



EAST HARTFORD SOFTBALL

BOARD ADMIN GUIDE · SEPTEMBER 2026

RUN THE SEASON FROM ONE PLACE.

Everything the board can do on easthartfordsoftball.org/admin — posting announcements, emailing families, and seeing who's registered — in a few pages. No tech background needed.



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FIRST TIME

GETTING IN

Your access starts with an email invitation from Joseph — access is invite-only, so there's nothing to sign up for on your own.

- 1 **Open the invitation email** ("You've been invited...") and click **Accept invitation**.
- 2 **Create your password** on the sign-in page that opens — it's the black-and-gold East Hartford Softball page, so you'll know you're in the right place.
- 3 **You land on the dashboard**. From then on, sign in anytime at easthartfordsoftball.org/admin with your email and password.

AROUND THE DASHBOARD

SECTION	WHAT IT'S FOR
Dashboard	The season at a glance — events, registration counts, active announcements.
Registrations / Players	Who's signed up, per event and per date, with contact info and history.
Check-In	Clinic-day roster with a printable sheet for the binder.
Announcements	Post to the website — urgent ones appear on every page within seconds.
Messages	Email registered families in the club's branding.

YOUR ACCOUNT & THE LITTLE DETAILS

The **Account** button (bottom of the left sidebar) opens your profile — change your name or password anytime. Next to your name you'll see a small **"online"** pill showing how many board members are active right now. And everything consequential — posts, emails, sign-ups — is quietly recorded in an activity log, so there's always a clear answer to "who did what, when." Transparency for all of us, by design.

Phones welcome — the whole admin works on a phone browser, same address.



RAINOUTS • SCHEDULE CHANGES • BIG NEWS

POST AN ANNOUNCEMENT

Type it once and it's on the website — no developer, no waiting.

- 1 Go to **Announcements** → **Post an announcement**.
- 2 Write a short **title** and one-or-two-sentence **message**. The live preview on the right shows exactly how families will see it.
- 3 Pick the **type** — this decides whether it takes over the website (see the table below).
- 4 Set **Show starting** (today, usually) and **Take down after** — it removes itself, so you can post a rainout and forget it.
- 5 Hit **Post Announcement**. Done — it's live.

WHICH TYPES TAKE OVER THE WEBSITE

TYPE	WHAT HAPPENS
CANCELLATION URGENT	Red banner on every page of the site — appears within about 30 seconds, even for people already on the site, and disappears on its own when it expires.
WEATHER SCHEDULE CHANGE	Same site-wide banner, in gold.
General · Registration · Community	Saved for the record and visible in the admin — these don't show on the public site yet (that surface is coming).

The rainout play: post a **Cancellation** announcement, then send a **Message** (next page) to that day's families. Site + inboxes covered in under two minutes.

Visitors can dismiss the banner with the ×, but it comes right back on their next page — nobody misses a cancellation.



REMINDERS · CLOSURES · NEW CLINICS

EMAIL REGISTERED FAMILIES

Branded emails from the club's own address (noreply@easthartfordsoftball.org) — replies come back to the club inbox.

- 1 Go to **Messages** in the sidebar.
- 2 Choose the **audience** — every choice shows a live count:
All registered families · **one event's families** · **one specific date's families** (e.g., only people coming Sunday the 6th).
- 3 Write the **headline** (it becomes the subject line) and the **message**. Add a button with a link if you want one ("See the Schedule").
- 4 Click **Send Message** — it asks you to **click once more to confirm**, showing exactly how many families it's going to. That second click is the send.

GOOD TO KNOW

Every family gets an **individual** email — parents never see each other's addresses. Each email includes a line explaining why they got it ("your player is registered for..."). Sends are recorded in the activity log with the count and headline. And when a family registers on the website, they automatically get a branded confirmation with an **Add to Calendar** button — you don't have to do anything for that one.

Example: "No clinic today" → audience: *End of Summer Clinic Series — September 6* → two clicks → only that day's families are emailed.



WHO'S COMING

REGISTRATIONS & CLINIC DAY

Families register on the website — once per series, picking their dates, with the session assigned automatically from their player's age. It all lands here, live.

REGISTRATIONS

Every sign-up with player, guardian, contact info, and status — filter by event to plan coaching numbers.

Players shows every kid who's ever registered with their history (first-timers vs. returning).

CLINIC DAY

- 1 Open **Check-In** and pick the event — the roster shows everyone registered for that day.
- 2 Hit **Print Sheet** for the paper attendance list for the binder — players, guardians, phone numbers, blank walk-in rows.

Tap-to-check-in on a phone is coming next — for now the printed sheet is the game-day tool, and it always works.

PLAYER PRIVACY, ALWAYS

Registration details live only behind board sign-in — never on the public website. Photos of players appear on the site only with a signed media release. Emergency contacts and medical notes are for clinic-day safety and stay in the family, so to speak.



DIVISION OF LABOR

JOSEPH'S GOT THE REST

The pages before this are the everyday tools. Everything else — send it to Joseph and it's handled, usually same-day.

JUST ASK JOSEPH FOR...

Board & helper access	Send a name, email, and what they should see (full board access, or check-in only for a clinic helper) — they'll get their invitation email.
Event dates & schedules	New clinics, date changes, opening fall/winter registration — text him the details.
News posts & site copy	Articles, wording changes, photos.
Sponsors	New sponsor logos and links.
Data, exports & the database	Spreadsheet exports, the registration database, system maintenance.

COMING NEXT

Adding and editing events right from the dashboard · tap-to-check-in on phones · news editing · automatic day-before reminder emails. The tools you already have won't change — more just appears in the sidebar.

QUICK REFERENCE

Admin: easthartfordsoftball.org/admin · **Website:** easthartfordsoftball.org (ehsb.org works too) · **Socials:** @easthartfordsoftball

Questions, ideas, something looks off? **Joseph Rivera** — josephddev@gmail.com. Nothing you can click in the admin can break the website, so explore freely.