

TESTAMENT ATHLETICS ENGINE

Administrator Manual

Setting up and running your athletics website: school settings, sports, seasons, stats, bulk data and publishing.

For your school's site administrator, usually the sports information director or athletic director's office.

Read alongside the User Guide, which covers day-to-day editing.

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1. Your role and your staff's accounts

As site administrator you own your school's athletics website. Your staff keep schedules, scores, rosters and news current (the **User Guide** covers that). You look after the parts that shape the whole site:

- School Settings: the school's name, look, logos and contact details.
- Sports & Programs: which sports exist, what pages each has, and the order they appear in.
- Seasons: moving each sport to a new season when the time comes.
- Who on your staff has an account.

Staff accounts

Accounts are created by Testament, so nobody can sign up on their own. To add someone, contact Testament support with their name and work email address. They'll receive an email with their sign-in details. To remove someone's access (for example when they leave), contact support and it's switched off promptly.

- Every account belongs to one school. The school's name is always shown at the top of the editor.
- Staff reset their own passwords with **Forgot your password?** on the sign-in page.
- All staff accounts can use every part of the editor, so give accounts only to people you trust with the public site.

Tip. Encourage staff to use the Home page's *Needs attention* list: it shows past games without scores across every sport, so nothing is missed after a busy weekend.

2. First-time setup

Testament sets up your site with your school's name and an editor account for you. From there, this order gets a complete site live fastest. The Home page's **Setup** checklist tracks most of it.

- 1 **School Settings:** name and mascot, theme, colors, school logo and site icon, contact details ([chapter 3](#)).
- 2 **Sports & Programs:** add each sport, choose its sport type and pages, and set the order ([chapter 4](#)). Set each sport's active season.
- 3 **Rosters and schedules:** the quickest way is a spreadsheet per sport ([chapter 7](#)).
- 4 **Coaches**, with photos and the recruiting contact for each sport.
- 5 **Homepage Slideshow:** two to five strong, wide photos.
- 6 **About pages, Giving** and **Conference & League Logos**.
- 7 **Social feed:** connect Instagram if you'd like your posts shown on the site ([chapter 9](#)).
- 8 **Preview** and walk through every sport, then **Publish** and check it with **View site** ↗.

3. School Settings

Open **School Settings** at the bottom of the menu. Changes here apply to the whole site the next time you publish. Select **Save** at the bottom of the form when you're done.

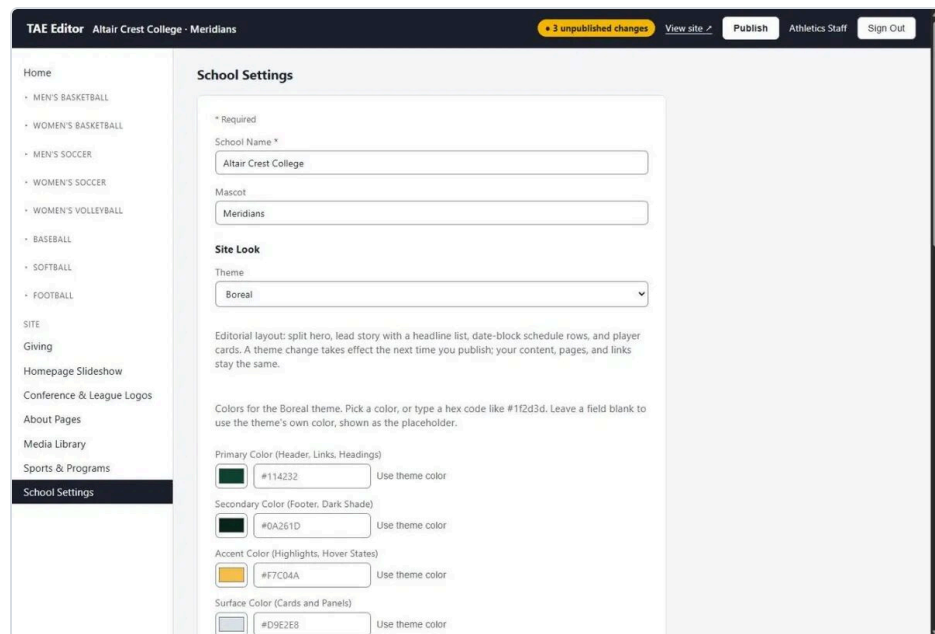
The screenshot shows the 'School Settings' interface within the TAE Editor. The top navigation bar includes 'TAE Editor', the school name 'Altair Crest College - Meridians', a status indicator for '3 unpublished changes', and buttons for 'View site', 'Publish', 'Athletics Staff', and 'Sign Out'. A left sidebar contains a menu with options like 'Home', various sports categories (Men's/Women's Basketball, Soccer, Volleyball, Baseball, Softball, Football), 'SITE', 'Giving', 'Homepage Slideshow', 'Conference & League Logos', 'About Pages', 'Media Library', 'Sports & Programs', and 'School Settings' (which is highlighted). The main content area is titled 'School Settings' and includes a 'Required' section with 'School Name' (filled with 'Altair Crest College') and 'Mascot' (filled with 'Meridians'). Below this is the 'Site Look' section, which features a 'Theme' dropdown menu set to 'Boreal'. A descriptive paragraph explains that the 'Boreal' theme uses an editorial layout with a split hero, lead story, and date-block schedule rows. The 'Colors for the Boreal theme' section provides instructions to pick a color or enter a hex code. It contains four color selection rows: 'Primary Color (Header, Links, Headings)' with a dark green swatch and hex code #114232; 'Secondary Color (Footer, Dark Shade)' with a dark green swatch and hex code #0A261D; 'Accent Color (Highlights, Hover States)' with an orange swatch and hex code #F7CD4A; and 'Surface Color (Cards and Panels)' with a light gray swatch and hex code #D9E2E8. Each row has a 'Use theme color' button.

Figure 1. School Settings: identity, theme and colors.

Name and mascot

Shown in the site header, page titles and footer. Use your school's name as you want visitors to read it.

Site look: theme and colors

A **theme** decides the site's layout. There are two today:

- **Default:** a classic athletics layout with a full-width photo slideshow, news cards and table-based schedules and rosters.
- **Boreal:** an editorial layout with a split hero, a lead story with a headline list, date-block schedule rows and player cards.

Switching themes changes only how the site looks; your content, pages and links stay the same. Each theme has its own four colors: **Primary** (header, links, headings), **Secondary** (footer, darker shade), **Accent** (highlights) and **Surface** (cards and panels). Pick a color, type a hex code such as `#1f2d3d`, or leave a field blank (or select **Use theme color**) to keep the theme's own.

Choosing colors. Header and footer text is white, so choose a dark Primary and Secondary for readability. Your school's main color often works as Primary and a darker shade of it as Secondary. Check the result on a phone after publishing.

Logos

- **School Logo** (wide): shown in the footer.
- **Site Icon** (square): shown beside the school name in the header and in the browser tab. It never falls back to the wide logo, so upload a square version (a crest or monogram) rather than reusing the wide one.

Transparent PNG or SVG files look best. Each sport can also have its own logo (see [Sports & Programs](#)).

Stats

Team Name in Stats Files is only needed if box-score uploads report that they can't find your team, because PrestoStats or DakStats spell your school differently (for example an abbreviation). Enter your name exactly as those files show it.

Contact & Location

Your department's address and phone number, shown in the site footer.

4. Sports & Programs

Open **Sports & Programs**. Each sport is a panel; changes are saved together with **Save** at the bottom.

The screenshot shows the 'Sports & Programs' configuration interface in the TAE Editor. The left sidebar contains a navigation menu with categories like Home, Schedule, Roster, Coaches, News, Sponsors, Recruiting, Social Links, Upload Box Score, and various sports (Men's/Women's Basketball, Soccer, Volleyball, Baseball, Softball, Football). The main content area is titled 'Sports & Programs' and includes a list of sports in the site menu. The 'Men's Basketball' sport is selected and its settings are displayed. These settings include: Sport Name (Men's Basketball), Web address (/sports/mbb11/), Sport type (Basketball), Team Code in Stats Files (ACC), Sport Logo (No image), and a list of pages for this sport (Schedule, Roster, Coaches, News, Sponsors, Recruiting, Social Links, Scores & Box Scores). The active season is set to 2026-27, and there is a 'Start a new season' button.

Figure 2. A sport's settings: name, web address, sport type, pages and season.

Adding a sport

- 1 Select + **Add Sport** and type the **Sport Name** (for example *Women's Lacrosse*). Below it you'll see the web address it will get, such as `/sports/womens-lacrosse/`.
- 2 Choose the **Sport** type. It decides how box scores are read and which stats the public schedule page shows. Choose *Not a scored sport* for programs without scores.
- 3 If box scores might name your team differently, add the **Team Code in Stats Files** (your PrestoStats team code).
- 4 Add a **Sport Logo** if you have one; it appears on the sport's pages.
- 5 Tick the **Pages for this sport** it should have: Schedule, Roster, Coaches, News, Sponsors, Recruiting, Social Links, and **Scores & Box Scores** for results and stats.
- 6 Set the **Active Season** (for example `2026-27`, or `2027` for a spring sport).
- 7 Select **Save**.

Web addresses are permanent. A sport's web address is set when the sport is first saved and never changes, even if you rename the sport, so links to it keep working.

Menu order

Sports appear in the site's menu in the order of this page. Use the ↑ and ↓ buttons on a sport to move it, then **Save**.

Removing and restoring a sport

Remove sport asks first and tells you how many items (games, players, news and so on) will come off the site. Nothing changes until you select **Save**, and **Undo** brings the panel back before then.

A removed sport is **hidden, not deleted**. Its content stays stored and it's listed under **Hidden sports** at the bottom of the page. Select **Restore** to bring it back with everything it had, then use the arrows to put it back in its place.

5. Seasons

Each sport has an **active season**: the season the public site shows by default. Games, players and coaches that have no season of their own automatically belong to the active season. That's why staff leave the Season field blank day to day.

Past seasons stay on the site: visitors (and staff, in the editor) choose them from the Season menu.

Starting a new season

When a sport's new season begins, use **Start a new season** on its panel in Sports & Programs. Never just type a new active season: everything without a season would move into the new season with it.

- 1 Type the new season (for example **2027-28**).
- 2 Choose whether to **Copy the roster forward** and **Copy coaches forward**. Copies are a starting point to edit: remove graduates, add newcomers and update class years by hand.
- 3 Select **Start New Season....** You'll see exactly what will happen, with counts: how many games, players and coaches are filed under the old season, and how many are copied.
- 4 Select **Start <season>** to go ahead, or **Cancel**.

Active season: **2026-27** [Correct it](#)

Start a new season

Files this season's schedule, roster and coaches as last season (they stay on the site), then starts the new season. You'll see exactly what changes before anything happens, and you can undo it for 24 hours.

☒ Copy the roster forward ☒ Copy coaches forward

[Start New Season...](#)

This files 26 games, 13 players and 1 coach under **2026-27** and makes **2027-28** the active season with an empty schedule. It copies 13 players and 1 coach into 2027-28 for you to edit (class years stay as they are; update them by hand). You can undo this for 24 hours. [Start 2027-28](#) [Cancel](#)

[Repair: label items with no season](#)

Figure 3. Starting a new season: the editor shows exactly what will change before anything happens.

Undo

For 24 hours afterwards, the sport's panel offers **Undo**. Undo makes the old season active again and un-files its items. It removes the copied players and coaches that nobody has edited yet. Anything staff edited or added in the new season since is kept, filed under the new season, so no work is lost.

Correcting the active season

Correct it beside the active season is for fixing a typo only. It changes the active season directly, and everything without a season moves with it.

Repair: label items with no season

An advanced tool for fixing history. If a finished season's games, players or coaches were never given a season, and the active season has already moved on (for example when you backfill last season's results after

setting this season active), this stamps the season you choose on every item that has none. It shows a count and asks first, and it never changes the active season.

6. Scores and stats

Sports with **Scores & Box Scores** turned on show results, a season summary and player stats on their public schedule page. Supported sport types: basketball, baseball, softball, soccer, field hockey, volleyball, lacrosse, football and ice hockey.

Two ways to record a result

- **Box score file:** the XML export from PrestoStats or DakStats. Adds the score, team totals and every player's line, and updates season stats automatically.
- **Just the final score:** for schools without stats software, or games without a file. Counts toward the record and the schedule's results, but adds no player stats.

How box scores find your team

A box score names both teams. The editor finds yours by the sport's **Team Code in Stats Files** first, then by your school's name (or the **Team Name in Stats Files** from School Settings). If an upload says it can't find your team, set one of those to match the file.

Before saving, staff confirm which scheduled game the file belongs to. The editor matches by date and shows whether the opponent's name and home/away agree.

Exhibitions and corrections

- Games marked *Exhibition* appear on the schedule but don't count toward the record or season stats.
- Removing a box score also removes its player lines and recalculates the season, so a corrected file can be uploaded cleanly.

7. Bulk updates with spreadsheets

Schedules and rosters can be imported from a spreadsheet: ideal for a new site, a new season, or a schedule released all at once. The User Guide walks through the steps; the essentials for planning:

- Use **Spreadsheet...** on a sport's Schedule or Roster. Download first: the file has the right columns and that season's current rows.
- Each import goes into the season you choose. Importing into the active season leaves rows without a season of their own, as normal.

- Rows match existing games or players (by `id`, then by date and opponent or by name), so re-importing an edited download updates rather than duplicates.
- Nothing is ever deleted by an import, and blank cells never clear stored values.
- A file with any problem imports nothing; the preview lists each problem by row number.
- Up to 500 rows per file.

New season, same players? *Copy the roster forward* when starting the season ([chapter 5](#)) is quicker than a spreadsheet. Use the spreadsheet afterwards to update class years and add newcomers in one go.

8. About pages

About pages (facilities, staff directory, compliance, history and so on) appear in the site's menu and footer. Each has:

- **Title**, shown in the menu and at the top of the page.
- **Page Address**: letters, numbers and dashes, no spaces. The page appears at `/org/<address>.html`. Changing it later breaks links to the old address.
- **Page Content (HTML)**: the body of the page.
- **Pillar Cards** (optional): highlighted cards, each with a title and description.

Writing page content

Page content is written as simple HTML. These tags cover almost everything:

```
<h2>Our facilities</h2>
<p>Meridian Fieldhouse seats 2,400 and hosts basketball and volleyball.</p>
<ul>
  <li>Strength and conditioning center</li>
  <li>Athletic training room</li>
</ul>
<p>Questions? <a href="mailto:athletics@yourschool.edu">Email the department</a>.</p>
{{pillarCards}}
```

Type `{{pillarCards}}` where the pillar cards should appear; leave it out to put them at the end. Order the About pages with the arrows on the list: that's their order in the menu.

9. Social feeds

Your site can show your department's recent Instagram posts. Connect it in **School Settings** under **Social Feeds**:

- 1 Get an Instagram access token for your department's account. Testament support can walk you through it.
- 2 Paste it into **Instagram Access Token**, add the account name (for example `@yourschoolathletics`), and select **Connect**.
- 3 Publish. Recent posts appear on the site, refreshed every time you publish.

Tokens are stored securely and never shown again. Instagram tokens expire after about 60 days: the Home page warns you two weeks before, and you reconnect the same way. X and Facebook connections can be saved today, ready for when those feeds are added to the site. Each sport's own social profile links are separate (see Social Links in the User Guide).

10. Publishing and your public site

- **Publishing rebuilds the whole site** from everything saved, by anyone, and takes about a minute. Only one publish runs at a time; a second request follows the one already running.
- **The badge** (*N unpublished changes*) counts saved changes since the last successful publish. Deletions aren't counted but are applied.
- **Settings changes** (theme, colors, logos, sports and their order) also take effect at the next publish.
- **If a publish fails**, the public site stays exactly as it was and nothing saved is lost. Try again; if it fails twice, contact support.
- **View site** ↗ always opens your school's own public site.

Your site is static: fast, secure and inexpensive to host, with nothing for visitors to log into. That's why changes appear only when you publish.

Previews

Preview builds the site from everything saved and shows it privately, so staff can check changes before they publish. The User Guide covers the steps. For you as administrator:

- **Previews never change the public site.** A preview is a separate private copy at your editor's own address, under `/preview/`. The unpublished-changes count stays until someone publishes.
- **Staff only.** A preview opens only for your school's staff, signed in to your school's editor in that browser. Access is granted per sign-in, is limited to the preview, and lasts 8 hours; after that, selecting Preview again (or **Open the preview again** ↗ in the Publish window) renews it. A copied preview link shows nothing to anyone else, so previews are safe for embargoed news such as a coaching hire or a signing class.
- **Not listed by search engines.** Every preview page tells search engines not to index it, and it carries a *Preview: not live* banner. Images in a preview load from your public site, so a newly uploaded image appears there too.

- **Publish your preview** puts exactly the previewed build live, with no rebuild. It's offered only while the preview is the newest thing: once anyone saves a change, staff preview again or publish what's saved. The site then counts as published at the time the preview was built, so later saves still show as unpublished.
- **60-day limit.** A preview older than 60 days can no longer be published as it is. Preview again first.
- **One build at a time.** A preview and a publish never run together. If one is running, Preview asks staff to try again when it finishes.
- **Previewing is optional.** Staff can always publish without previewing.

Preview needs your school's own editor address. The Preview button appears only when the editor is opened at the address Testament set up for your school (for example `admin.yourschool.edu`), because preview access belongs to that address. If staff don't see Preview, check the address they use, then contact support.

11. What belongs on the site

The Testament Athletics Engine publishes public information only. Never enter:

- Student records of any kind: grades, eligibility, academic standing, disciplinary or medical information.
- Private contact details for students (home address, personal phone or email).
- Anything your department wouldn't put on a public bulletin board.

Roster details (name, number, position, class year, height, hometown) and staff work contact details are the kind of public information athletics sites carry. Check your institution's own policy on hometowns and photos, and leave fields blank where your policy says so.

12. Getting support

Answers to common questions are at **testamentsports.com/support**, along with the latest copies of this manual and the User Guide. To reach Testament, use **testamentsports.com/contact**; a real person reads every message.

When you write, include:

- Your school and your name.
- What you were doing, and the page (for example *Men's Basketball · Schedule*).
- Any message the editor showed, word for word.

For account changes (adding or removing staff), include each person's name and work email.