

## Shutterfly Team Websites

### NWLL – Spring Season

Shutterfly Team Websites are easy to set up and act as a central point of communication for your team. From your website you can do the following:

- Enter all practices and games into the Calendar
- Store team roster and parent contact information
- Create a Snack Schedule and assign a Snack Family for each game (for lower divisions only)
- Members can load photos from games and practices to share with other members
- Coaches and Team Parent/s can send email messages to members ....and more!

#### To Set up Your Shutterfly Site:

Go to: [www.shutterfly.com](http://www.shutterfly.com) and click on 'Share' (next to 'My Shutterfly' and 'My Pictures' across the top)

Click on: 'Learn More' next to Share Sites

Click on: 'Make a free site' and follow the tutorial.

If you need additional assistance to set up – here are more instructions...

Choose site category: check 'sports teams'

You'll be prompted for:

Sport: baseball

Gender: male/female/co-ed

Age range: Kids, Youth, Adult – select the correct one

Zip code: enter your zip code

Name of your Team: enter NWLL and your team name – like this: NWLL Lugnuts –OR- Northwood Lugnuts...whatever you prefer

Website URL: Shutterfly will create one based on the name of your site in step above; if URL is taken just alter it a bit to make it unique

Who can view this site: check 'only people you choose' so that your site is private

Next....

Choose a design – several options here to choose from...most select based on their team colors but there are also options Colors/Patterns/Seasonal

Login – to create your site (if you're not already logged in)

Your site is now set up!! Just follow the tutorial to add pictures to the home page – I usually find a logo from the Minor League or Professional team whose name we're using for the website. You can also add other stock photos to the home page to jazz it up until you have team photos. Next, you'll enter your Team Roster and Parent Information, add practices and games to the Calendar and when it's all ready you can Invite Your Members to website.