



## Wanborough Wasps Website – Coaches' Guide

Wasps website URL is [www.wanboroughwasps.com](http://www.wanboroughwasps.com)  
Webmasters are Dan Leigh and Simon James.

The website has been designed to:

- make it easy for coaches to post news and information about their teams
- help visitors find information about the club quickly and easily
- be the main source of information about the club for current and new parents.

### ***Posting a message***

Each team has a separate page for your team for you to write messages about training, other notices, match reports etc. To post a message:

1. write an email - the subject line is the Headline for the message, then the body of the email is the content.
2. send your email to your team's blog email address
3. that's it. The email will automatically be published on your team's webpage (with a slight delay).

### ***Warning***

- do NOT give your blog email address to anyone (other than maybe your team secretary) - otherwise you will have no control over what appears on your webpage and you might end up advertising Viagra on your page.
- bear in mind anything you send will be published on the internet and can be read by ANYONE - think about child protection - no personal information etc.

### ***Monitor your blog***

Check your blog regularly for any inappropriate comments or spam. Notify the webmaster immediately so we can remove it.

### ***Photos***

You can upload photos to your blog using Picassa. Remember for child protection:

- **DO NOT** identify the children in the photo
- **DO** take general scenes or team shots rather than head and shoulder shots of individuals
- **DO** reduce the size and resolution of the image before posting it to avoid the image being photoshopped or otherwise altered.

### ***Further info***

Speak to the webmaster for more help and assistance.

Notify the webmasters if there are any changes required to the site (for example new team sponsors).