



Academy / Service Provider Guide

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.

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, event 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.