



User's guide

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1. Definitions of common terms

My Account / Manage Account

- In the upper right corner of every page after the home screen, 'my account / manage account' is an area that every user should be familiar with...this is where users can always go to remember what they have access to, what they have created in the past and/or to modify their account settings.
- Account Type: this setting will determine what features/modules a user may or may not have access to and can be modified at any time. As Account Type is changed, the options listed under 'Create' will change too.
 - Caution: A user that registers for example as a 'team manager' or 'tournament director', and is associated with a team or tournament listed on the site, then unchecks 'team manager' or 'tournament director' from his/her account type, will lose access to the team and/or tournament he/she was associated with. So it's important to think twice before changing 'account type'...especially when *unchecking* an account type previously used.
- View profile: this link takes users to a page that summarizes everything a user has listed or has access to in addition to his/her coaches/instructor profile if applicable.

Forgot password

- From the Sign In page, pressing the 'forgot password' link will take users to a page that asks for the email address that they originally used to register on the site. If they enter the appropriate email address, the system will send them reset instructions to that email address.
- If users can't remember their email address, they'll need to email coach@travelbaseballcentral.com requesting their account be looked up. They'll need to provide as much of the following as possible, *first name, last name, user name, city, state, team association, academy association* and someone will get back to them with reset instructions.

Archive

- From the 'my account / manage account' area, users have the ability to 'archive' teams, players, tournaments, academies, and/or service providers so that those listings are not visible anywhere on the site by other users.(see *delete below for related information*)

Delete

- TBC does not provide a 'delete' option to avoid users from deleting items inadvertently and not being able to retrieve them. 'Archive' is intended to serve as a better option.(see *archive above for related information*)

Claiming or claimant

- TBC uses the term 'Claimant' to indicate who owns and has edit rights to a particular team, tournament, academy or service provider. The claim process gives TBC the ability to list items to grow the site's content, then turn over the listing to its appropriate owner when they use a claim button. Team Claimants can be removed however tournament, academy and service provider claimants cannot be changed once established unless requested and initiated by TBC admin.

Ratings and Reviews

- TBC allows and encourages users to Rate and Review Tournaments, Fields, Coaches, Instructors, Academies and Service Providers. The Travel Ball community thrives on word of mouth but the thinking here is that users can help other users that have come before them to make Travel Baseball better.

Report! (upper right on most pages)

- User may notice a 'report' icon in the upper right on many pages of the site. This allows users to report to the site's operators that something on a particular page is amiss, inappropriate or incorrect. There is a lot of user supplied data on the site...users are encouraged to help police the site.

2. TOURNAMENTS MODULE

Basics


EDIT BUTTONS are located in the center of each tournament's main display page, and are only visible to the owner/claimant of the tournament listing.

COPY TOURNAMENTS – after setting up 1 tournaments(think of it as a template), use this button to create additional tournaments, then just change the specifics like name, date, fields, etc.

MANAGE FIELDS/SPONSORS – the database has over 22k fields. You should tie each tournament to the field/park you'll be using. You can also insert a sponsor logo and website link if you'd like, or use your own logo again, to better brand your own organization.

We try to reorient(center) map images of all the fields listed on your tournament but you may also send us a field request with better information and we will be sure to reorient the map at the same time. Do this 1 time per field and you'll never have to do it again.

How to List Tournaments

To start, familiarize yourself by watching this video: 

1. www.travelbaseballcentral.com

2. Press the **REGISTER NOW** button from the Home Screen or use the **SIGN IN**. Be sure to Register as a **Tournament Director**.

3. Go to the **TOURNAMENTS** tab: Take a look at several other tournament listings to get comfortable with what your listing will look like and the inputs you may want to have handy; like image files and url's to your own website.
4. Verify that the fields/park you'll be using for your tournament are in the database by searching for them in the 'fields' tab. Use **SETUP NEW** if you need to add a field. Use the **REQUEST FIELD EDIT** button to improve the details or map orientation.
5. From the **TOURNAMENTS** tab, use the **SETUP NEW** button in upper right corner to navigate to the setup page for your first tournament.
6. It's important to get your information perfect so that when you begin 'copying' to create other tournaments, you will not have to make many changes except to the name, dates, fields and a few other tournament specific items.
7. Notice the icons in the center of the page to make edits as needed.(they are only visible to a logged in tournament director) **MANAGE TOURNAMENT**, **MANAGE CONTACTS**, **MANAGE FIELDS/SPONSORS**, **MANAGE TEAMS**, and **COPY**.
8. Familiarize yourself with the drop down menu **MY ACCOUNT** then **MANAGE ACCOUNT** page. From here you can see what tournaments you've setup, and you can access them to make edits or copy them to create additional listings.
9. Set up one tournament listing just the way you like it, then simply use the **COPY TOURNAMENT** button to create your other tournaments and make edits as needed.

Other TIPS

- **Registrations/Who is Coming:** For Tournament Directors that do not have their own website. TBC is capable of hosting registrations and/or showing 'who is coming', rain delays and/or other schedule/announcement information.
- Including the **Field/Park** that a tournament will be played at will help your exposure....users can search for upcoming tournaments based strictly on any field or park name to see what is coming up.
- **Manage Documents** may be helpful if you require certain forms.
- **Recurring Tournaments:** If you host the same tournament each year...you can easily just change the dates of expired tournaments to dates in the future to effectively create new listings.
- **CLAIM TOURNAMENT:** TBC and/or any or any other users have the ability to create tournament listings and then at a later date, the appropriate and actual Tournament Director can '**CLAIM**' his/her tournament to gain access to it and be able to make edits or copy it.
- **Archive:** If you've made a mistake, go to My Account/Manage Account and you can Archive a tournament so it doesn't show up anywhere on the site. Or just change the date to a date in the past so it won't show up on searches in the future.

The Tournament Setup Page - Details

- **Competition levels** – check all that apply to your tournament.
 - By way of example, it's important to realize that a search on AAA will not return a tournament that was setup with only Open competition level and vice versa.
- **Tournament Type** – on the tournament setup page, if you check 'other', an additional description box will open up so you can describe the tournament as you like, ie. Sunday only, 2 game guarantee into bracket.
- **Primary Location** – fill in an actual city(not a description of the area), state and zip so the geographic searches work correctly.
- **Will Signups be Managed Elsewhere** – checking yes will open up an additional box so your url can be input that will take users who want to sign up directly to your company's website.

- **Tournament Organizer Company** – In this box on the setup page, be consistent. Users can search on your company name but you must fill this box in exactly the same for each tournament for it work correctly.
- **Edit buttons** are located in the center of your tournament's main display page.
 - **Copy tournament** – use this button to create new tournaments without having to re-enter all the basic information over and over again.
 - **TEST IT**, run some searches that should return your tournament to be sure you've got it setup as intended.
- **My Account / Manage Account** – be familiar with this area as this is where you can see what tournaments you have previously setup, make edits, copy and/or archive tournaments.
- **Account Type** – to setup or claim a tournament, you must be registered as a 'Tournament Director'.
- To hide or **Archive** a tournament that is cancelled or inadvertently created, go to your My Account / Manage Account are and scroll down to the tournaments you manage. On the far right side is a 'manage archive' button that will allow you to prevent the tournament from showing up anywhere on the site. You will be able to 'un-archive' at any time should you want to use the tournament in the future simply by modifying the dates, name, location etc.
- **Claim** – In some cases TBC has listed tournaments on an organizers behalf to add content to the site or to jump start the site into a new territory. If you are the rightful owner of the tournament and the real tournament director that should 'own' a tournament that is un-claimed(one that TBC listed) simply press the 'Claim tournament' in the center of the tournament's main display page. TBC will receive a notification to 'approve' you and then you'll be in position to make edits, copy it etc.
- **Fields** – if the field/park you use are not setup yet in TBC, simply use the 'Request Field Edit' button or the 'Setup New' button located within the fields module to send us a notification to list or improve the data on your field. We recommend you include as much information as you can about the fields you use to improve the users experience on the site and ideally better understand where your tournament is being held.

3. FIELDS Module

As of 01/30/17 we have loaded in over the addresses for all high schools and youth parks we could find in the USA ~22,000. The idea behind this module is to encourage travel ballers to use their unique insights of fields they are knowledgeable of, work together and help improve the field's data. This module enables fields to be linked to tournaments, teams, events and tryout listings.

- **SETUP NEW** – This button located in the upper right on the search page of the 'Fields' module allows any user to create a field/park that we have not identified by entering the field/park name, address and a few other particulars which will be sent to Admin to approve.
- **MAP ORIENTATION** – Users may find maps that aren't centered on the fields exactly...this occurs when the gps coordinates of a field relative to an address don't match exactly...however, users are encouraged to use the REQUEST FIELD EDIT button to alert Admin to re-orient the picture.
- **REQUEST FIELD EDIT** – this button and process located within the field main display page area allows users to send Admin better details of a field so Admin can make updates.
- **RATINGS** – users are encouraged to contribute to the site by rating and reviewing fields so others users can benefit from their insights.
- **Coaches Tip:** search for a field/park, then copy/paste the url into your next announcement so parents can simply click on the url to know where they are heading to next.

4. TEAM MANAGEMENT (Calendar, Roster, Announcements via text/email)

WHY LIST A TEAM?

1. **Transparency** – let other teams know who you are, where you come from, your team history and philosophy. Let's move Travel Baseball past the days of showing up on Friday or Saturday with no idea who/what you're up against.
2. **Contact Information** – provide good contact information for your team so other team's coaches can find you quickly based on age, level, or location...possibly for scrimmages.
3. **Tryouts** – advertising **tryouts OR openings** on TBC. Prospects can find your team based on age, level, location, field or academy association AND quickly learn important details about your team and/or coaches and instructors.
4. **Team Management is Free**. Utilize the team calendar, host your team contact information confidentially and send out text and emails to the parents, for Free.
5. Use the **Fields** module(22,000+) to find field/park information and quick directions.

The team module enables coaches/managers to confidentially manage their team calendar, display internally their team roster and contact information and make private announcements to their team via group text and email. Additionally, this module helps teams advertise details about their team to prospects before and during tryout season. Teams can also advertise details about their tryouts as well; when, where, private or open, etc. Teams that continue on year after year are only required to setup their team once, and then they can just make small edits each year like moving the playing year and age forward, and other relevant details that may need updated. Even players, parents, coaches and relatives can be removed or added as needed using the 'manage roster' area. TBC believes transparency helps improve the sport so encourages teams to utilize the platform and input as much information about their team as possible...who doesn't want to understand a little bit about the team they are playing next or be able to quickly find contact information to setup scrimmages.

A few things that aren't obvious about the TEAMS module.

- In Roster/Contacts the player's names are visible to the public but their contact info is only visible to 'invited team members and parents'.
- Team parents, players and relatives email addresses are hidden from the public. Coaches and team managers can elect to hide email addresses and phone numbers as well in their personal account setups.
- The Team claimant can give several other people 'Admin' authority, which gives them the ability to schedule events on the calendar, manage the roster and/or post announcements.
- Announcements and Calendar changes can be sent to team members via text, internal and external email if elected.

Definitions within TEAMS module

- **SETUP** - Teams may be 'setup' by any registered user with any 'account type' but then need to be 'claimed' by a user with an account type of Team Manager or Coach.
- **CLAIM** - After a team is 'setup', a Coach or Team Manager should sign in then use the 'claim team' button in the middle of the team's main display screen, this process will give the 'claimant' ownership of the team and therefore the ability to edit/modify/invite others. The 'claimant' must be registered with an account type "coach" or "manager".
 - To modify an 'account type', go to 'my account/manage account/edit account type' in the upper right corner after signing in.
- **OWNERSHIP** - The 'Claimant' will 'own' the team and be able to edit the listing, make roster changes and/or manage the calendar and send out group announcements via text and email.
- **INVITE** - The team owner/claimant or anyone assigned with Admin authority, may 'invite' the team's other coaches and parents using the 'manage roster' button shown in the middle of the team's main display page. The owner may also assign 'Admin' capability to any other coach or manager to enable those individuals to also manage the calendar, send announcement or invite others to the team.

- **PLAYING YEAR** – keep in mind that East Cobb Dodgers 13u with playing year **2015-2016** is not the same team as East Cobb Dodgers 13u **2016-2017**. Two teams with the exact same name but different playing years are considered two entirely different teams. However, the 2015-2016 Dodgers could elect to edit their profile at the end of the season if they are staying mostly in tact, to 2016-2017.

SETUP A TEAM ***Academy managers, see tips at the bottom of this section***

1. **Register** as a Paid Coach, Volunteer Coach or Team Manager.
2. Familiarize yourself with the '**my account/manage account**' upper right pulldown menu area.
 - *This is where you can edit your personal setup and determine what you have the ability to create and/or edit in the future.*
3. Go to the TEAMS tab and press the SETUP NEW button upper right.
4. The site will walk you through a team setup. Go slow and follow the directions closely.
 - *Tip: Logo's and Team Photo's cannot be pdf's, use a JPG or PNG file format.*
5. Go to your team's main display page, if you correctly registered yourself like instructed above on point #1, you will be able to see several 'edit' buttons in the center of the screen that are only visible to you as the team manager or coach. If you are not seeing edit buttons like 'manage team profile' or 'manage roster', use the 'claim team' button in the center of the page to give yourself ownership of the team and/or modify your account type as instructed above on point #1.
 - **Manage Team Profile** button will take you back to the original team setup/input page.
 - **Manage Roster** is where you will go to add or invite other coaches, parents, players or relatives to your team. These individuals will be able to access the team calendar, team roster and contact information and receive team announcements via text and email(internal email on the TBC site and on their external email)
 - i. *Tip: Go slow, read the instructions carefully on the manage roster page!*
 - ii. *Tip: The site can handle inviting people that are or are not already registered on the site. However, we recommend you give the unregistered users a heads up to expect an invite from TBC. Tell them to follow the invite email instructions closely. If they are already a registered user, their name will pop up in the boxes as you begin typing in their name...making it really quick and easy to add them to your team.*
 - **Post Announcement** button is visible to any coach or team manager that has been given 'admin' rights. You may need to remind your team's members to turn on the ability to receive texts from their 'my account/manage account/edit profile' area if they didn't when they registered initially.
 - **Copy** is useful for academies to create one team as a template, then create their other teams by 'copying' the template team...then modifying the data as appropriate like age, coaches, etc.
 - **Team Admins** can be assigned in the manage roster area by simply checking the box next to a name. This gives them the ability to send announcements, modify the roster and/or make announcements.

Tip: Directions: search on the field you're heading to next on TBC, copy and paste the field's url from the TBC website into your Announcements so parents can simply click on the link and get directions.

Tip: Academy Teams: If you're an academy team and the academy had setup teams for the purpose of advertising tryouts...new coaches or team managers can simply 'claim' the team that represents their age group and take ownership of it if they choose to, rather than setting up a new team.

Tip: teams don't necessarily need to be setup every year repeatedly. Teams that are kept mostly in tact with similar players and/or coaches have the option to just modify the 'playing year' and moving the

team age forward if they choose to. Players, parents, coaches etc. can be removed and/or added as appropriate year after year in the manage roster area.

5. SETUP A TRYOUT ***Academy managers, see tips at the bottom of this section***

Tryouts are to be setup after the team is setup....Team Admin's can use the 'setup tryout' button in the middle of a team's main display page to establish any number of tryouts for a team. Users will then be able to find tryouts for a team using advanced search criteria like age, level, openings, location, and private or open. Prospects will be able to research the academy, the team and/or the coach using hotlinks and/or the other modules. Any Team Admin will be able to setup tryouts and/or manage/edit the tryout listings using the buttons that will show in the middle of the screen on each tryout listing.

1. Use the **SETUP NEW** button located in the upper right corner of the Tryouts page OR use the 'Setup Tryout' button located in the center of the your Team's main display page. You must be the claimant or assigned by the claimant as having admin authority to setup a tryout.
2. If you leave the start and end date boxes empty, your tryout will not have a definitive end and continue to show up on searches for the team's age, level and location.
3. If you do not input a URL that will handle the signups/registrations for the tryout, you will be notified automatically from the TBC if/when another user signs up for your tryout directly on TBC.
4. **PLAYER PROFILES** – We recommend you check 'YES' next to the require Player Card to be Sent option so that users will send you a nice 1-2 page summary of the players picture, contact information, playing history and basic stats. This can be used at the tryout to take notes on and keep handy.
5. Keep in mind users can search on the Type of Tryout, Private or Open, Current Openings on the Team, the field, age, and/or competition level so it's important to setup those options accurately on the tryout and team setups.
6. **TEST IT** - once you've setup a tryout, do a search to ensure the tryout is returned as intended based on specific search criteria.

ACADEMIES Tryouts – 2 approaches to for listing TEAMS and TRYOUTS

1. **Setup 1 single team to represent all your academy teams (new in 2017) – use this approach if you are not interested in using the team management features like team calendar, roster, announcements via email or text.**
 - Setup a single team and select every age group that you have teams playing at that will describe who you are, your philosophy, location, approach etc. Then when listing tryouts, simply setup tryouts off of the main academy team for every date you are holding tryouts for but be sure to detail in the description for each tryout, which age groups apply to which dates.
 - Users will search based on AGE, and all your tryout dates will show up for them because the search is based off of the age groups selected in the Team setup. However, users will learn/read from your descriptions which dates apply to the age group they are interested in.
 - coach@travelbaseballcentral for help!

2. Setup separate team/s for each age

- Academy owners/managers may 'setup' one team to include all the particulars that he will want displayed on every team at the academy. Consider this a 'template'. We recommend details like the logo, history, descriptions, location, etc. be consistent for every team at an academy to convey an organized organization. Once the 'template' team is setup, use the 'Copy Team' button in the center of the team's main display page as many times over as needed to create teams for every age groups, all the while remaining the 'owner/claimant' on every team until a point in time when coaches for each team have been determined. Then, the academy owner/manager should go to 'manage roster' and 'remove' himself from that team. The new coach can then 'claim' the team and begin to invite or assign admin authority to other coaches and parents as appropriate.
- The Academy owner/manager has the option each year to create new teams for each age group or ask the prior year coaches to 'remove' themselves and all the players/parents/coaches from the team so that he may re-claim it....and then after tryouts, reassign it by removing himself again to hand it off to the next year's coach once determined.
- OR if a team is graduating mostly in tact to the next playing year, the team owner/claimant can simply modify the playing year, update other details like playing age and then remove non-returning players/parents and 'invite' the new ones.
- Academy owners can also elect to have their new team managers and coaches start from scratch and create new teams, however we at TBC would recommend some oversight to ensure consistency in messaging, logo's, etc.

6. PLAYERS

This is the area that a parent can setup a player profile or players can do it for themselves if they are over 14. Parent or Players can use the 'Send Player Card' button in the middle of the screen to give a coach access to the player's information, perhaps before a tryout. Parents can simply update the information each year as needed. Parents with multiple players/sons....yes TBC can handle that too.

- **PLAYER PROFILES** – Coaches may elect to require parents to create and send their son's 'player profile' before a tryout. This enables a coach/manager to receive a short summary of the prospects history, stats, contact info and picture to review and/or take with him to a tryout to keep notes on. Access to a player profile is confidential and can only be authorized by the player's parent or player himself. A coach will receive a notification of the player profile and be able to view it on the website using 'my account/manage account.' The ability to mandate 'player profiles' be sent to a coach is located in the manage tryout or setup area for each tryout.

7. ACADEMY module (definition - academies have a facility AND manages teams)

Basics

What is the difference? An **ACADEMY** has a facility AND manages teams. A **SERVICE PROVIDER** has a facility but doesn't directly manage travel teams OR it only manages travel teams OR organizes tournaments OR provides other baseball related services.

EDIT BUTTONS are located in the center of each tournament's main display page, and are only visible/usable to the owner/claimant of the tournament listing.

MANAGE TEAMS/INSTRUCTORS –Owners/Managers should ideally link their listing to their instructors and teams using this edit button so they are linked throughout the site to increase exposure.

ALREADY LISTED - TBC has pre-loaded nearly 1000 Academies and Service Providers onto the site to add content quickly. Owners/Managers of any facility should register on the site then search for their Academy or Service Provider listing to see if it is already listed. If it is, simply use the 'Claim' button in the center of the screen to get approval to gain ownership and control the listing and be in position to make edits/improvements.

How to Maximize your Exposure

1. Use High Quality images
2. Detail are important, be complete and accurate to portray a high quality organization that cares about the small details
3. Link all your instructors to your listing
4. Link any teams you manage to your listing
5. Utilize the Events tab
6. Setup a Travel Baseball Central link on your website
7. Send out a bit about TBC to your contacts, they will appreciate being in the loop on the site as we all together try to improve Travel Baseball communications, cc: coach@travelbaseballcentral.com and we will give you exposure through some of our channels of communications if requested.
8. Send TBC an 'endorsement' to be used on our advertisements of the site.

How to SETUP A NEW Academy or Service Provider listing

To start, please familiarize yourself with the many hidden features throughout the site by watching this video: 

1. www.travelbaseballcentral.com
2. Press the **REGISTER NOW** button from the Home Screen or use **SIGN IN**. Be sure to Register as an **Academy** or **Service Provider Manager**.
3. Take a look at several other academy or service provider listings to understand what type of information to have handy before you perform your setup. ie. URL to your website and image files.
4. Go to the appropriate tab, either Academy or Service Provider and select the **SETUP NEW** button in the upper right corner.
5. Fill in all the relevant boxes on the setup page, then be sure to hit Finish at the bottom to complete the process.
6. Review your listing and make Edits using the edit buttons located in the center of the screen labeled '**MANAGE ACADEMY PROFILE**' and '**MANAGE TEAMS/INSTRUCTORS**'
7. Ask or Invite your instructors to register on the site so you can link them to your listing using the Manage Teams/Instructors edit button.
8. Events. If you are holding special **EVENTS, SHOWCASES, CAMPS or CLINICS**, it will be helpful to list them under the '**EVENTS**' tab so users can search and find them based on location, age, or type.
9. Familiarize yourself with the upper right corner drop down menu **MY ACCOUNT / MANAGE ACCOUNT** page. From here you can see what listings you've setup and you can access them to make edits or copy them(in the case of tournaments) to create additional listings.

Other TIPS

- **CLAIM ACADEMY** or **SERVICE PROVIDER**: TBC and/or any other users have the ability to create listings and then at a later date, allow the appropriate and actual owner or manager to '**CLAIM**' his/her listing, which gives the owner/manager the ability make edits and manage the listing.
- **ARCHIVE**: If you've made a mistake, go to the My Account/Manage Account area and you can Archive a listing so it doesn't show up anywhere on the site.
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8. SERVICE PROVIDERS (service providers have a facility OR manage teams OR organize tournaments OR provide other baseball related services but NO teams)

See instructions above for Academies...as the instructions for Service Providers are the same as for Academies.

9. COACHES / INSTRUCTORS

This module was designed to give users the ability to quickly find Coaches and Instructors using advanced search criteria like team name, location, whether the coach is currently looking for a team and/or based on age groups they tend to focus on. TBC believes that our platform provides these individuals a great way to advertise their experience, location and availability on a site that the users/customers are naturally going to anyway, hence the 'everything travel baseball' and 'one stop shop' tag lines. We are indeed, Organizing Travel Baseball.

Coaches must register with an 'Account Type' Coach or Instructor to be in position to complete their Coach/Instructor Profile. Go to My Account / Manage Account area to either modify your account type and/or access your existing Coach Profile to make updates or edits.

Coaches and Instructors who complete their profiles will be in position to easily be added to their team's rosters and/or to the academies they are associated with or work for.

A picture is worth a 1000 words they say....we highly recommend adding one to increase exposure and perception.