Bennett Family Park
Web Master
Using the BFP Web Site
Last Updated: 04/19/03 10:51 AM

This document covers the following areas:

I. Overview of the Bennett Family Park Web Site - Portal
II. Display of Schedules
III. How to Set up the "My Bennett Family Park" feature
IV. Concession Stand Duty Assignment
V. Other Options on the BFP Web Site - Portal
VI. Coaches - Reschedule

I. Overview of the Bennett Family Park Web Site-Portal

The Bennett Family Park Web Site is your primary source of information about:

- your child's game schedule
- your family's concession assignment time
- information about all the games scheduled by all of the BFP member leagues and
- other items pertinent to your spring-summer BFP activities.

You may also use this site as a portal to the web sites for the participating BFP leagues.

You are given three different ways to find out about games. The first way is to list all games played by all BFP teams anywhere they are scheduled for the week. The second way is to list all the games for a team for the season. Both of these features are fully explained in sections II and III.

The third way to find out about games is to focus only on your family's games. The "My Bennett Family Park" feature allows you to list, on the BFP home page, only the games and concessions stand obligations for your family for the current week. The My Bennett Family Park feature is activated by first listing the team games or concession schedule you are interested in and then adding them to your My Bennett Family Park profile. These features are fully explained in sections III and IV.

Pic #1 shows and example of the BFP web site home page. In the middle of the page you can see an example of a "My Bennett Family Park" schedule for a week. On the navigation on the left hand side are links to games this week, team games (by league), and concession schedules.

Another family-friendly feature of the web site is the "Late Breaking News" section at the top of the home page. Our intention is that this will help to give you a heads-up on critical items of interest to your family's schedule for the day at Bennett Park This section is not intended to replace any hotlines but to augment them.

Less time critical information will be placed in the announcements section of the home page below My Bennett Family Park.

Read the following items to learn how to use all the features of the Bennett Family Park

Web Site. These features were designed with ease of use in mind. Clicking on the "home" link in the menu on the left of your screen will return you to the BFP home page.

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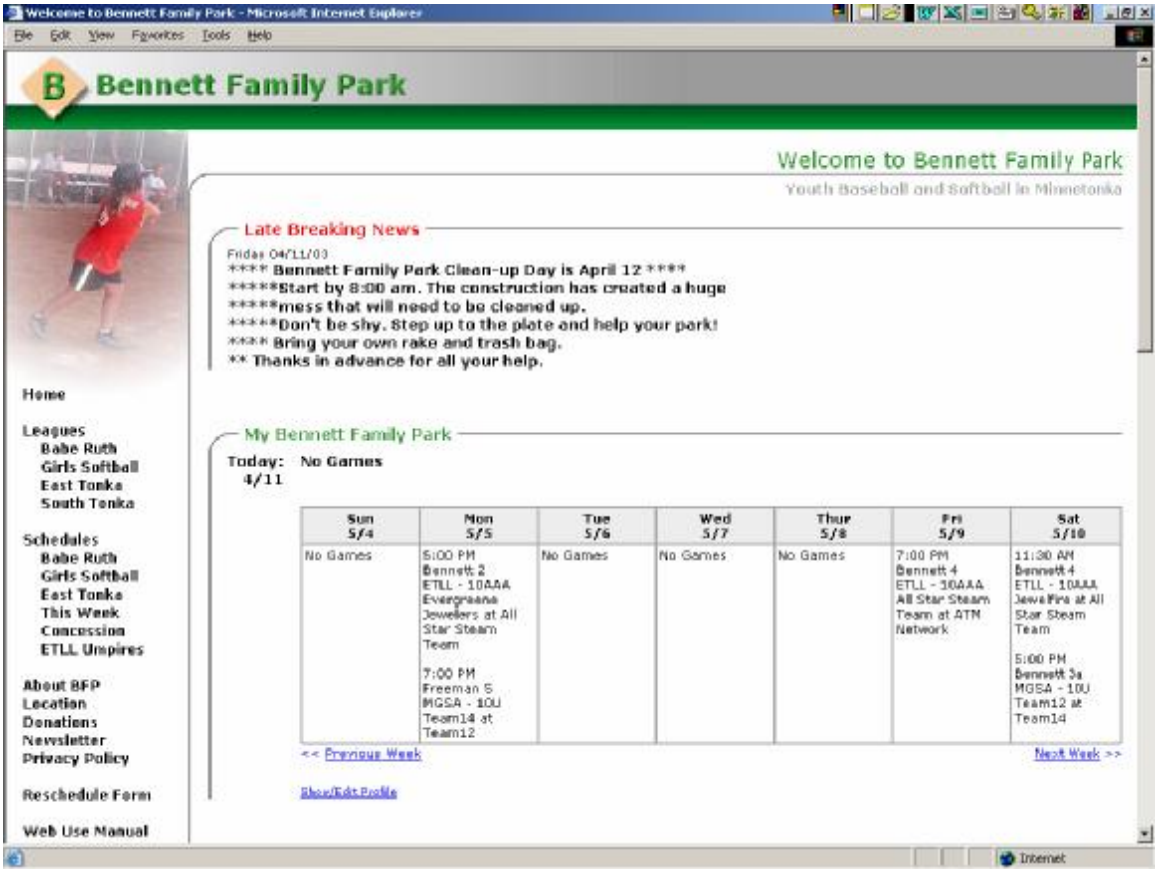
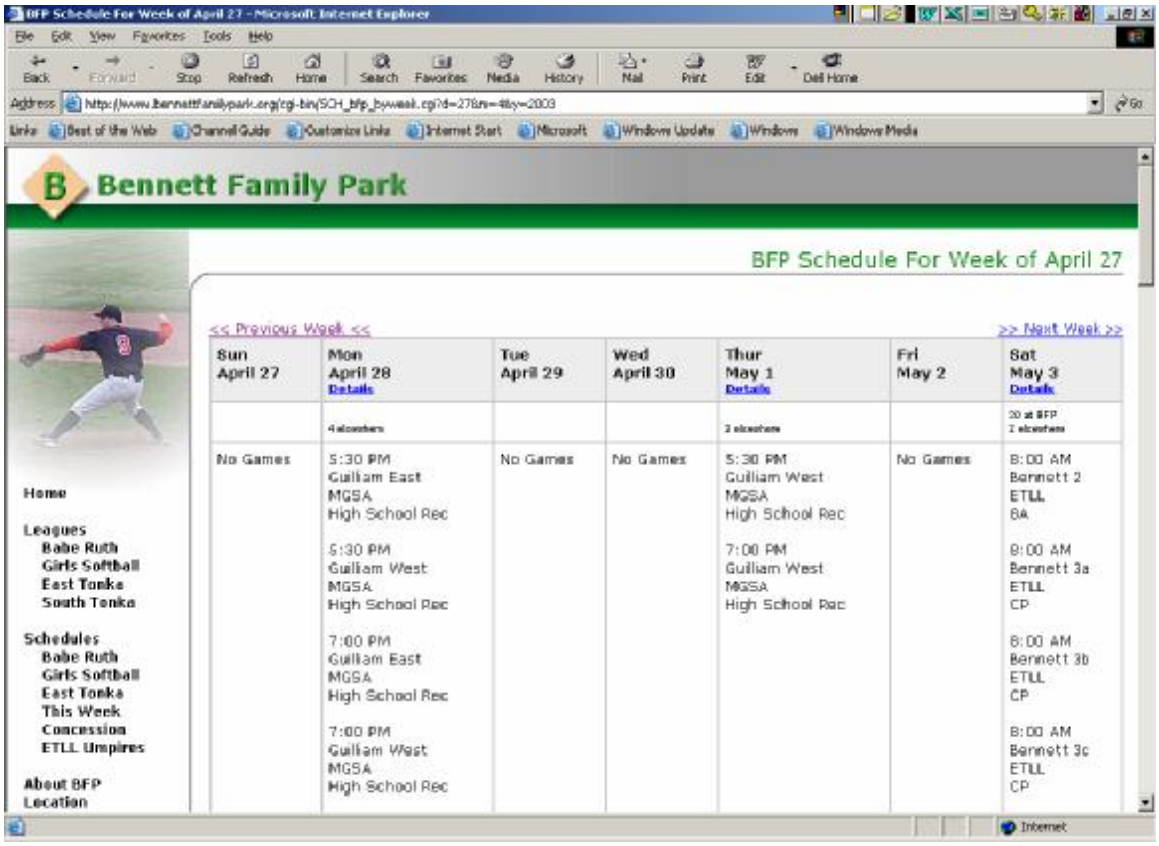


Pic #1

II. Display of Schedules For the Week.

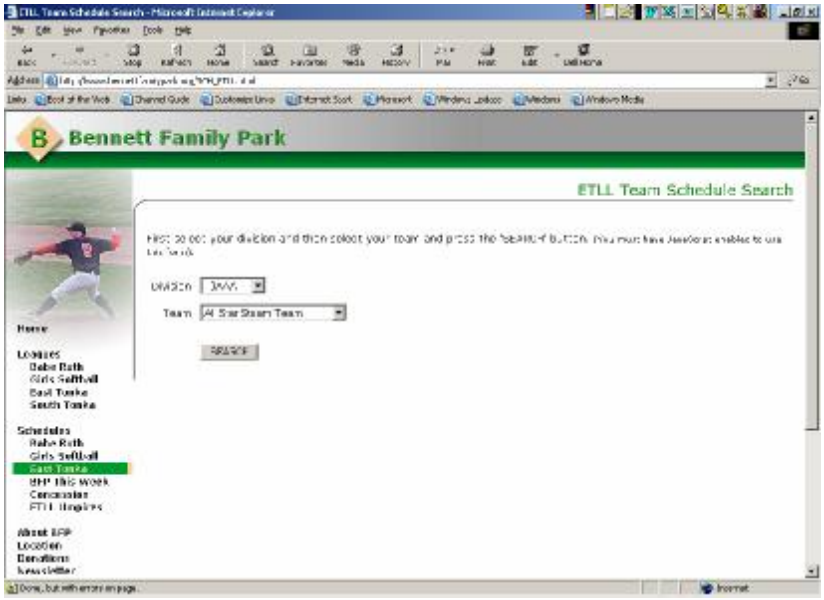
If you want to see all the activity for Bennett Family Park for the week, click on the "This Week" link under "Schedules" on the left side of your screen. All the games for all leagues for each day of the week will be displayed. In addition, under each date, there will be two numbers: the first number is the number of games scheduled for Bennett Park, the second number is for the number of games scheduled at other fields for the Bennett Park Leagues. Refer to Pic #2.



Pic #2

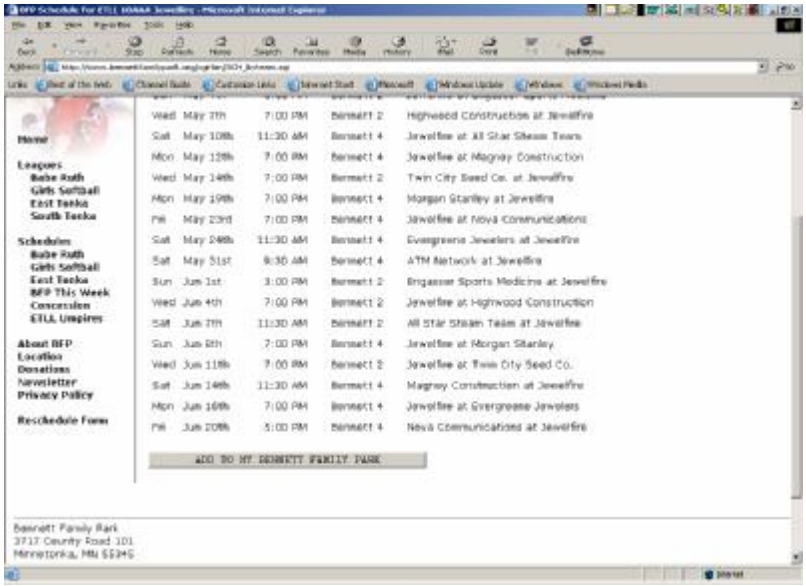
If you want more details about the games being listed, click on the "details" link under the day/date in the calendar display. This will display the time, field, league, division and teams playing for that date.

III. Display Team Schedules and How to Add Them to "My Bennett Family Park"



Pic #3

1. JavaScript must be enabled on your PC for this feature to work.
2. Under "Schedules" click on the league in which you child plays. Refer to Pic #3.
3. From the drop-down boxes
   - First select your child's division (required)
   - Second select you child's team name (required)
4. Click on the "Search" button.
5. This will list all the games for the selected division/team combination.
6. At the end of the list, will be a button "Add to my Bennett Family Park". Click this button to add this selection to your "My Bennett Family Park". Refer to Pic#4.



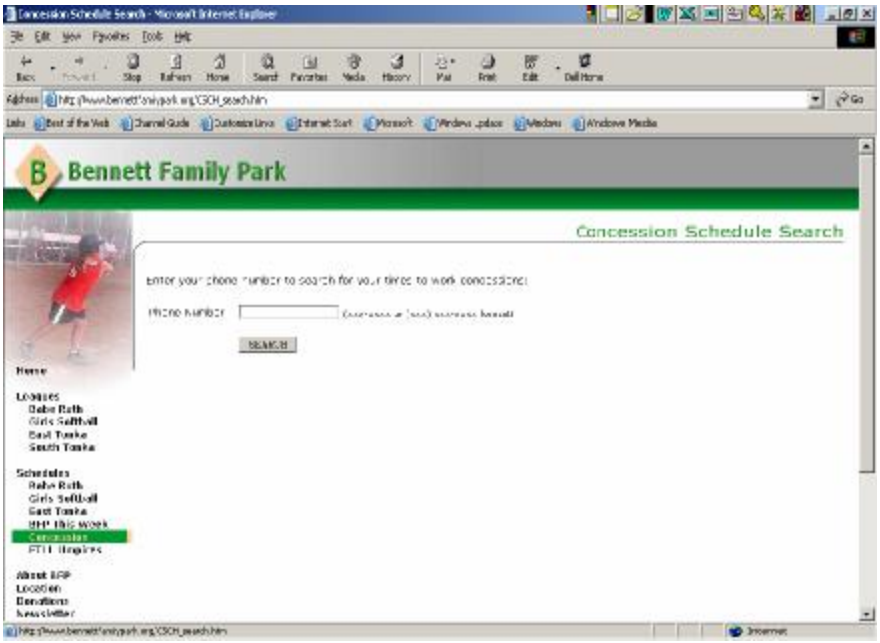
Pic #4

7. If you successfully added the team to your "My Bennett Family Park" feature, you will be given the message in the top right of your screen: "My Bennett Family Park Successfully Updated". Refer to Pic #5.

Pic #5

8. Notice that the divisions/teams that you have subscribed to will be listed for you on this page.
9. Next to each subscription list will be a "Remove" link for deleting the selection. If you click on that link, the associated division/team will be removed from your list. If you wish to re-subscribe, follow the steps in (II.2-5) above.
10. Your "My Bennett Family Park" will display on the home page, in calendar format, all of the games for the teams you have selected. This display will be for a week at a time.
11. After you have setup "My Bennett Family Park", each time you visit the BFP web site home page, you will be presented with a calendar for the week. The games for each of the teams you subscribed to, will be displayed for you. The current day and date will be highlighted in green.
12. When you add a team to your "My Bennett Family Park" profile, it is only on the computer you created it on. If you use multiple computers you will need to create profiles on each computer.

IV. Concession Stand Duty Assignment (Refer to Pic#6)



Pic #6

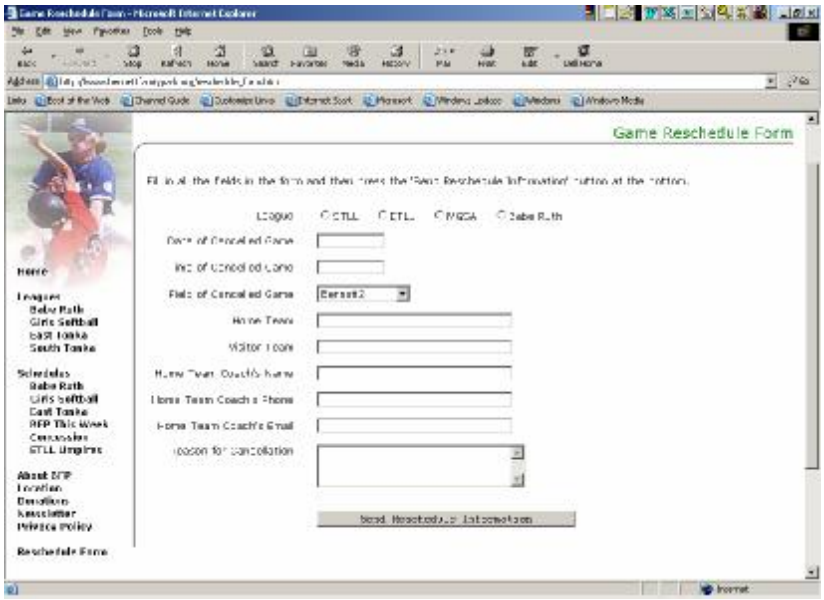
1. To find your concession stand assignment, follow the steps below.
2. Click on the "Concession" link under "Schedules" in the menu on the left side of your screen.
3. Enter your home phone number (or the number you listed on your child's application). If your area code is 952, there is no need to enter that. If your area code is <u>NOT</u> 952, you will need to enter that code for the system to be able to find your record.
4. Click on the "Search" button for the process to start.
5. When the search has completed, you will be shown the date and time of assignment and your name.
6. If nothing is returned, check for an incorrect phone number entry.
7. Click on the "Add to My Bennett Family Park" to have this information saved for presentation to you when you enter the BFP web site.
8. By subscribing to the Concession Schedule, your date of assignment will be displayed in the “My Bennett Family Park” calendar on the date you are assigned.

V. Other Options on the BFP Web Site - Portal

1. Clicking on any of the league names under "Leagues" will take you to the web site for that league.
2. Clicking on "ETLL Umpires" will take you to a page, which will display the ETLL Umpire Schedule. For protection of the umpires, only their assigned number and date, time and field will be displayed. There is no personal information on this page.
3. "About BFP" will give you a short history of Bennett Family Park and a satellite image of the entire park with all of the fields annotated when you place your cursor over the top.
4. "Location" will bring you to Mapquest and present you with a map of where Bennett Family Park is. If you need driving directions, click on the "get directions to this location" just above the upper right corner of the map.
5. When you are finished with Mapquest, click on the back-arrow (ß) on your browser tool bar to return to the BFP home page.
6. If you wish to make a donation to Bennett Family Park, click on the "Donations" link in the menu on the left of your screen. You will be given your choice of a pdf file or a Word file that you can print and follow the directions for sending a donation. This is for the "Buy a Brick for Bennett" program.
7. The "Newsletter" link will take you to the Bennett Family Park Newsletter page. You will need Microsoft Word to view the newsletter.
8. The "Privacy Policy" link will give you all the details about how we operate the web site to ensure your privacy.

VI. Coaches - reschedule (Refer to Pic#7)

1. When it becomes necessary to request a reschedule for your game, the home team coach needs to complete the form that will be presented by clicking on the "Reschedule Form" link.



Pic #7

2. Complete all lines of the form and click on the "Send Reschedule Information" button at the bottom of the form.
3. Within 7 days the home team coach will receive notification of the game re-assignment date, time and field.
4. It is the home team coach's responsibility to notify the visiting team coach.
5. The rescheduler for your league will notify your league's umpire director.
6. The BFP Master Scheduler will notify the BFP concession manager and the BFP field crew manager. The BFP web site will be updated with the new information.