



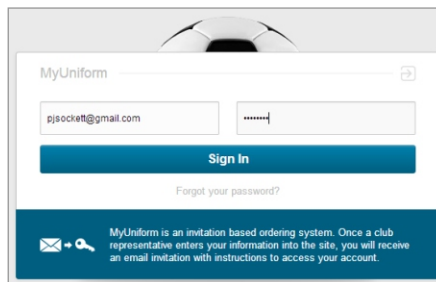
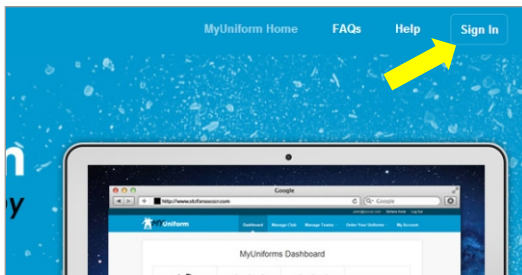
Club Administrator Procedures Manual

Club Management

As a Club Manager, The Soccer Corner will enter you into the MyUniform system. When you receive your invitation you will need to sign in and set up the teams for your club. Once the teams are entered you can have each Team Manager manage their rosters or you can manage them yourself if you prefer.

Sign In

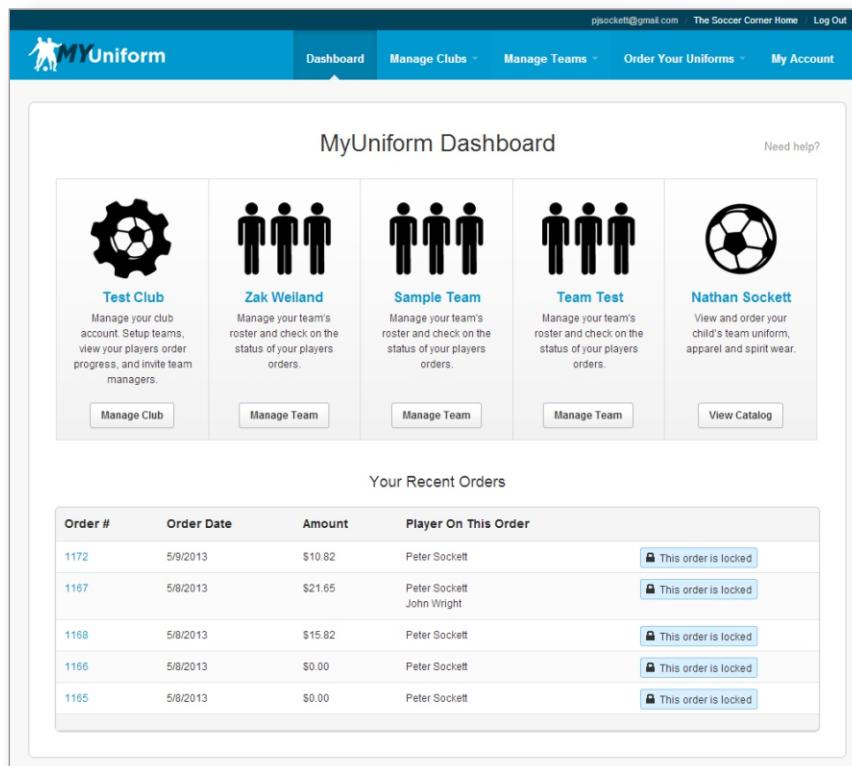
To begin, visit myuniform.thesoccercorner.com and sign in to your MyUniform account.



You will need to set your password through your invitation email before you sign in for the first time. Once you Sign In you will see your MyUniform user dashboard.

Dashboard

The main dashboard screen will change based on what has been assigned to your account. Your Dashboard will contain links to manage your Club, Teams, and player orders. If you are the parent of a player in your club or if you assign yourself as a Team Manager you will see multiple icons displayed on your dashboard as seen below. You will also see your recent orders, where you will be able to edit or cancel your orders prior to your team's deadline.



MyUniform Dashboard

Need help?

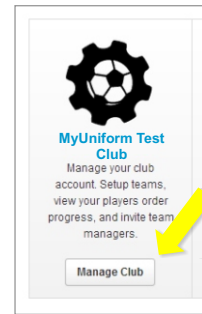
Icon	Name	Description	Action
	Test Club	Manage your club account. Setup teams, view your players order progress, and invite team managers.	Manage Club
	Zak Welland	Manage your team's roster and check on the status of your players orders.	Manage Team
	Sample Team	Manage your team's roster and check on the status of your players orders.	Manage Team
	Team Test	Manage your team's roster and check on the status of your players orders.	Manage Team
	Nathan Sockett	View and order your child's team uniform, apparel and spirit wear.	View Catalog

Your Recent Orders

Order #	Order Date	Amount	Player On This Order	Action
1172	5/9/2013	\$10.82	Peter Sockett	This order is locked
1167	5/8/2013	\$21.65	Peter Sockett John Wright	This order is locked
1168	5/8/2013	\$15.82	Peter Sockett	This order is locked
1166	5/8/2013	\$0.00	Peter Sockett	This order is locked
1165	5/8/2013	\$0.00	Peter Sockett	This order is locked

Manage Club

To begin your club management click on the Manage Club button. Your Management screen will give you access to a lot of important information for your club such as your list of Teams in each group, the deadline dates for each group, Team Manager information, roster size for each team, and how many players on each team have placed orders.



MyUniform Home / pjsockett@gmail.com / Log Out

Dashboard
Manage Clubs
Manage Teams
Order Your Uniforms
My Account

MyUniform Test Club

Address
 2075 S 170th Street
 New Berlin, WI 53151

Club Manager
 Peter Sockett
 (262) 432-0440
 pete@fakeemail.com

Group Overview Report

Competitive Girls (U11-U14) Add Teams

Active: 6/8/2012 - 8/1/2013 Deadline: 8/1/2013

Team Name	Team Manager	Roster Size	Orders	
First Team	Peter Sockett (262) 432-0440 pete@fakeemail.com	0	0	EDIT MANAGE RESEND INVITE REMOVE
Import Test	Peter Sockett (262) 432-0440 pete@fakeemail.com		2	EDIT MANAGE RESEND INVITE REMOVE


Employee Test Catalog Add Team Overview Report

Active: 6/8/2012 - 7/1/2012 Deadline: 7/1/2012

Team Name	Team Manager	Roster Size	Orders	
Launch Team	Peter Sockett (262) 432-0440 pete@fakeemail.com	2		EDIT MANAGE RESEND INVITE REMOVE

Add Teams

For each group you will need to add your list of teams. The group determines the catalog and deadlines that are used so it is very important that teams are placed into their appropriate group. If it appears that none of the groups listed are appropriate, please contact your team sales representative at The Soccer Corner so we can add a group. To begin, click the Add Teams button for the group to which you would like to add teams. Enter the team Name and the Team Manager information for that team. Once the form is filled out and saved, the team will be created and the Team Manager will receive an invitation email to enter the system and create their team roster.

Competitive Boys (U11-U14)		Group & Deadline Information			Add Team
Active: 6/8/2012 - 8/1/2013		Deadline: 8/1/2013			
Team Name	Team Manager	Roster Size	Orders		

Add New Team

Group: Competitive Girls (U11-U14)

Team Name:

Manager Name:

Phone:


Manager Email:

Send Invite Email **Save**

Peter Sockett 0 0 [EDIT](#)

Team Rosters

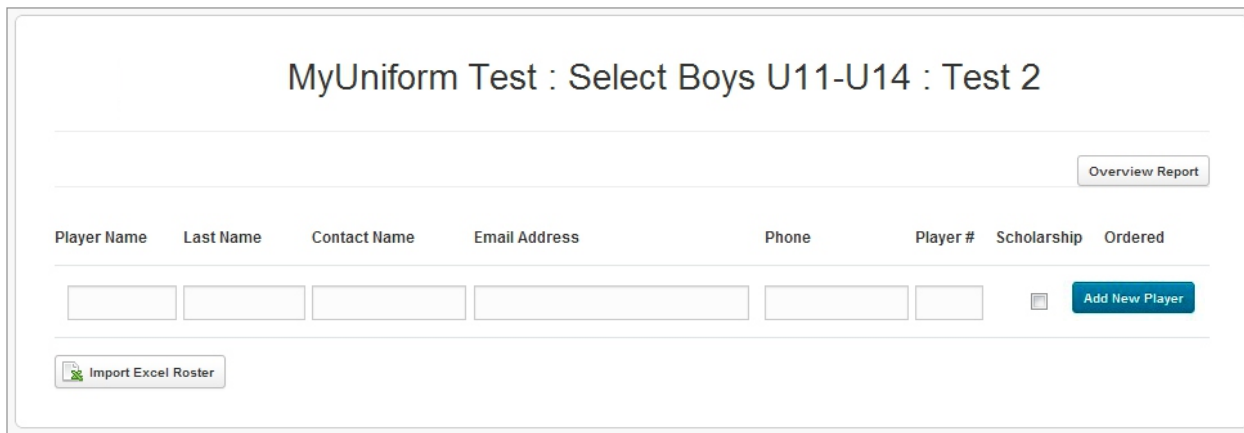
Once all of your teams have been created, the final step is to add your teams' rosters. You can enter these yourself or leave it up to the manager for each team individually. Rosters can either be entered manually, player-by-player, or the entire team can be imported from an Excel Spreadsheet. To begin roster entry click on the Manage link, on the right side of your screen, for each team.

First Team	Peter Sockett (262) 432-0440 pjsocckett@gmail.com	0	0		EDIT MANAGE RESEND INVITE REMOVE
------------	---	---	---	---	---

You will then be taken to the roster management screen.

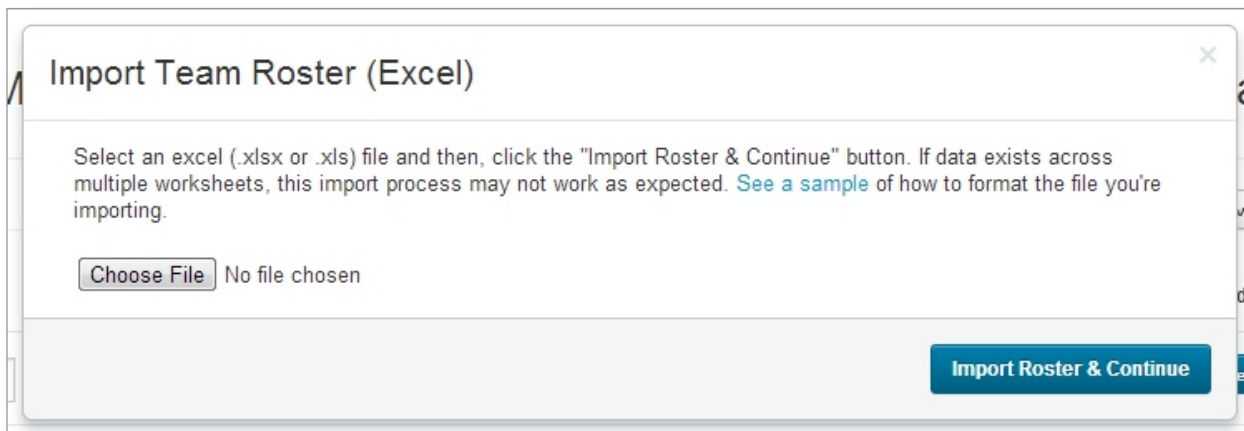
Roster Management

If you are going to manually enter information, you can begin entering the required information for your first player. After you enter each player, click the Add New Player button. This will save and send an invitation for the current player and add a new entry line.



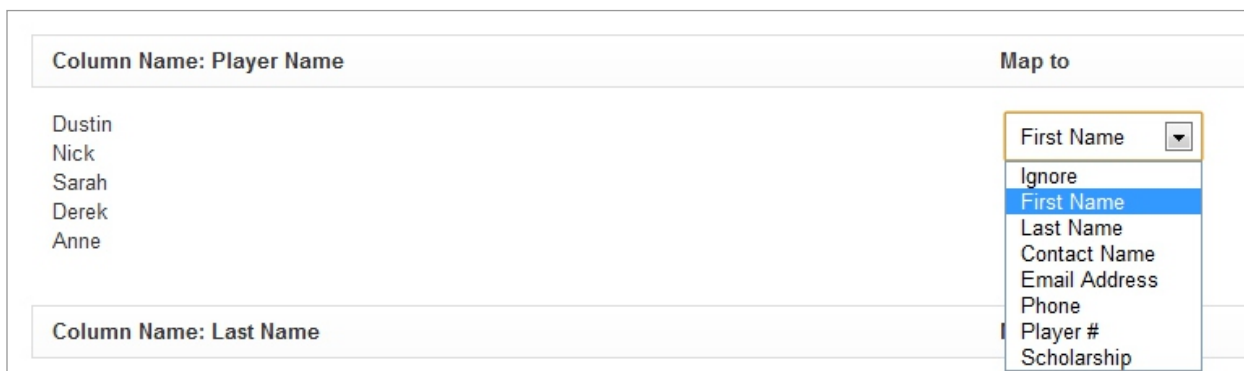
The screenshot shows a web interface titled "MyUniform Test : Select Boys U11-U14 : Test 2". At the top right, there is an "Overview Report" button. Below the title, there is a table with the following headers: "Player Name", "Last Name", "Contact Name", "Email Address", "Phone", "Player #", "Scholarship", and "Ordered". Underneath the headers, there are several empty input fields corresponding to each header. To the right of these fields is a blue "Add New Player" button. At the bottom left of the interface, there is a button labeled "Import Excel Roster".

If you are going to use the import method, click on the Import Excel Roster button at the bottom of the roster. You will see the Roster Import screen pop up.



The screenshot shows a dialog box titled "Import Team Roster (Excel)". The dialog contains the following text: "Select an excel (.xlsx or .xls) file and then, click the 'Import Roster & Continue' button. If data exists across multiple worksheets, this import process may not work as expected. [See a sample](#) of how to format the file you're importing." Below this text, there is a "Choose File" button followed by the text "No file chosen". At the bottom right of the dialog, there is a blue "Import Roster & Continue" button.

Click on the Choose File button and select the Excel file that you would like to import. Once you have selected your file, Click the Import Roster & Continue button to begin mapping fields.



The screenshot shows a field mapping interface. On the left side, there are two sections: "Column Name: Player Name" and "Column Name: Last Name". Under "Column Name: Player Name", there is a list of names: "Dustin", "Nick", "Sarah", "Derek", and "Anne". On the right side, there is a "Map to" section with a dropdown menu. The dropdown menu is open, showing the following options: "First Name", "Ignore", "First Name", "Last Name", "Contact Name", "Email Address", "Phone", "Player #", and "Scholarship". The "First Name" option is currently selected.

The left side of the screen will display your columns and a preview of the data. The right side will display a drop down box for each of your columns. Select the required field from the drop down that fits your column data and ignore any that aren't needed.

Once you have mapped all of your column data, click on the Save & Finalize Import button at the bottom of the page. This will save your roster and send invitations to all of your players.

Column Name: City Map to

Milwaukee

Madison

Brookfield

Madison

Waukesha

Ignore ▼

Save & Finalize Import

You will see your Team Roster page with all of you player information entered. **Please do not toggle any players as Scholarship without first talking to your team sales representative at The Soccer Corner. This is used for clubs that have scholarship players for whom the club pays a portion of the uniform costs.** At this point you are done with your roster entry for that team, but you can return to this page at any time to add or manage players and view order status for each player.



MyUniform Test Club : Competitive Girls (U11-14) F14T

Team Overview Report

Overview Report

Player Name	Last Name	Contact Name	Email Address	Phone	Player #	Scholarship	Ordered
Nick	Smith	Justin Smith	smith1@stefanssoccer.com	111-111-1111	20	Order Status	▼
John	Allen	James Allen	allen1@stefanssoccer.com	222-222-2222	21	🕒	No ▼
Derek	Thomas	Darren Thomas	thomas1@stefanssoccer.com	333-333-3333	22	🕒	No ▼
James	Jones	Anne Jones	jones1@stefanssoccer.com	444-444-4444	23	Resend invite, Edit Information, Change Team, or Remove Player ▼	
Dan	Thomson	Dave Thomson	thomson1@stefanssoccer.com	555-555-5555	24	🕒	▼
Peter	Jensen	Paul Jensen	jensen1@stefanssoccer.com	666-666-6666	25	🕒	No ▼
Bob	Jacobs	Jim Jacobs	jacobs1@stefanssoccer.com	777-777-7777	26	🕒	No ▼
Joe	Johnson	Dave Johnson	johnson1@stefanssoccer.com	888-888-8888	27	🕒	No ▼
David	Wright	Jon Wright	wright1@stefanssoccer.com	999-999-9999	28	🕒	No ▼

Add New Player

Import Excel Roster