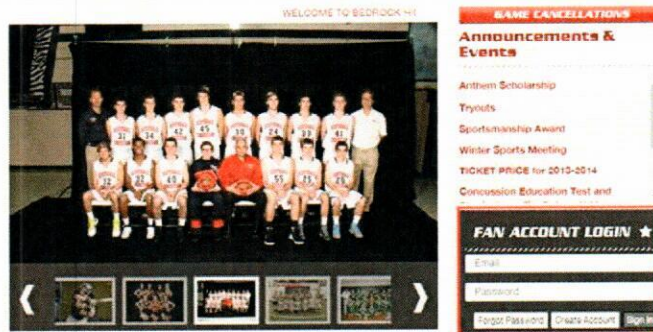| HOME | ABOUT US | BIGTEAMS.COM | CONTACT |

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WHAT IS A FAN ACCOUNT?

Fan Accounts are for students, parents, or community members to choose their favorite teams, sign up to receive automatic email and/or text notifications about game cancellations and critical athletics/activities related information, and upload photos. Fans can sign up by clicking "Email Alerts" at the top of the live site, or by clicking "Create an Account" in the "Fann Account Login" box located on the right side of the live site, as shown in the photo below. To learn more about how to create an account please click here.

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CREATING A FAN ACCOUNT

To create a fan account click "Create an Account" at the bottom of the "Email Alerts & Fan Login" box on the home page of your school's website as shown below.

Once you have clicked "Create an account" you will be taken to a screen that looks like the one below. On this screen you must fill in all of the information about yourself that is requested.

When you have entered all of the appropriate information, including the security code that you must copy from the red box, click "Sign Up" at the bottom of the screen.

Once you have clicked "Sign Up" you will be taken to your fan dashboard where you can update your:

- Fan Account Information
- Favorites/Alerts
- Content

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MY ACCOUNT INFORMATION

This is the page that you will see when you are logged in to your account. Click "Change" on the home page in the "My Favorites" box as shown below.

This page allows you to update your general account information, including changing your password. When you have clicked "My Account Information" you will see a page like the one below filled in with all of your information.

To update your information make your changes are made in the correct boxes. When you have finished click "Update" at the bottom of the page.

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FAN FAVORITES/ALERTS

The Favorites/Alerts tab allows you to view and edit how and from which teams you would like to receive alerts and what your favorite team selections are. The Favorites/Alerts tab is pictured below. It is important to keep in mind that when you make a team a favorite it does not mean that you will automatically be signed up to receive alerts from that team. A more detailed description of both can be found by clicking here.

Fan favorites and alerts settings:

The fan alerts setting are controlled on the top half of this tab as seen below.

The areas that you are able to edit are:

- First Name
- Last Name
- Email
  - This is the email address that email alerts will be sent to.
- Subscription Type
  - You can choose from email only, text only, or email and text. To make your selection choose from the drop down list.
- Cell Number
  - This is the cell phone number that text alerts will be sent to.
- Cell Carrier
  - You will not receive text alerts unless you select a cell carrier.

- Text Type
  - This allows you to choose if you would like to receive detailed or concise text messages. Detailed will be the full annoucement. Concise will alert you that an alert has been sent out but will not include the details of the alert.

Selecting teams as favorites and receiving alerts:

The lower half of the Favorites/Alerts tab is where you can manage which teams are your favorites and which teams you want to receive alerts from. The bottom half of the page will look similar to the image below. From here you can manage your <u>favorite teams</u> and sign up to receive <u>email and/or text alerts</u> for teams.

Favorite?	Team Name	Alerts
☐	Baseball JV	No ▴
☐	Baseball Varsity	No ▴
☐	Basketball Boys JV	No ▴
☐	Basketball Boys Varsity	No ▴
☐	Basketball Girls JV	No ▴
☐	Basketball Girls Varsity	No ▴
☐	Bocce CoEd Varsity	No ▴
☐	Cheerleading Girls JV	No ▴
☐	Cheerleading Girls Varsity	No ▴
☐	Cross Country	No ▴
☐	Cross Country Varsity	No ▴
☐	Field Hockey JV	No ▴

To make a team a favorite:

Click the box in the column titled "Favorite?" to the left of the team you would like to make a favorite. By making a team a favorite a link to that team's page will appear in the "Favorites" box on the right side of your home page when you are logged in to the account. The image below shows you where they will appear.

Once you have selected all of your favorites you must click "Update" at the bottom of the page.

To sign up for alerts:

Scroll to the team you would like to receive alerts for. Click on the drop down menu to the right of that team under the column titled "Alerts" and switch the selection from "No" to "Yes". Once you have done this for all of the teams you would like to receive alerts for click "Update" at the bottom of the page.

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FAN CONTENT

This page is where you manage the content that you have submitted. When you first create a fan account this tab will look like the one below. If you have already agreed to the content agreement click here. Keep in mind that any photos you upload must be approved by your Athletic Director or coach. You will not see your photos on the website until they have been approved.

In order to be able to submit content you must click the box next to where it says "I agree to the content agreement, and certify that the name, email address, and phone number provided are accurate." Once you have accepted the content agreement you this tab will allow you to manage your content per the instructions below. To read the content agreement click the bold "content agreement" next to the box or click here.

Managing my content:

After accepting the content agreement your "My Content" tab will look like the image below.

From this page you can choose to receive credit for submitted content and upload photos.

At the top of this tab is an explanation about receiving credit for the content you have submitted. If you would like to receive credit for your photos change your setting in the drop down menu below the explanation at the top. Your two choices are:

- No thanks, I'll stay anonymous.
- Credit me with all pictures I post.

This page also mentions a pro fan account, to learn more about what that is please click here.
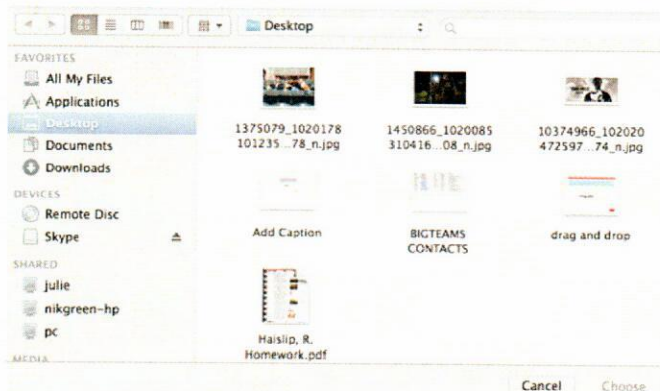
To upload photos:

Click the "Create a New Folder". You will be taken to a screen like the one below.

Create a New Folder

Folder Name   Place in Gallery   :

Cancel   Upload Photos

Enter a name for the folder you would like to add, then select which gallery to place it in. If you are adding team specific photos be sure to select the correct team. If they are photos from a a school-wide event add them to the gerneal photo gallery. Once you have filled both in click "Upload Photos" and you will be taken to the screen shown below. You now have two choices on how to upload photos. Your first option is to click drag and drop your photos onto the "Drop files to upload" screen.

Upload Photos for Test

There are currently 0 photos in this folder. We recommend a maximum of 50 photos in any given folder for best performance. Depending on your connection speed, you may want to start this process by limiting the number of photos you try to upload at one time, until you get an idea of what is possible.

▸Drop files to upload
(or click)

Finished

Your second option is to click in the "Drop files to upload" area. Once you have clicked a window like the one shown below will appear. Once you're there you can select the photos that you would like to upload. Once all of your photos have been selected, click "Choose" in the bottom right of the window.

Desktop   :   Q

FAVORITES
All My Files
Applications
Desktop
Documents
Downloads

DEVICES
Remote Disc
Skype   ⏏

SHARED
julie
nikgreen-hp
pc

MEDIA

1375079_1020178   1450866_1020085   10374966_102020
101235...78_n.jpg   310416...08_n.jpg   472597...74_n.jpg

Add Caption   BIGTEAMS   drag and drop
                 CONTACTS

Haislip, R.
Homework.pdf

Cancel   Choose

Once you have uploaded your photos, you will be directed back to the "Upload photos" page. If your photos were successfully uploaded they will appear with a green checkmark in the corner. When you have finished uploading all of your photos, click the red "Finished" in the bottom. You will then be directed back to your "Manage my content" page. The album will now be a black box that says "Image pending." Your photos will not appear on the live site until an administrator or coach has approved them. When your photos have been approved they will be shown on the live on the "photos" page for the specific team you uploaded them to.

We recommend uploading a maximum of 50 photos per folder.

Upload time depends on the speed of your internet connection, the number of photos you are uploadng, and the size of the files.

Keep in mind that any photos you upload must be approved by your Athletic Director or coach. You will not see your photos on the website until they have been approved.

As a fan you cannot edit or delete photos that have already been approved

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