
Users Guide



San Jose Jr. Sharks Website

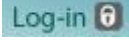
(sjjrsharks.com)

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Login & Passwords

Although the San Jose Jr. Sharks website can be viewed in multiple browsers, we use Firefox as the most common administrative tool. You can download Firefox for free at: www.firefox.com.

To access the administrative functions of the Jr. Sharks website:

From the Jr. Sharks website click on  icon on top right page

- Type in your Login and Password and click on the Log in button
- After login you will see a Maroozle Short Cut page, it will contain the following items:
 - Link to send Email
 - Link to edit Preferences

New Password

For parents logging in for the first time, click on the “I forgot my password” link.

- Enter the email address of the member (Jr. Shark Parent)
- Click on Reset Password Button

An email will be sent to you with a link to reset your password. This email will be sent from support@maroozle.com, please be sure to check your junk email or add this address on your safe list. Clicking this link will send an email to your listed email address. The email will contain a link that will take you directly to a screen where you can create a new password. If you have any difficulties please send email to support@maroozle.com.

If your email address is not found in the member’s database, please contact your team manager. They will need to approve your information.

Lost or New Password

If you forget your password, on the login screen there is a link “I forgot my password”. Clicking this link will send an email to your listed email address. The email will contain a link that will take you directly to a screen where you can enter a new password. If you have any difficulties please send email to support@maroozle.com.

Logging Out

Click on “LOG OUT” (top right of page). This takes you back to the password login screen and makes sure that no one using your computer can access the admin pages without a user name and password.

Maroozle Short Cut Page

After logging-in all members will be directed to the Maroozle Short Cut page.

A link on the left side allows you to return to the Jr Sharks website.

All members will have two links for email and preferences. Team Managers will have access to links to events, news, images, and resources. Coordinators have access to their tournament or volunteer tools.

Sending Email

The Email link will allow you to send email to groups within to the San Jose Jr Sharks.

- Select one or more groups to send email to
- The email will be from your email address. Allows “reply” message to be sent directly to you.
- Enter Message in message box
- Click on “Send me a Copy”, check box if you would like a copy of this message sent to you.
- Click on “Send” button.

All members will be able to email to these groups:

- San Jose Jr Sharks Hockey Advisory Board
- San Jose Jr Sharks Club President
- San Jose Jr Sharks VP of Hockey
- San Jose Jr. Sharks Coaches, Assistant Coaches, and Managers of your respective teams.

Preferences

The preferences page will display to allow you as a user to maintain your own personal details for the San Jose Jr Sharks. The information you can maintain include:

- Name
- Address
- Phone Number
- Email Address
 - Click on “Unsubscribe Email” if you do not wish to receive emails from the San Jose Jr. Sharks. Keep in mind that this will prevent you from receiving emails from your team manager and coaches and you may miss important notifications.
- Change Password button