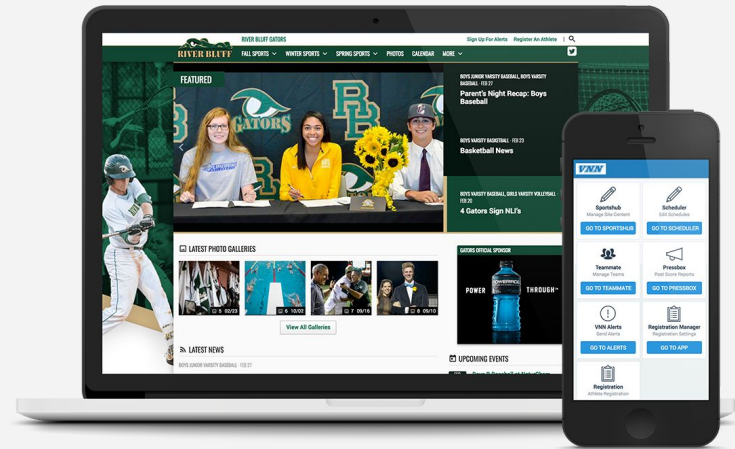


# VNN WEBSITE

# REFERENCE SHEET



Training Playbook  
GetVNN.com for Coaches

[VNNSupport.com](http://VNNSupport.com) (Training Videos and Step-By-Step Instructions)

# GETTING STARTED - CREATE ACCOUNT FOR GETVNN.COM

## Coach Account Setup Instructions

- Go to GetVNN.com and click Sign Up. Follow steps to continue to create your account.
- Once account is setup go to getvnn.com and login.
- Once logged in, click on Head/Profile icon in top right corner.
- Select Profile and look for 'Request To Coach A Team' button and follow steps to choose your team.
  - From there your AD will receive a notification so they can approve you as coach.
  - Once approved you will get an email confirmation.
- Once confirmation email comes in, go back to GetVNN.com and log in.

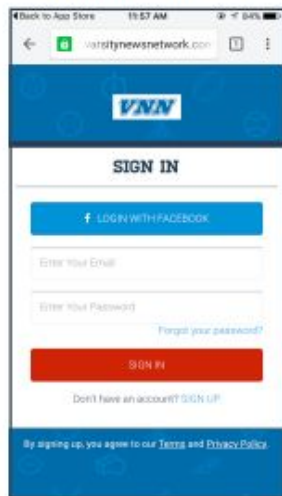
# ADD GETVNN.COM SHORTCUT TO SMARTPHONE

## STEP 3 : ADD TO HOME SCREEN

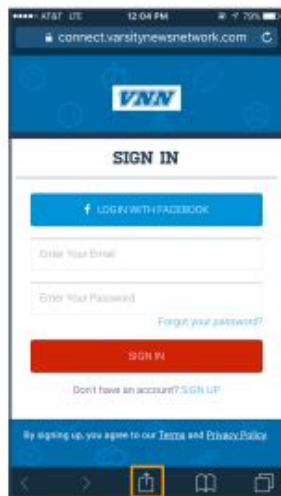
### IPHONE

### ANDRIOD

GO TO GETVNN.COM



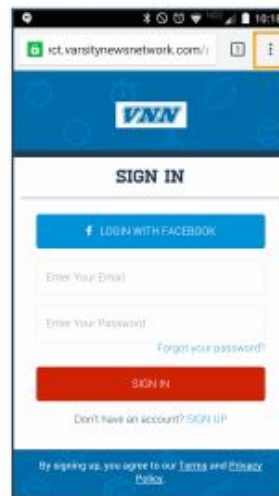
CLICK SHORTCUT ICON



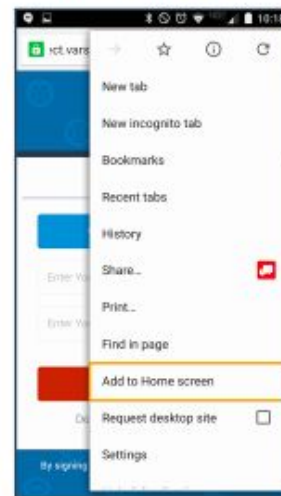
ADD TO HOME SCREEN



CLICK SETTINGS ICON



ADD TO HOME SCREEN



# GETVNN.COM - SCORE REPORTING (PRESSBOX)

## Reporting Scores

- Go to GetVNN.com and select PressBox
- Select game with +New Post icon after an event has ended
- Enter in score, title, recap and photo
- Click Save Edits
- Click Post And Share
- PressBox Recaps will:
  - Posts to the Homepage of VNN site
  - Post to the Team Page
  - Update Team Schedule with Result
  - Post Report to Twitter and Facebook Accounts linked to VNN site
  - Be emailed to all school and team contacts
  - Text to users signed for VNN Alerts

## Creating Contacts

- While in PressBox - Select Team Contacts
- Create A New Team Contact
  - These contacts will receive your PressBox reports via email



### BOYS JUNIOR VARSITY FOOTBALL

Thursday, November 09, 2017  
4:00 PM PST

Aragon AWAY @ Menlo-Atherton Athletics HOME

7 49

#### BOX SCORES

Aragon	1	2	3	4
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Menlo-Atherton Athletics	1	2	3	4
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[ADD OT](#)

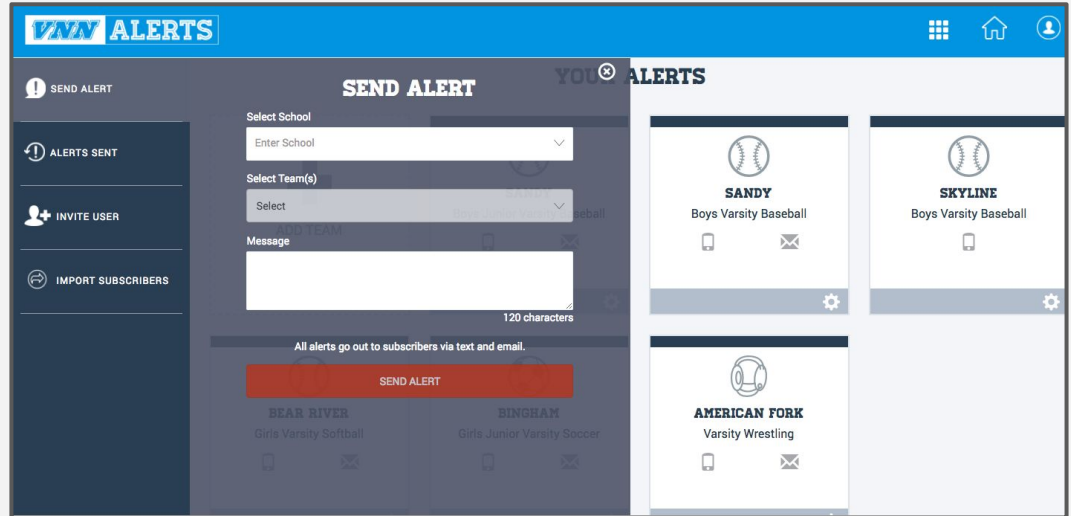
#### RECAP

1Q	2Q	3Q	4Q	Summary
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Write a recap with highlights, individual stats, etc. The more you write, the fewer calls you'll

# GETVNN.COM - ALERTS

- Go to GetVNN.com and click Alerts
- Set-up account to receive alerts for yourself (add each team you want to get alerts for)
- Click “! to send alerts”
  - Pick team(s) to send alert to
  - Post to website option will post alert on your website and social media accounts, if unchecked it will only go to those subscribed via email and/or text.



# GETVNN.COM - TEAM MANAGEMENT (TEAMMATE)

## Adding Rosters and Player Headshots

- Go to GetVNN.com and select Teammate
- Select Season Tab and Team
- Select “Add Athlete”
- Select “single athlete” if adding one athlete at a time **or**
- Select “import excel file” if uploading completed excel sheet
  - Select import & download VNN template
  - Fill in Excel file, save and then choose Excel file & import saved roster
- Choose ‘Add Photo’ for each athlete

**Add/Invite Coach** (to be able to add an assistant coach or other coaches to help with score reporting on PressBox, Alerts and Rosters)

- Select Teammate - pick season/team
- Select “add coach”, enter info and invite

The screenshot shows the 'Viewmont High School' interface for team management. At the top, there is a search bar labeled 'Search all users by name or email...'. Below this is a navigation menu with tabs for 'Teams', 'Coaches', 'Athletes', 'Sent Invites', and 'Needs Approval' (with a red notification icon). The main content area is titled 'Winter | Sports' with a dropdown arrow. There are two buttons: 'ADD A TEAM' and 'EDIT SPORT NAMES'. Below these are four tabs for 'Fall Sports', 'Winter Sports', 'Spring Sports', and 'Year-round Sports'. The 'Winter Sports' tab is active, showing a list of sports: BASKETBALL, SWIMMING, and WRESTLING. Under BASKETBALL, there are five options: BOYS VARSITY BASKETBALL, BOYS JUNIOR VARSITY BASKETBALL, GIRLS VARSITY BASKETBALL, GIRLS JUNIOR VARSITY BASKETBALL, and BOYS SOPHOMORE BASKETBALL. Under SWIMMING, there is one option: COED VARSITY SWIMMING. Under WRESTLING, there are two options: BOYS VARSITY WRESTLING and BOYS JUNIOR VARSITY WRESTLING.

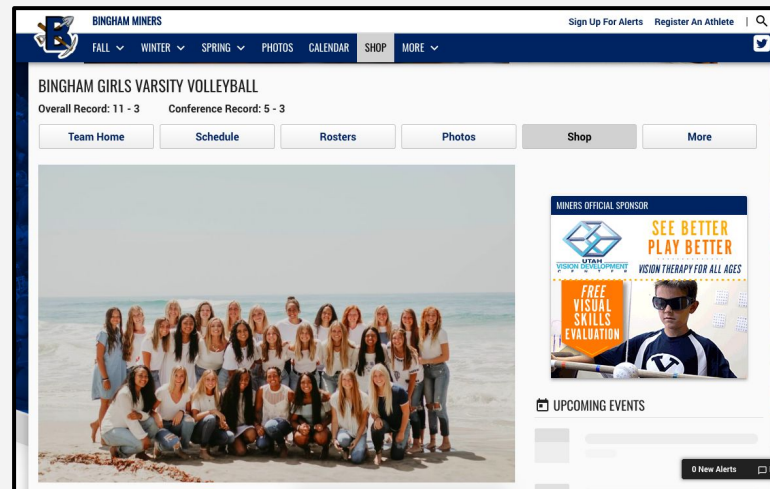
# GETVNN.COM - TEAM MANAGEMENT (TEAMMATE)

## Adding Team Photo

- Go to GetVNN.com and select Teammate
- Choose Team
- Click 'Edit Team'
- Scroll down 'Add Photo'
- Choose File and Upload
- Click Update

## Adding Content and TeamInfo

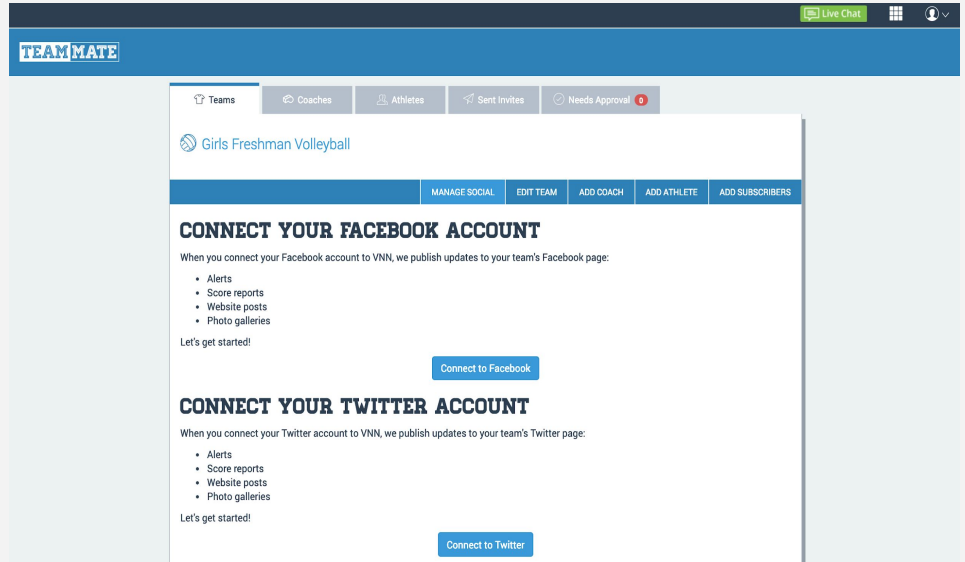
- Go to GetVNN.com and select Teammate
- Choose Team
- Click 'Edit Team'
- Scroll down to Team Info Text Box
- Add and Customize Text
  - *This will display under Team Photo on Team Pages of the site*
- Click Update



# GETVNN.COM - TEAM MANAGEMENT (TEAMMATE)

## Adding Team Socials

- Go to GetVNN.com and select Teammate
- Choose Team
- Click on the 'Manage Social' button
- Click on '**Connect to Facebook**' login to the account that manages your teams facebook page and follow the prompts on the screen to allow vnn access to the pages your manage, then select your teams page from the list of pages that appears.
- Click on '**Connect to twitter**' and login to your teams twitter account, follow the prompts on the screen to allow vnn posting access to share on your twitter page.



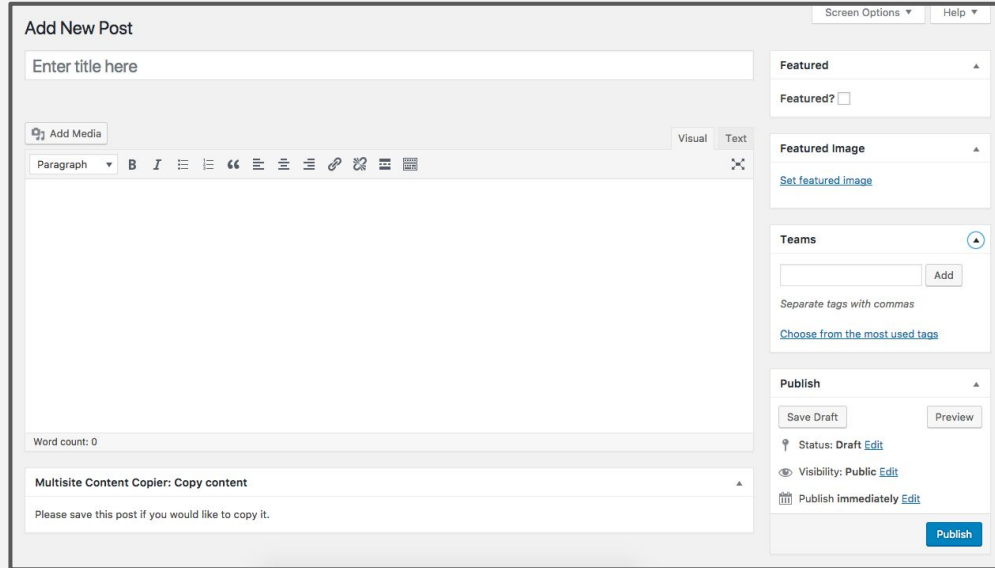
The screenshot displays the TEAMMATE web interface. At the top, there is a navigation bar with the 'TEAMMATE' logo and a 'Live Chat' button. Below this is a secondary navigation bar with tabs for 'Teams', 'Coaches', 'Athletes', 'Sent Invites', and 'Needs Approval'. The main content area is for a team named 'Girls Freshman Volleyball'. It features a sub-navigation bar with buttons for 'MANAGE SOCIAL', 'EDIT TEAM', 'ADD COACH', 'ADD ATHLETE', and 'ADD SUBSCRIBERS'. The primary focus is on two sections: 'CONNECT YOUR FACEBOOK ACCOUNT' and 'CONNECT YOUR TWITTER ACCOUNT'. Each section includes a brief explanation of the benefits (alerts, reports, posts, galleries) and a 'Let's get started!' prompt followed by a corresponding 'Connect to [Platform]' button.



# GETVNN.COM - ARTICLES/POSTS (SPORTSHUB)

## New Article

- Go to GetVNN.com and select Posts
  - *Your AD may need to give you access to this section.*
- Hover Over +New (Located on top Toolbar)
- Click Post
- Enter title
- Enter text and media into word box
- Type in teams in 'Teams' Box and click Add next to each Team
  - This will post story on each team page in addition to the homepage
- Mark 'Featured' to add to homepage slider
- Add Featured Image
  - *Must be added for story to show up on homepage slideshow if marked featured.*
- Click Publish

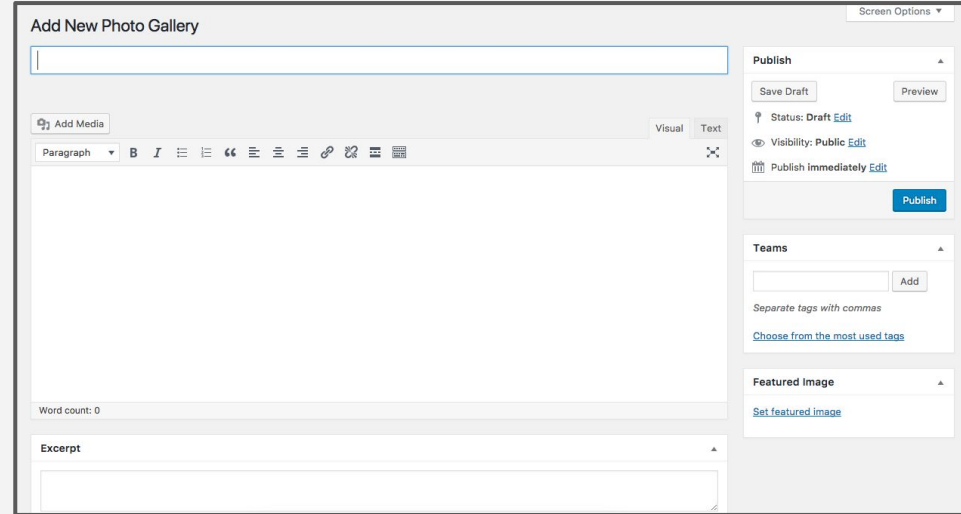


The screenshot displays the WordPress 'Add New Post' editor. At the top, there is a title field with the placeholder text 'Enter title here'. Below the title field is a rich text editor with a toolbar containing options for 'Add Media', 'Paragraph', 'Bold', 'Italic', 'List', 'Quote', 'Link', 'Image', and 'Table'. The main content area is currently empty. On the right side, there are several meta boxes: 'Featured' with a 'Featured?' checkbox, 'Featured image' with a 'Set featured image' link, 'Teams' with an 'Add' button and a link to 'Choose from the most used tags', and 'Publish' with 'Save Draft', 'Preview', 'Status: Draft Edit', 'Visibility: Public Edit', and 'Publish immediately Edit' options. At the bottom, there is a 'Word count: 0' indicator and a 'Multisite Content Copier: Copy content' section with a 'Please save this post if you would like to copy it.' message.

# GETVNN.COM - PHOTO GALLERIES (SPORTSHUB)

## New Photo Gallery

- Go to GetVNN.com and select Photo Gallery
  - *Your AD may need to give you access to this section.*
- Hover Over +New (Located on top Toolbar)
- Click Photo Gallery
- Enter Title
- Click Create Gallery button
- Choose Photos to Upload
- Click 'Create New Gallery'
- Click 'Insert Gallery' button
- Choose your Teams on right hand side of page...if you want photos to land on Team Page as well as Home Page
- Click Publish



The screenshot shows the 'Add New Photo Gallery' form. At the top, there is a title input field. Below it is a rich text editor with a toolbar containing options like 'Add Media', 'Paragraph', 'B', 'I', 'List', 'Quote', 'Link', 'Image', and 'Table'. The main content area is empty. On the right side, there are several panels: 'Publish' with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish Immediately' buttons; 'Teams' with an 'Add' button and a note to 'Separate tags with commas'; and 'Featured Image' with a 'Set featured image' link. At the bottom, there is an 'Excerpt' field.