

Team Pages on ASA Site – How to Edit

Team Rep Shared Role

The only people who will be able to edit the Team Pages are those who have been assigned the Team Rep shared role on their team site. If you're not assigned to the Team Rep shared role on your team site, contact your team's admin and ask to be assigned to the Team Rep shared role, which is designated with a blue ASA badge (and the admin should also ensure the Current Season is set to 2022 before assigning you to the Team Rep role). This can be found at Manage Team > Roles > Assign Roles:

Dunmoor

People **Roles** Schedule Register

Assign Roles

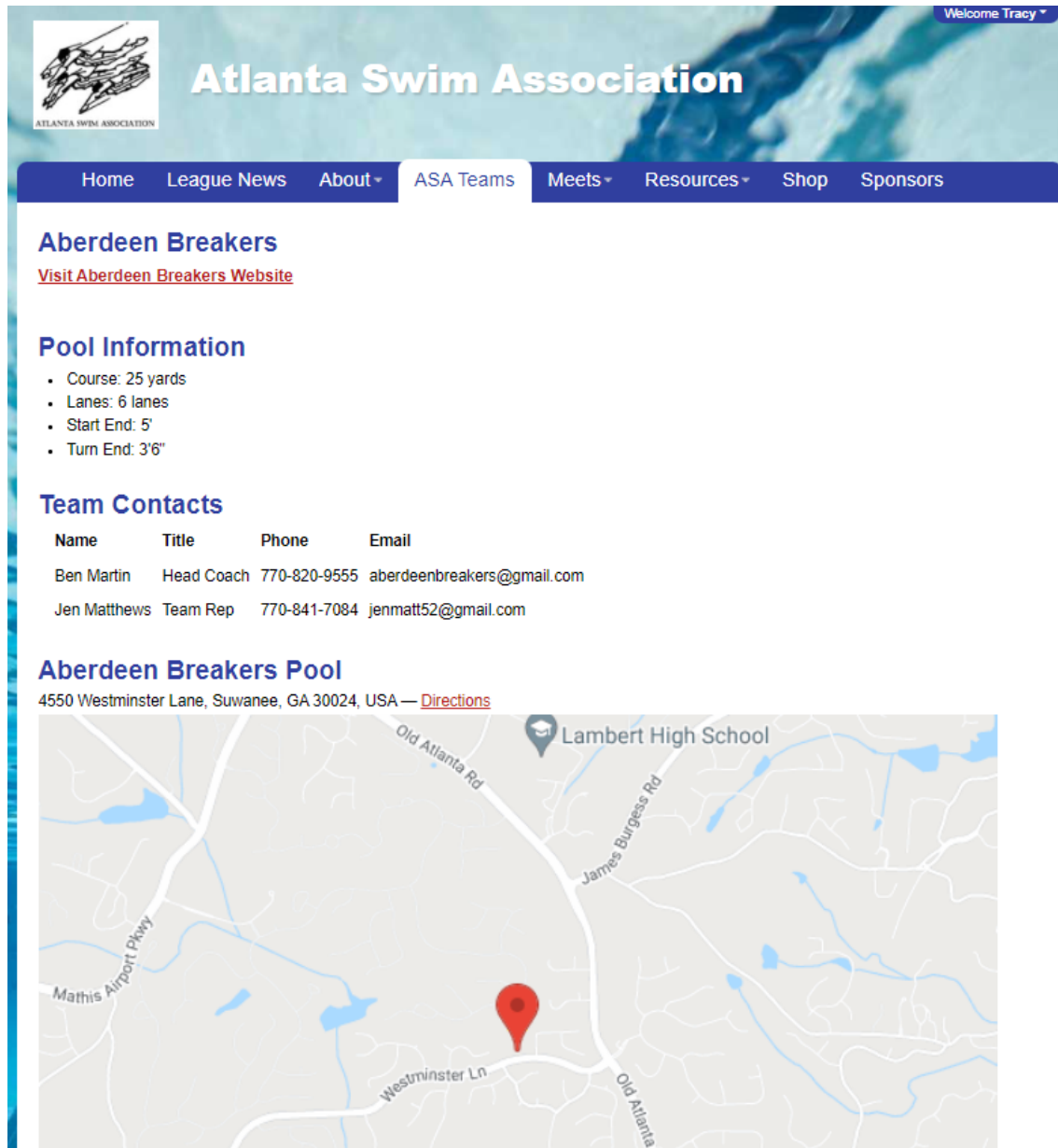
Name	Assigned
Coach ASA (1)	<input checked="" type="checkbox"/> Fino, Mark Add / Remove
Communication (0)	Add / Remove
Computer Person ASA (0)	Add / Remove
Concession Coordinator (0)	Add / Remove
Meet Manager (0)	Add / Remove
Photographer (0)	Add / Remove
Security Administrator (0)	Add / Remove
Spirit Wear - T-Shirts and Hats (0)	Add / Remove
Super Admin (1)	<input checked="" type="checkbox"/> Swim Team, Dunmoor Add / Remove
Team Administrator (0)	Add / Remove
Team Rep ASA (1)	<input checked="" type="checkbox"/> Fino, Mark Add / Remove
Volunteer Coordinator (0)	Add / Remove

Team Pages on ASA Website

On the ASA website, there is a Team Page for all SwimTopia teams. On your Team Page, there are four sections:

1. Team Name and website link
2. Pool Information
3. Team Contacts
4. Pool location

Here is an example of what the Team Page will look like after all of the information has been entered (specific details for Aberdeen Breakers are unconfirmed and may require editing):



The screenshot shows the website header for the Atlanta Swim Association with a navigation menu. The main content area is titled "Aberdeen Breakers" and includes a link to their website, pool information (25 yards course, 6 lanes, 5' start end, 3'6" turn end), a contact table for Ben Martin and Jen Matthews, and a map of the Aberdeen Breakers Pool location at 4550 Westminster Lane, Suwanee, GA. The map shows the pool's location relative to Lambert High School and several roads including Old Atlanta Rd, James Burgess Rd, Westminster Ln, and Mathis Airport Pkwy.

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Atlanta Swim Association

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Aberdeen Breakers

[Visit Aberdeen Breakers Website](#)

Pool Information


- Course: 25 yards
- Lanes: 6 lanes
- Start End: 5'
- Turn End: 3'6"

Team Contacts

Name	Title	Phone	Email
Ben Martin	Head Coach	770-820-9555	aberdeenbreakers@gmail.com
Jen Matthews	Team Rep	770-841-7084	jenmatt52@gmail.com

Aberdeen Breakers Pool

4550 Westminster Lane, Suwanee, GA 30024, USA — [Directions](#)



Team Pages – Template

All of the Team Pages have been created for you, and have been set up as a template, with placeholders for the details. Some of the above information has been entered for you, other details will need to be entered by your team's Team Rep. Here is what the template Team Page looks like:

The screenshot displays the Atlanta Swim Association website. At the top left is the logo for the Atlanta Swim Association, featuring a swimmer and the text "ATLANTA SWIM ASSOCIATION". To the right of the logo is the text "Atlanta Swim Association". In the top right corner, there is a "Welcome Tracy" dropdown menu. Below the header is a navigation bar with the following items: Home, League News, About, ASA Teams (highlighted), Meets, Resources, Shop, and Sponsors. The main content area is titled "Arbor View Devil Rays" and includes a link to "Visit Arbor View Devils Rays Website". Below this is a "Pool Information" section with a list of fields: Course, Lanes, Start End, and Turn End. The "Team Contacts" section contains a table with columns for Name, Title, Phone, and Email. The table has two rows: one for "Head Coach" and one for "Team Rep". Below the table is the "Arbor View Devil Rays Pool" section, which provides the address "100 Highlands Drive, Woodstock, GA, USA" and a link to "Directions". At the bottom is a map showing the location of the pool, marked with a red pin. The map includes labels for "Toonigh Rd", "Main St", "E Cherokee Dr", "Kroger", and "Publix Super Market at Village Shoppes of...".

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Arbor View Devil Rays

[Visit Arbor View Devils Rays Website](#)

Pool Information

- Course:
- Lanes:
- Start End:
- Turn End:

Team Contacts

Name	Title	Phone	Email
	Head Coach		
	Team Rep		

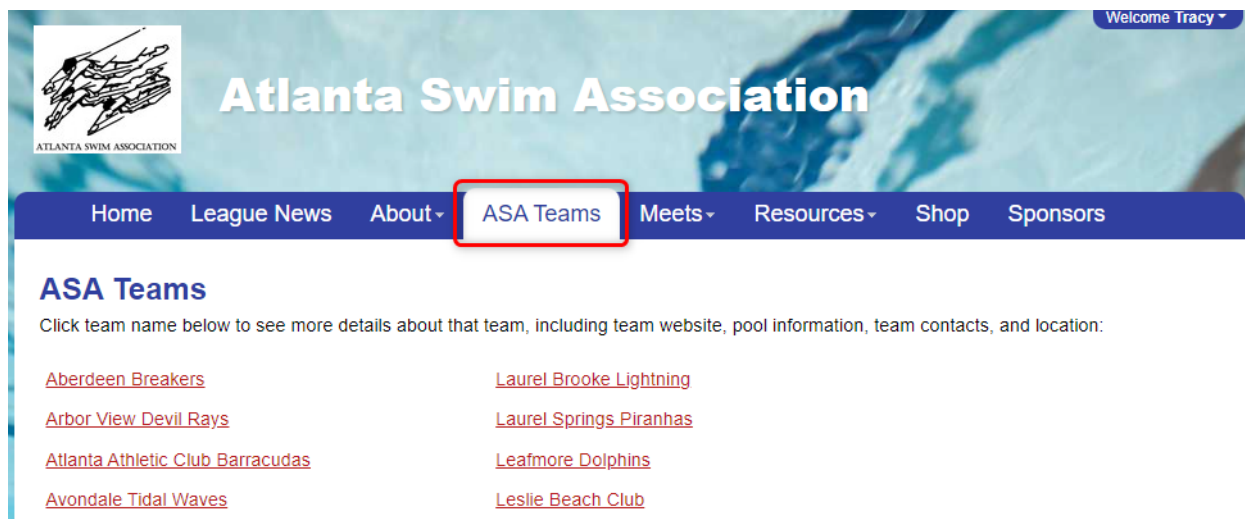
Arbor View Devil Rays Pool

100 Highlands Drive, Woodstock, GA, USA — [Directions](#)

Editing Your Team Page

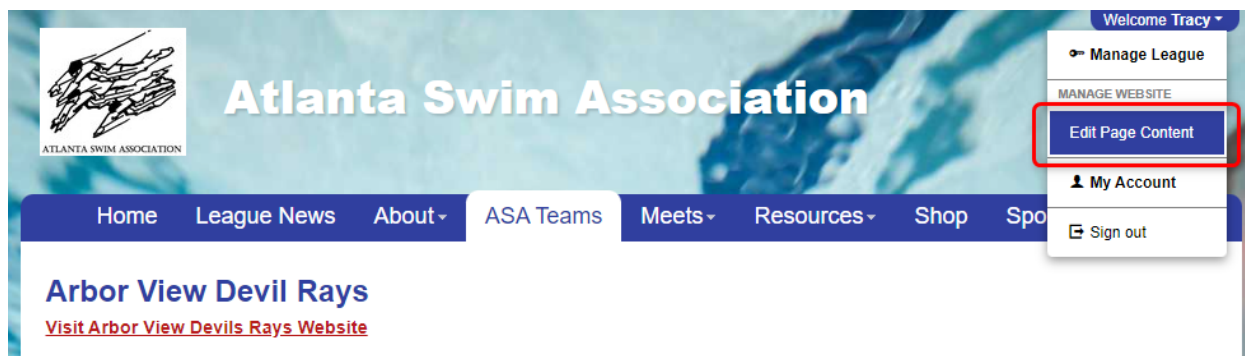
Log in to asa.swimtopia.com using the same email address and password that you use to log in to your team's SwimTopia site.

Navigate to the ASA Teams page:



Click on your team name to access your Team Page.

Hover over your name in the upper right corner, and click on "Edit Page Content."



Your screen will be in Edit Mode:

Editing page "Arbor View Devil Rays" [Exit](#)

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+ Add Snippet

Arbor View Devil Rays

[Visit Arbor View Devils Rays Website](#)

Pool Information

- Course:
- Lanes:
- Start End:
- Turn End:

Team Contacts

Name	Title	Phone	Email
	Head Coach		
	Team Rep		

Arbor View Devil Rays Pool

100 Highlands Drive, Woodstock, GA, USA — [Directions](#)

Each block is called a snippet. To edit any of the snippets, click the pencil icon in its upper right corner:

Arbor View Devil Rays

[Visit Arbor View Devils Rays Website](#)

Pool Information

- Course:
- Lanes:
- Start End:
- Turn End:

You will need to enter the details for Pool Information and Team Contacts. You can also edit the details in the other two snippets if needed.

Snippet	Editable Info	Action on Your Part
1. Team Info	Team Name	Edit team name if needed
	Link to Team's Website	No edits should be needed
2. Pool Information	Course	Enter 25 yards or 25 meters
	Lanes	Enter the number of lanes
	Start End	Enter the depth at the start end
	Turn End	Enter the depth at the turn end
3. Team Contacts	Head Coach	Enter name, phone number, and email address
	Team Rep	Enter name, phone number, and email address
4. Pool location	Pool Name	Edit pool name if needed
	Pool Address	Edit pool address if needed

Here are the step-by-step instructions for editing each snippet:

Team Info

Snippet	Editable Info	Action on Your Part
1. Team Info	Team Name	Edit team name if needed
	Link to team's website	No edits should be needed

You'll likely not need to make edits to this snippet. The Team Name is the "full name" of your team as it was entered when your SwimTopia account was originally set up (we may have made some minor edits for clarification purposes).

If you wish to edit your team name, click the pencil icon to edit the snippet, change the text that's in the Title field, then click "Update." If you edit your team name in the main text area, do not lose the hyperlink to your SwimTopia website.

Edit Text Area

Title

Display option

Content

[Visit Arbor View Devils Rays Website](#)

or [Cancel](#)

Note: if you edit the name of your team on your Team Page, you may also wish to edit the name of your team on the ASA Teams page. If you do that, don't lose the hyperlink to your Team Page. If you need help editing your team name on the ASA Teams page, contact us at leagues@swimtopia.com.

Pool Information

Snippet	Editable Info	Action on Your Part
2. Pool Information	Course	Enter 25 yards or 25 meters
	Lanes	Enter the number of lanes
	Start End	Enter the depth at the start end
	Turn End	Enter the depth at the turn end

You'll need to add your pool's information. Click the pencil icon to edit the snippet, add the details next to each item, then click "Update."

Edit Text Area

Title

Display option

Content

B
 I
 U

- Course: 25 yards
- Lanes: 8 lanes
- Start End: 5'
- Turn End: 3'6"

or [Cancel](#)

Team Contacts

Snippet	Editable Info	Action on Your Part
3. Team Contacts	Head Coach	Enter name, phone number, and email address
	Team Rep	Enter name, phone number, and email address

You'll need to enter the contact information for your Head Coach and Team Rep. Click the pencil icon to edit the snippet, add the details inside the table cells for each person, then click "Update."

You can type the information directly into the cells of the table:

Edit Text Area

Title

Display option normal ▾

Content

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Undo, Redo, Image, Video, Table, Link, Unlink, Text Color, Background Color, Text Alignment, Text Indentation, and Source Code.

Name	Title	Phone	Email
	Head Coach		
	Team Rep		

or [Cancel](#)

The cells will resize automatically:

Edit Text Area

Title

Display option normal ▾

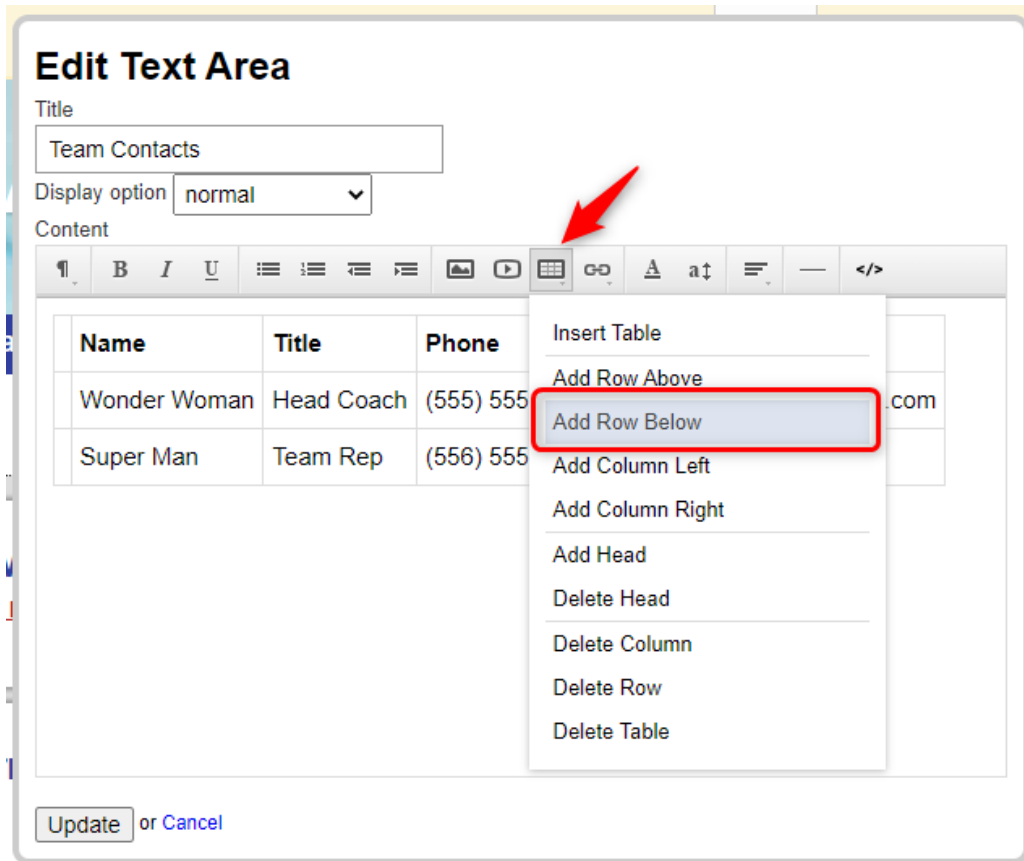
Content

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Undo, Redo, Image, Video, Table, Link, Unlink, Text Color, Background Color, Text Alignment, Text Indentation, and Source Code.

Name	Title	Phone	Email
Wonder Woman	Head Coach	(555) 555-5555	wonderwoman@example.com
Super Man	Team Rep	(556) 555-5555	superman@example.com

or [Cancel](#)

If you need to add another contact, move your cursor to the last row, click on the table icon in the toolbar, then select “Add Row Below”:



Click “Update” when you’re finished editing.

Pool Location

Snippet	Editable Info	Action on Your Part
4. Pool location	Pool Name	Edit pool name if needed
	Pool address	Edit pool address if needed

The name of the pool was entered as your team name + Pool, and you can edit that. The address was supplied to us by ASA. Please confirm that we entered the correct address.

To edit your pool name, click on the pencil icon, then edit the “Name” field. To edit the pool address, edit the “Address” field. Google maps will offer suggested matches – select the correct address. Once finished with the edits, click “Update.”

Edit Address & Map

Name

Address

100 Highlands Drive Woodstock, GA, USA

100 Highlands Loop Woodstock, GA, USA

powered by Google

Display Map


or [Cancel](#)

Exit Edit Mode

Once you've completed all of your edits, click "Exit" at the top of your screen to exit Edit Mode:

Editing page "Arbor View Devil Rays"

Welcome Tracy ▾



Atlanta Swim Association

Home League News About ▾ ASA Teams Meets ▾ Resources ▾ Shop Sponsors

Arbor View Devil Rays

[Visit Arbor View Devils Rays Website](#)

Pool Information

- Course:
- Lanes:
- Start End:
- Turn End:

Team Contacts

Need Help?

If you need assistance with your Team Page, don't hesitate to contact us at leagues@swimtopia.com.

For all other questions, check out our Help Center at help.swimtopia.com. If you need to contact our Customer Happiness Team, you can click on [Submit a Request](#) in the upper right corner.