you focus on the design and the enquiring *Editor* fill the pages with content. After the site has been designed, you can add and edit content to the actual layout.

Settings

As an Administrator, the Settings page is the first place you need to visit. You can find this page by logging-in to your WebAdmin, select the 'Settings' tab located on the top right part of the screen.

The first thing you want to look at is to make sure all your contact information is correct. You will also notice quite a few settings that will affect the general appearance of your site. Most of these settings will be self explanatory.

Two settings easy to overlook are the **Meta Keywords** and the **Meta Description**. The Meta Keywords helps search engines like Google decide when to show your site in search results. The Meta Description tells search engines what to display about your site in the search results. If you go and edit those settings, then you should see the changes show up in Google and other search engines within a week. So my girl's soccer league will want to use 'Soccer', 'Atlanta', and 'Girls' as keywords and 'Atlanta Area Girls Soccer League: Stresses fun and good sportsmanship to all participants' as its description.

A few other settings you will likely want to pay attention to are things like:

- **Game Periods:** When entering game scores as box results, this is the default number of periods that appear. i.e., soccer has 2 periods (1st half and 2nd half), basketball has 4 periods (or 4 quarters), and baseball can have 7 or 9 periods (7 or 9 innings).
- **User Registration:** This allows visitors to your site to create their own login/password with 'General' level access. This option lets you turn on/off this ability.
- **RSS News Feeds:** If you decide to add news feed modules to your site, then this is where you customize what news feeds will be used. For example, [ESPN.com-Soccer, CBS Sportsline.com-Soccer].
- **Include Team Events:** This option allows you to control whether events that are created on the team websites' Vicid Web Admins will be displayed on the main

site calendar and upcoming events list. These events will only be displayed if the team website is active.

- **Posts Per Page:** This is the number of posts that are displayed on a message board thread or the guestbook. If the guestbook or a thread has more than this number it will be split into multiple pages.
- **Referee Admin Email:** This email address is the address where all of the official assignment requests, confirmations, and rejections that are submitted by referees are sent. If this field is left blank, automatic emailing for the official scheduling feature will be disabled.

Design

As a Designer you want to create an identifiable look for all your items. Fortunately you can do these easily using ViciD.

One of the primary concerns for any website designer is **Layout:**

A variety of slick pre-designed templates should be used as your starting point. The layout templates address where the navigation bar will appear on your site, i.e. on the top or on the side, and how the navigation will look once it gets there.

The layout templates also tell the ViciD system a variety of other important things, like where to display your ads, which are completely managed by you via Ad Manager.

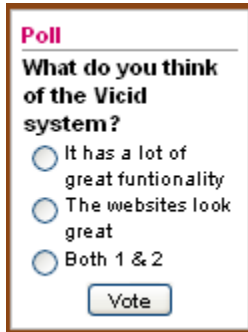
Almost as important to the site designer is your site **Header:**

Your Header appears at the top of every page and is very important to the overall look and feel of the site. ViciD gives you several fantastic Header Wizards. Using any of these wizards will produce professional results. You can do that by selecting the Design tab at the top of the WebAdmin page then click on the Header link on the left navigation menu.

Designing your **Data Box:**

Your Data Box design is used on various parts of your website to display lists of data. These lists include the roster, schedule, weather, upcoming games, etc. You can choose from using an already styled Data Box or customize your own. To access the Data Box design controls, select Design tab on the top of the WebAdmin page and Data Boxes on the left navigation menu.

Add some fun to your site or gather useful information by **setting up Polls**:



Poll
What do you think of the Vicid system?

It has a lot of great functionality

The websites look great

Both 1 & 2

Create your polls by going to the Settings tab on the top of the WebAdmin and click Polls in the navigation menu to the left. A box will display your polls, click the New link to create a new poll or click the Edit (pencil) button to edit a poll. Any poll listed as “open” can currently be viewed on your website under the navigation links.

Home Page Content

As the Editor of your site, you will now want to turn your attention to the Home Page. The Home Page is the first page a visitor to your website will see. Editing its content is comprised of two primary components:

- **Modules** are pre-created bundles of functionality. Examples include RSS news feeds and local weather displays.
- **Entries** are text articles you write in MSWord format. You don't need to know HTML to attractively format your Text or add images. The Vicid system takes care of all that for you.

Modules and Entries are added to create the central content of your sites home page. Some Modules will also include Entries. For example, the [Manual] News module allows you to post your own news articles via Entries. Then the News Module helps you manage how those articles you wrote are displayed and seen by a site visitor.

To add a new entry or module to your Home Page, click on the Content tab at the top of your WebAdmin then click on the Home Page link on the left navigation panel. In the center of the screen, you will see a box that contains a list of entries and modules currently displayed. Click the “[add new Entry?]” option.

As you add and remove Modules and Entries on your Home Page, you may want to re-arrange their order of display. So move them up and down the page by customizing the **priority numbers**. The higher the priority number, the higher it will display in the chain of Modules/Entries that you have on your page.

To further familiarize yourself with the Vicid system you may want to explore all of the Tabs and pages within the Vicid Web Admin to see all of the functionalities and features available that you can implement on your website.