



Dallington LTC Team Admin User Guide

Login at www.dallingtonltc.co.uk/team-admin

Email – Your designated email

Password – Your designated password

NOTICEBOARD

Click on 'Noticeboard' in left column.

Type your message in the box and 'Submit'

MATCH REPORTS (Only works if Fixtures have been entered by Main Admin)

Click on 'Match Reports' in left column.

Click on 'Add a Match Report'

Select fixture

Add Score (Home team first)

Add Title

Enter report and 'Submit'

NEWS

Click on 'News' in left column.

Click on 'Add a News Item'

Enter Title, Add Story and upload image if required and 'Submit'

GALLERY

Click on 'Gallery' in left column.

Click on 'Add an Image'

Add Title of image along with brief description (Will appear in the gallery)

Select the image on your pc by clicking 'Browse' and Submit.

(Try to resize the images first as they will not upload if too large)

CONTACTS

You can edit and delete your team contacts here

LOG OUT

For security purposes, please always log out when finished.

We hope you find this user guide fit for purpose.

If you have any questions or problems please email mark@aim4webdesign.com in the first instance.