Team Sports Hub: how to use this site

Instructions for staff, students, boosters and volunteers. Updated 2026-11-23.

The one rule

Content written by students, families and volunteers never goes onto the public team page until a person with approval permission has looked at it and said yes. Staff-only items that are low risk publish when saved, and every change is recorded in the Activity log.

The usual path: Write > Review > Approve > Publish

Roles

Every person has their own account and one or more roles. An administrator can also add extra permissions to one person, and limit a role to a single season (it then applies only while that season is current).

Role	What it is for	Can approve or send
School Administrator	Everything for the school, including users and adding teams.	Approve stories, Publish stories, Approve alerts, Approve player profiles, Approve booster updates, Send notices and the newsletter, See online gifts, Manage people and roles
Athletic Department Administrator	Everything for the athletic department's teams, including users.	Approve stories, Publish stories, Approve alerts, Approve player profiles, Approve booster updates, Send notices and the newsletter, See online gifts, Manage people and roles
Sport Administrator	Everything for a sport, including users.	Approve stories, Publish stories, Approve alerts, Approve player profiles, Approve booster updates, Send notices and the newsletter, See online gifts, Manage people and roles
Team Administrator	Everything for one team, including users.	Approve stories, Publish stories, Approve alerts, Approve player profiles, Approve booster updates, Send notices and the newsletter, See online gifts, Manage people and roles
Coach	Runs the team: roster, schedule, stories (approve and publish), media, alerts, profiles, boosters and fundraising. Not users, online giving settings or site settings.	Approve stories, Publish stories, Approve alerts, Approve player profiles, Approve booster updates, Send notices and the newsletter
Faculty Adviser	Oversees student journalism and content: approves and publishes stories, alerts and profiles, plus announcements, media and fundraising.	Approve stories, Publish stories, Approve alerts, Approve player profiles, Approve booster updates, Send notices and the newsletter

Student Editor	Student who reviews stories and drafts alerts, profiles and recognition. Cannot approve unless granted.	Nothing on its own
Student Contributor	Student who writes stories in the portal; a coach or adviser approves them.	Nothing on its own
Assistant Coach	Helps with roster, schedule and venues, and can write stories, alerts, profiles and recognition. Cannot approve or publish unless granted.	Nothing on its own
Content Editor	Runs stories (write, review, approve, publish), announcements, sponsors and history. Cannot change the roster or schedule.	Approve stories, Publish stories, Send notices and the newsletter
Media Administrator	Runs the photo and video library and its permissions.	Nothing on its own
Booster Administrator	Runs the Boosters page, sign-ups and fundraising campaigns. Booster updates still need a coach's approval unless granted.	Nothing on its own
Financial Administrator	Sees online gifts and giving settings, and runs fundraising campaigns. Nothing else.	See online gifts
Booster Editor (parent volunteer)	Parent volunteer who writes booster updates, sign-ups and page content. A coach approves updates.	Nothing on its own
Team Member (parent, player or volunteer)	Signed-in family member who can see team-only calendar entries.	Nothing on its own
Read-Only User	Can look at the administration screens but change nothing.	Nothing on its own

Administrators (school, athletic department, sport and team) can do everything for their scope, including managing people. Only the platform administrator, created by the technical team, works across schools.

How each kind of content gets onto the team page

Stories and articles

Student-written stories and staff stories. A story never becomes public on its own.

Needs approval before it is public

Can prepare it: Administrators, Coach, Faculty Adviser, Student Editor, Student Contributor, Assistant Coach, Content Editor.
Can approve it: Administrators, Coach, Faculty Adviser, Content Editor.

Steps

1. The author writes the story in My stories (or Stories in the admin area) and chooses their byline style.
2. Guardian permission must be on file for a student author. The site blocks submitting until it is recorded.
3. The author clicks Submit. The story is now Submitted and cannot be edited by the author while it waits.
4. A reviewer opens it (In Review) and may comment. Reviewing alone does not approve it.
5. An approver chooses: Approve, Request revision (back to the author, who edits and Resubmits), or Reject.
6. An approved story is published by someone who can publish: now, or scheduled for a date. Only then is it public.

7. A published story can be unpublished at once. Anything can be archived.

Safeguards

- Optional two-person rule: two different approvers must approve (Site settings, Editorial policy).
- Nobody can approve their own story unless they can also publish it. A student editor who is granted approval still cannot approve their own.
- Every status change and approval is recorded with who and when.

Alerts (weather, cancellations, schedule changes)

The flashing banner across the top of every page.

Needs approval before it is public

Can prepare it: Administrators, Coach, Faculty Adviser, Student Editor, Assistant Coach, Content Editor.
Can approve it: Administrators, Coach, Faculty Adviser.

Steps

1. An editor opens Alerts, chooses the kind (weather, cancellation, postponement and so on) and starts from the template.
2. They replace everything in [brackets] with the real details, optionally link the game, and set an automatic take-down time.
3. They click Send for approval. It is Pending and nothing shows on the site.
4. An approver reads it and clicks Approve and post, or Not approved with a reason. Approvers can also Post now when they write one themselves.
5. The banner appears on every page. It comes down automatically at the chosen time, or an approver clicks Take down.
6. If Also email subscribers was ticked, subscribers who chose Schedule changes get a message at the moment it goes live.

Safeguards

- The site refuses to send an alert that still has [brackets] in it.
- Only approved alerts are ever shown to the public.

Player profile pages

A page for each athlete, reached from their roster card.

Needs approval before it is public

Can prepare it: Administrators, Coach, Faculty Adviser, Student Editor, Assistant Coach, Content Editor.
Can approve it: Administrators, Coach, Faculty Adviser.

Steps

1. An editor opens Player profiles, picks the athlete and creates a private form link (valid for three weeks) to send to the family. A printable paper form is also available.
2. The family answers a few questions and ticks permission to publish. Nothing is published by the family.
3. The editor edits the answers and confirms the family's permission (this saves the date).
4. The editor clicks Send to a coach. The profile is Waiting for coach.
5. An approver publishes it, or sends it back with what to change.
6. The page then appears from the athlete's roster card. Editing a published profile takes it down until approved again.

Safeguards

- Cannot be sent for approval without confirmed family permission.

- Athlete pages are kept out of search engines and the sitemap.
- Hidden roster fields (photo, grade, statistics) stay hidden everywhere.

Booster updates (news from the booster organization)

Updates for families on the Boosters page.

Needs approval before it is public

Can prepare it: Administrators, Coach, Faculty Adviser, Booster Administrator, Booster Editor (parent volunteer).
Can approve it: Administrators, Coach, Faculty Adviser.

Steps

1. A booster editor writes the update under Boosters, Updates and saves it as a draft.
2. They click Send to a coach for approval. It is Waiting for coach approval.
3. An approver publishes it, or sends it back with changes. Coaches can also publish their own drafts.
4. Once published it appears on the Boosters page and the booster news list. Editing a live update takes it down until approved again.

Safeguards

- Officers, meetings and sign-up sheets publish as soon as they are saved, and are recorded in the Activity log.
- Names and emails on sign-up sheets are private.

Fundraising campaigns and online gifts

Campaign cards and pages on Support the Team, including number or date boards and registration.

Publishes when saved by someone with permission

Can prepare it: Administrators, Coach, Faculty Adviser, Booster Administrator, Financial Administrator.

Steps

1. A fundraising manager starts a campaign from a template (or their own saved template) and edits the wording, goal, ways to pay and any number or date board.
2. The campaign stays a Draft until it is published. It cannot be published while example wording in [brackets] remains.
3. Publishing puts it on the Support page. It can be ended (kept as a past campaign), archived (hidden) or duplicated for next season.
4. Online gifts (Apple Pay, Google Pay, cards) need the treasurer's Stripe account to be connected and Online giving switched on, then each campaign must opt in.
5. Staff mark board claims as paid when money arrives, and can release a claim to free it up.

Safeguards

- Gifts count only when Stripe confirms payment. The site never sees card details.
- Only administrators and the Financial Administrator can see gifts and the giving settings.

Schedule, results and individual results

Games, events, venues, final scores and wrestling bout results.

Publishes when saved by someone with permission

Can prepare it: Administrators, Coach, Assistant Coach.

Steps

1. Staff add or change games and events (category, public or team-only, venue, time).
2. Scores are entered with the game. A result stays hidden until it is marked verified.
3. Venues are never guessed: directions appear only for venues an administrator has verified.
4. For wrestling, bouts and placements are entered under the event. They stay private until Publish individual results is clicked for that event.
5. To tell families about a change, use Notify subscribers about a change on the event, review the drafted message and send it.
6. Events can be marked Varsity, Junior varsity or both, and use categories such as league championship, sectional, state, postseason and Senior Night.
7. Game Day Central (/game-day) builds itself from the next game: countdown, directions, live and ticket links, what to bring, related notes, sign-ups for that game, the latest result and coming-up games. Link a sign-up sheet or announcement to the game to have it appear there.
8. League standings are typed in under Standings (the site only knows its own results) and shown on the public Standings page, with your school highlighted.

Safeguards

- Unverified results and unpublished bouts never appear publicly.
- Team-only events are shown only to signed-in team members.
- Opponents are shown by school only unless the team chooses to show names.

Recognition: awards, senior tributes, captains' messages, community service and traditions

Player of the Week and other awards (with award types you can add), senior tributes for Senior Night, a captain's message with goals and initiatives, community-service highlights and team traditions.

Needs approval before it is public

Can prepare it: Administrators, Coach, Faculty Adviser, Student Editor, Assistant Coach, Content Editor.
Can approve it: Administrators, Coach, Faculty Adviser.

Steps

1. A writer opens Recognition, chooses what to add (award, senior tribute, captain's message, community service or tradition) and fills in the form. Tributes can only be for seniors and captains' messages only for captains.
2. If a student or other person is named, the writer ticks that the person or their family agreed to this being published. The site will not move forward without it.
3. The writer clicks Send to a coach for approval. It is Waiting for coach approval and nothing is public.
4. An approver publishes it, or sends it back with what to change. Coaches can also publish their own items.
5. Published items appear on the Recognition pages (Awards, Seniors, Captains, Community service, Traditions), on the athlete's page, and recently honored awards appear on the homepage and Game Day Central.

6. Editing a published item takes it down until it is approved again. Anyone who can approve can add or switch off award types.

Safeguards

- A person appears publicly only while they are on the public roster, and their own photo only if photos are switched on for them.
- Nothing naming a person can be sent for approval without the permission tick.
- Items still holding [bracketed] example wording cannot be sent or published.

Fan zone: polls and fan photos

Fan polls and photos sent in by fans.

Needs approval before it is public

Can prepare it: Administrators, Coach, Faculty Adviser, Content Editor, Media Administrator.
Can approve it: Administrators, Coach, Faculty Adviser, Content Editor, Media Administrator.

Steps

1. To run a poll, staff write the question and two to eight options, choose when results show, and open it. Polls open when staff open them; staff can close, hide or delete them.
2. Each person can vote once per poll. Votes are counted by a code made from the visitor's connection, never by storing an address.
3. Fans send photos from the Fan zone page after confirming the photo is theirs to share. The file is checked and cleaned (hidden location data is removed).
4. Every photo waits in the moderation list. Staff look at it, confirm who is pictured and that it is appropriate, and Approve or Do not use. Only approved photos are shown.

Safeguards

- Fan photos are never public until staff approve them.
- The sender's email is private to staff.
- Polls about students need the families' agreement first.

Photos and video

The media library behind galleries, stories and sponsor logos.

Publishes when saved by someone with permission

Can prepare it: Administrators, Coach, Faculty Adviser, Student Editor, Student Contributor, Assistant Coach, Content Editor, Media Administrator.
Can manage it: Administrators, Coach, Faculty Adviser, Media Administrator.

Steps

1. Anyone who can upload adds a photo and confirms that permission to use it is held (for people pictured).
2. Staff who manage media review it and approve it. Only approved media can be used on public pages.
3. A permission marked as denied removes the item from public pages.
4. Video can be marked as approved by the media partner (WCTV) before it is labeled as theirs.

Safeguards

- Uploads are checked and re-encoded.
- Unapproved media is never shown publicly.

Notices and the newsletter

Messages to people who signed up for updates, by email and browser alert.

Publishes when saved by someone with permission

Can prepare it: Administrators, Coach, Faculty Adviser, Content Editor.

Steps

1. Families sign up on Get updates. They must click a link we email to confirm, and they choose topics.
2. Staff with permission open Updates to families and write a notice, or start from a drafted schedule-change message.
3. They check the wording and the number of recipients, tick the confirmation box and send. Messages cannot be recalled.
4. For the newsletter they write a draft, add the automatic roundup (this week's games, recent verified results, new stories), send a test copy to themselves, then send.
5. Every message is logged. There is a limit on how many can be sent in 24 hours.

Safeguards

- Every email has a one-click unsubscribe and a link to change topics.
- People who unsubscribe are never emailed again unless they sign up again.

Items that publish as soon as they are saved

Staff-only content that is low risk and always recorded.

Publishes when saved by someone with permission

Can prepare it: Administrators, Coach, Faculty Adviser, Content Editor.

Steps

1. Announcements, sponsors, team history and the Support page headline publish when saved by someone with permission.
2. Roster entries and coach pages publish only for athletes and coaches marked as Show on public roster, field by field. Height, weight, experience and style appear on an athlete's page only when the family agreed (Show these details), and the team level (Varsity or JV) can be set per athlete.
3. Announcements can be marked Important (highlighted), given a picture, and linked to a game.
4. League, division and the team motto are set under Team info. The homepage can also show a Welcome message (from the team introduction) and a Featured fundraiser; both are switched on or off under Site settings.
5. Team information, FAQs and site settings change the site as soon as they are saved by an administrator.
6. Everything above is recorded in the Activity log with who changed it and when.

Safeguards

- Only people with the matching permission can change these.
- Student information is shown only as the family agreed.

Student privacy and safety

- Turn on two-step sign-in for any account that can approve or publish. Keep the recovery codes somewhere private, not on the site or in email.
- Student privacy comes first. Show only what the athlete's family agreed to: photo, grade, statistics and profile are each switched on separately.
- Never put students' phone numbers, home addresses or private email addresses on the site.
- A student's story or profile is never published without guardian permission and an approver's decision.
- Use your own account. Never share a login, and sign out on shared computers.
- If something goes public by mistake, unpublish or take it down first, then tell a coach or administrator.

What is new

2026-11-23

- Straight to the team: a team address such as utlmedia.org/whs/wrestling, and the team icon on the front page, now go directly to that team's own website. A team that does not have a page yet still shows the request form.
- Back to the front page: on every team page, click the team logo at the top left to return to the Under the Lights front page (utlmedia.org). The team name beside it still goes to the team's home page.
- Front page: the initiative now has its own home page with the mission, a how-it-works graphic, and every school with a sport icon for each team. Clicking an icon opens a short form (name, email, how you are connected to the team) that asks for that team's page. Administrators see each request under Page requests in the menu, and it is also emailed. Team addresses look like utlmedia.org/whs/wrestling.

2026-11-22

- Story templates: on My stories, start a Match recap (pick the game; opponent, date, place and score are filled in) or the Weekly team update (last week's results and this week's schedule filled in). Prompts in [brackets] are for you to write; a story cannot be submitted while any [bracket] is left. Approval works as for any story.
- Sponsors can be tied to a season (outside it they stop showing) and to one fundraiser, which thanks them on its page as well as in the directory.
- Tournaments: enter the team's place, teams in the field and team points on the event's Result (shown as "3rd of 12 teams"), and use the new Tournaments view on the Calendar to see them by month.
- Share buttons: stories and public game pages (with the result once it is in) have Share, Facebook, X, email and Copy link. Team-only events have none.
- Story expiry: on a published story, staff who can publish set a last day shown (Hide after). After it the story drops off the site but is kept; clear the date to show it again. Announcements already have a Hide after date.
- Photo albums: group photos and videos into an album (Media !’ Albums), pick a cover, and publish it. Albums appear on the Media page; each photo in an album still needs its own approval. Choose an album when uploading or under Edit details.
- Media filters: visitors can narrow the Media page by photos or videos, season, game or event, and who produced it.
- Two-step sign-in: anyone can turn on an authenticator-app code (with ten one-time recovery codes) under Security in the menu. Administrators can require it for all administrators and reset it for someone who lost their phone.

- Reports: private visitor counts (no cookies, nothing personal), top pages, device types and where visitors come from, with a spreadsheet download. Errors: problems are recorded, grouped and shown with the date of the last good backup.
- Nightly backup: an encrypted copy of the site's data is saved every night and the last 14 are kept.
- Phone and screen-reader checks: an automated accessibility scan of about 40 pages found and fixed one issue (footer links were too small to tap).
- Get updates: families can sign up for email and browser alerts by topic, change their choices and unsubscribe in one click.
- Updates to families: send notices (including drafted schedule-change messages) and a newsletter with an automatic roundup, with a test copy and a send limit.
- Alerts can also email subscribers when they go live.
- Inbox: staff see approvals waiting for them and decisions on their work, with an unread count.
- New roles: Assistant Coach, Content Editor, Media Administrator, Booster Administrator and Financial Administrator. Extra permissions can be added per person, and a role can be limited to one season.
- Fundraising: campaigns, templates, duplicate and archive, number or date boards, registration, saved templates, and optional online gifts through Stripe.
- Recognition: Player of the Week and other awards (add your own award types), senior tributes and a Senior Night page, captains' messages with goals and initiatives, community-service highlights and traditions, all with family permission and coach approval. A new Recognition entry in the admin menu and on the site.
- Fan zone: fan polls and fan photo submissions with moderation. Game Day Central: one page for the next game. Menu now includes Game Day and Recognition.
- Quick wins: Senior Night and postseason categories, league standings, Varsity/JV levels and a roster level filter, weekly calendar view, league/division/motto, optional welcome message and featured fundraiser on the homepage, announcement priority, picture and related game, and optional height, weight, experience and style on athlete pages.
- Boosters page with officers, meetings, sign-ups and approved updates. Seasons and archives. Coach profile pages. Wrestling individual results and statistics. Roster search, filters and a Senior section. Game-day banner. WCTV page and logo.