WEB CREATOR – GETTING STARTED

OVERALL SITE APPEARANCE
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ADMINISTRATIVE PERMISSIONS

The following administrative permissions are required to manage the website creator.

• Total Access
  OR
• Manage Websites

ACCESSING WEBSITE SETTINGS

To access the website editor:

1. Login to your SI Play Administrator Account.
2. Go to Websites > Website Settings.
3. You should now be brought to the admin view of your SI Play Website.
   • At the top of the screen you should see the following:
     ▪ Site Admin
     ▪ Modules
     ▪ Edit Page

FILE MANAGER

Before editing your site, it is recommended to upload all documents and images into the file manager. This will give you the ability to easily find the images and documents you would like to incorporate into your site.

Image Specifications to Consider

There are 3 main types of images that appear on your site. Please review the type of image and sizing specifications:

• Site Banner: 1140 pixels wide, any pixel height.
  ▪ The image will be stretched proportionally and horizontally to fit 1140 and then scale responsively.

• Registration Banner: 1140 pixels wide, any pixel height.
  ▪ The image will be stretched proportionally and horizontally to fit 1140 and then scale responsively.

• Site Logo: 137 pixels wide, 137 pixels high
• Background Image: 1920 pixels wide, 1200 pixels high
• Favicon: No recommended sizing.
Accessing File Manager

To begin:
1. Go to Site Admin > File Manager.
2. By default you have the following folders:
   - Content
     - Backgrounds
     - Banners
     - Documents
     - Graphics
   - SI Play Library
3. Select the Name of the folder to view/upload files in that folder.

Upload a File

Once you have entered the desired folder:
1. Click Upload Files ( ).
2. Select the File Icon ( ) to browse for files on your desktop.
   - You can also drag files from your desktop into the blue box on this screen to upload.
3. Once all desired files have been uploaded to your folder, click the X in the top right corner to close the upload window.
4. Repeat the steps above for each file you wish to upload.

SITE APPEARANCE

Site Banner

The site banner appears directly below the navigation panel. The positioning of this banner cannot be changed. This is typically used for additional league branding.

To add or update your site banner:
1. Go to Site Admin > Site Settings > Site Appearance.
2. In the Site Banner section of the page, select the File Manager Folder that holds your site banner.
3. Select the file you would like to use as the site banner.
4. Once complete, you should see your selected image in the Drop Files Here box.
5. Continue editing your site appearance OR click Update to see your selected image on your website.
Registration Banner

The registration banner will only appear on your website when registration is open to players.

To add or update your registration banner:
1. Go to Site Admin > Site Settings > Site Appearance.
2. Scroll to the Registration Banner section of the page.
3. Select the File Manager Folder that holds your registration banner.
4. Select the file you would like to use as the registration banner.
5. Once complete, you should see your selected image in the Drop Files Here box.
6. Continue editing your site appearance OR click Update to see your selected image on your website.

Site Logo

Your site logo will appear on the left side of the main header of your site.

To add or update your Site Logo:
1. Go to Site Admin > Site Settings > Site Appearance.
2. Scroll to the Site Logo section of the page.
3. Select the File Manager Folder that holds your site logo.
4. Select the file you would like to use as the site logo.
5. Once complete, you should see your selected image in the Drop Files Here box.
6. Continue editing your site appearance OR click Update to see your selected image on your website.

Color Scheme

The Website Creator gives you the ability to change your site’s background color, accent background and main text color.

There are 2 ways to update the colors of your website.

Enter the color code
1. Go to Site Admin > Site Settings > Site Appearance.
2. Scroll to the Color Scheme section of the page.
3. Enter the color code for each section of the color scheme.
   • After entering a color code, click off of the color pallet to populate the color.
4. Continue editing your site appearance OR click **Update** to see your selected color on your website.

**Select the Color from the Color Pallet**

1. Go to **Site Admin > Site Settings > Site Appearance**.
2. Scroll to the **Color Scheme** section of the page.
3. Select the color field that you would like to edit.
4. When the color pallet appears, use the **Rainbow Panel** on the right to select your color family.
5. Click and drag the circle within the pallet square to your desired shade.
6. When you have selected your color, click off the color pallet to save your color code.
7. Continue editing your site appearance OR click **Update** to see your selected color on your website.

**Background Image**

The background image will replace the background color you have chosen.

To add or upload your background image:

1. Go to **Site Admin > Site Settings > Site Appearance**.
2. Scroll to the **Background Image** section of the page.
3. Select the **File Manager Folder** that holds your background image.
4. Select the file you would like to use as the background image.
5. Once complete, you should see your selected image in the **Drop Files Here** box.
6. Continue editing your site appearance OR click **Update** to see your selected image on your website.

**Default Module Box Style**

**Modules** can also be described as widgets or sections of a webpage that have been configured to display information from your organization’s SI Play Account - or custom content entered by a website administrator.

The **Default Module Box Style** refers to how those sections will appear on your site by default. However, these can be updated individually.

[Click here to review the module styling guide.](#)
To update the Default Module Box Style:
1. Go to Site Admin > Site Settings > Site Appearance.
2. Scroll to the Default Module Box Style section of the page.
3. Select the desired default module style.
4. Continue editing your site appearance OR click Update to review your changes to the default module style.

Site Theme
The Site Theme refers to the overall default design of your website. When updating the site theme, it will overwrite any overall theme changes made to individual pages.

Click here to review the Site Theme style guide.

To update your site theme:
1. Go to Site Admin > Site Settings > Site Appearance.
2. Scroll to the Site Theme section of the page.
3. Select the desired Site Theme.
4. Continue editing your site appearance OR click Update to review your changes to the Site Theme.

Custom Favicon
The Favicon is the icon that is displayed in the browser tab next to a websites name. Safari does not support Favicons within the browser tab.

To add or update your Favicon:
1. Go to Site Admin > Site Settings > Site Appearance.
2. Scroll to the Custom Favicon section of the page.
3. Select the File Manager Folder that holds your Favicon.
4. Select the file you would like to use as the Favicon.
   • NOTE: The file type must be .ico
5. Once complete, you should see your selected image in the Drop Files Here box.
6. Continue editing your site appearance OR click Update to see your selected image in your browser tab.