

New LAPS Athletics Website

<http://www.laschools.net/athletics>

The LAHS Hilltoppers and LAMS Hawks athletics have been combined into one new website. It is our hope that this will improve communication and consistency throughout the district.

I. LAMS Athletics:

<http://www.laschools.net/lams/athletics>

So that the Hawks receive the recognition they deserve and are not overshadowed by the Hilltopper content on the new site, a LAMS Athletics portal has been created on the LAMS website. However, to avoid widespread duplication, links to the LAPS Athletics site are provided for things like regulations, field locations, coaches' forms, etc.

II. For Coaches Section:

Information just for coaches can be found on the new "For Coaches" section. This includes meeting minutes, forms, and online contact forms. Some content is restricted to coaches viewing only (see Website Accounts below).

III. LAPS Schoolwires Website Accounts for Coaches:

Head and co-coaches were assigned website accounts and coaches viewing privileges. Most assistant coaches WERE NOT assigned accounts, only because a complete list of coaches was not available. A list of coach accounts and usernames was given to Vicki Nelms for verification during coaches meetings. Instructions to retrieve account information was also included if you do not know your account information.

Coaches Who Are Also Staff Members – You already had accounts. You were not assigned a separate coaches account. Coaches viewing privileges were simply assigned to your existing account.

ASSISTANT AND NEW COACHES WHO WERE NOT ASSIGNED ACCOUNTS - DO NOT REGISTER YOURSELF FOR AN ACCOUNT. CONTACT THE DISTRICT WEBSITE COORDINATOR, JAIME KEPHART. ONE WILL BE CREATED FOR YOU SO THAT APPROPRIATE VIEWING PRIVILEGES CAN ALSO BE ASSIGNED.

Online contact form – <http://www.laschools.net/websitecontact>

E-Mail – lapsweb@laschools.net

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IV. Online Submission Form For Coaches:

Coaches are encouraged to submit information for the website. To help you do this, there is a new online submission form for coaches. **You must sign in with your website account to use this form.** If you have important or helpful information for the LAHS athletics website, please use this online form to submit it to the District Website Coordinator. This could include information about achievements, changed practices, tryouts, camps, contact information, etc. Also, if your contact information changes, be sure to submit that information.

To access the online form, go to the For Coaches Homepage and click on "Submit Information for the Website". You can also e-mail lapsweb@laschools.net if you prefer.

Please do not submit scores through this site. We do not post scores here. Those are managed on the NMAA website.

V. Team Pages:

Coaches are encouraged to manage team pages. A very simple template has been developed for teams. They are not elaborate, but they are clean, easy to navigate, and easy to manage. They include the following:

- ❖ A basic informational homepage with contact information and links to schedules.
- ❖ A Coaches Updates – Blog page where coaches can post all important information and details about their sport, games, practices, and more. A blog is similar to an online journal. The word "blog" is short for "web log".
- ❖ A photo gallery page where you can post pictures of your team events.

If you are interested in starting a team page on the LAPS Athletics site, contact Jaime Kephart at lapsweb@laschools.net.

Examples of Teams Using the Template

These are both on the LAMS site.

- ❖ Football – Hawks 7th & 8th - <http://www.laschools.net/146520728121226540/site/default.asp>
- ❖ Volleyball – Hawks 7th & 8th - <http://www.laschools.net/14652082123619657/site/default.asp>

Editing Privileges

At this time, because this is so new, coaches do not have access to manage their own team pages. Information is posted for coaches by the District Website Coordinator. However, later in the year, the plan is to open these up and train coaches to manage their Coaches Updates Blogs.

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External Sites

To keep things consistent, you are encouraged to utilize the Schoolwires website editing tools and team page templates provided by the district. However, if you are managing an external website, please send that URL to the District Website Coordinator so that we can link to it from the Athletics site.

IMPORTANT! Even if you are managing your own external team website, as a representative of LAPS, your site is subject to all applicable district policies. This includes the Permission to Publish policy.

Permission to Publish

If you'd like to post student athlete pictures, names, or other student information, district policy requires that you first verify parent permission to publish.

This is easy to do. Simply send your team roster to the District Website Coordinator (lapsweb@laschools.net), who will then check the Permission to Publish list on file. Please allow at least 24 hours.

*New student photos for a current school year cannot be posted until AFTER September 15th. Do not send your roster or post student information until after September 15th.

*Sending the list in alphabetical order by last name will expedite the process.

Technology Support Instructions

Schoolwires Websites – Visitor Basics

How do I get a website account? (Staff)

I. New Accounts:

Accounts are created by the District Website Coordinator so that staff viewing privileges can also be assigned. All staff members with e-mail addresses have Schoolwires website accounts. New hires are assigned accounts upon hire. **Staff should not register for their own website accounts.**

II. I forgot or don't know my account information:

1. Go to <http://www.laschools.net> (or any district web page).
2. Click on "Sign In" in the dark gray menu bar at the top of the page.
3. Click on the "Forgot Sign-in Information" button.
4. Enter your e-mail address.
5. Click on "Submit".
6. Your account information should be e-mailed to you within 5 minutes.
7. **If you do not receive an e-mail within 5 minutes** with your account information, contact the District Website Coordinator by completing the online contact form or by e-mail. Your password will be reset and your new information e-mailed to you.
 - a. **Online Contact Form** <http://www.laschools.net/websitecontact>
 - b. **E-Mail** lapsweb@laschools.net

Technology Support Instructions

Schoolwires Websites – Visitor Basics

I forgot my website account information.

If you already registered for an LAPS website account but you forgot your login information, don't register again. Follow these instructions to retrieve it.

I forgot or don't know my account information:

1. Go to <http://www.laschools.net> (or any district web page).
2. Click on "Sign In" in the dark gray menu bar at the top of the page.
3. Click on the "Forgot Sign-in Information" button.
4. Enter your e-mail address.
5. Click on "Submit".
6. Your account information should be e-mailed to you within 5 minutes.
7. **If you do not receive an e-mail within 5 minutes** with your account information, contact the District Website Coordinator by completing the online contact form or by e-mail. Your password will be reset and your new information e-mailed to you.
 - a. **Online Contact Form** <http://www.laschools.net/websitecontact>
 - b. **E-Mail** lapsweb@laschools.net

Technology Support Instructions

Schoolwires Websites – Visitor Basics

Change Your Username or Password

For security reasons, it is good practice to frequently change your Schoolwires website account password. Also, if your last name changes, you may need to change your username to reflect that.

To access your account profile and change your username or password:

1. Go to <http://www.laschools.net> (or any district web page).
2. Click on SIGN IN in the dark gray menu bar at the top of the page.
3. Enter your USERNAME and PASSWORD and click on SUBMIT.
4. Click on the ACCESS MY INFO button that is now available to you in the dark gray menu bar at the top of the page.
5. Change your username in the USERNAME field. (if necessary)
6. Change your password in the PASSWORD field. (if necessary)
7. Confirm your new password in the CONFIRM PASSWORD field. (if necessary)
8. Scroll down and click on SUBMIT.
9. You will then be directed to a confirmation page that shows that your changes have been saved.
10. If you need help, use the following contact information.
 - a. **Online Contact Form** <http://www.laschools.net/websitecontact>
 - b. **E-Mail** lapsweb@laschools.net

Technology Support Instructions

Schoolwires Websites – Visitor Basics

Access Your Account Profile

If your personal information changes, you'll need to update your Schoolwires website account profile. This could include name, e-mail, or school changes.

To access your account profile and change your information:

1. Go to <http://www.laschools.net> (or any district web page).
2. Click on SIGN IN in the dark gray menu bar at the top of the page.
3. Enter your USERNAME and PASSWORD and click on SUBMIT.
4. Click on the ACCESS MY INFO button that is now available to you in the dark gray menu bar at the top of the page.
5. Update your information by typing the new information into the fields provided.
6. Scroll down and click on SUBMIT.
7. You will then be directed to a confirmation page that shows that your changes have been saved.
8. If you need help, use the following contact information.
 - a. **Online Contact Form** <http://www.laschools.net/websitecontact>
 - b. **E-Mail** lapsweb@laschools.net