

Point Loma High School

Booster / Club Web Instructions

Each Booster and Club Group should be set up with a web section on the PLHS web site (www.pointlomahigh.com). The school site gets incredible web traffic well over 1 million page views per school year. Below are instructions to get your team or club up and running.

Once you are set up:

- 1. Get Started:** go to admin.pointlomahigh.com and enter your assigned user name and password.
- 2. Edit or Add Pages:** Click the Pages icon, then "More Departments." Scroll to find your section and click on the name of your department. Once you select it, click "Pages" to view your home page. Then use the drop down menu in the right corner to view/edit the additional pages in your section. There is a selection to "Create New Page" and "Change Order" in this drop down menu.
- 3. Calendar:** You can enter items in your section, instead of selecting "Pages" select "Calendar" and then "Add Event" in the upper right corner. This will add only to your sport calendar that will appear in your section. This section only appears on the website if there are items entered.
 - For the Master Calendar: Submit a "Facilities Request" Form found in the very top black bar of the PLHS website. If it is your seasons schedule, you only need to fill out the form once and attach your schedule. The Financial Clerk will then enter the items for the master calendar.
 - If your event is not on campus: Complete a "Booster Fundraiser Request" found on the Booster pages of the PLHS website. Submit the form to the Booster Director for approval. The Booster Director should then forward the item to the eBlaster at plhsnews@gmail.com for posting on the website and inclusion in the newsletter.
- 4. Photo Album:** In your section instead of selecting "Pages" choose "Photo Album." Then "Create Album" and "Upload Photos." Separate folders are helpful so you can keep the photos organized.
- 5. News:** If you would like to add info to the newsletter or home page of the website, please forward to the eBlaster at plhsnews@gmail.com. Things to promote: success in your sport, participation in an off campus event, pre season meetings, fundraisers.

User names require a department specific email and are issued by the Financial Clerk. Questions or editing assistance email Vicki Moats at vmoats13@cox.net