



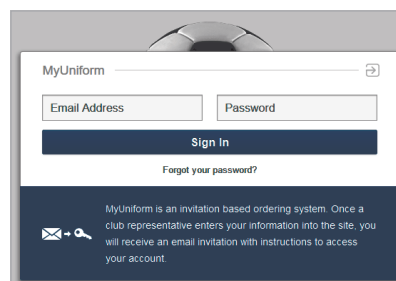
Club Administrator Procedures Manual

Club Management

As a Club Manager, Soccer & Rugby Imports 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

Sign In

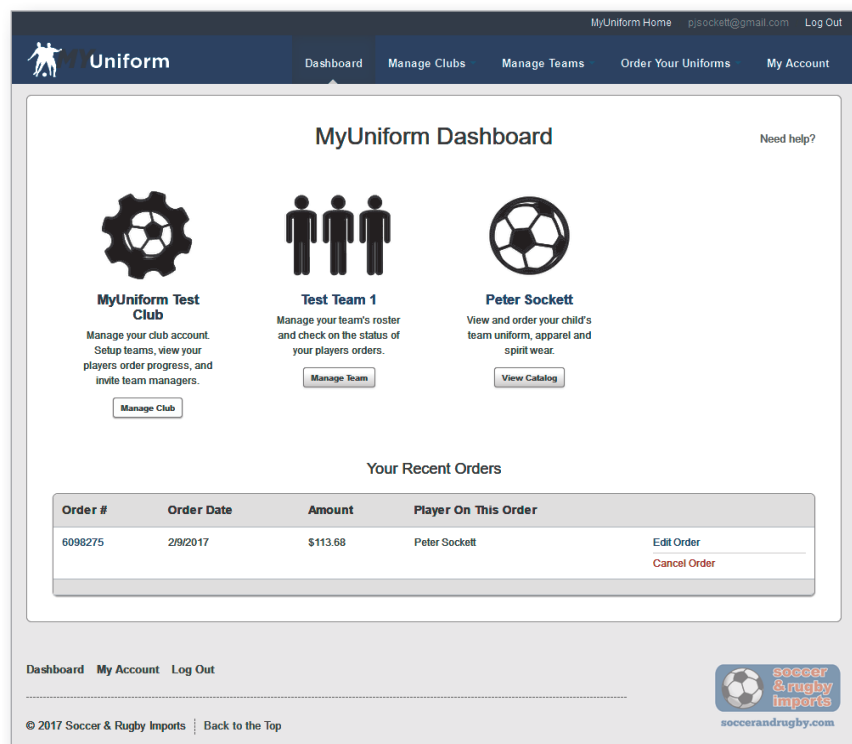
To begin, visit myuniform.soccerandrugby.com and sign in to your MyUniform account.



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.



Order #	Order Date	Amount	Player On This Order	
6098275	2/9/2017	\$113.68	Peter Sockett	Edit Order Cancel Order

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 Test Club

Manage your club account.
Setup teams, view your
players order progress,
invite team manager

Manage Club



[Dashboard](#)
[Manage Clubs](#)
[Manage Teams](#)
[Order Your Uniforms](#)
[My Account](#)

[My Uniform](#) > [MyUniform Test Club](#)

MyUniform Test Club

Address
15 Ethan Allen Highway
Ridgefield, CT 06877

Club Manager
Peter Sockett
(262) 432-0440
pjsockett@gmail.com

Club Manager Information

Group Overview Report

Test Group 1
Active: 2/1/2017 - 2/28/2018 Deadline: 2/28/2017

Group & Deadline Information

Add Teams

Add Team Overview Report


Team Name	Team Manager	Roster Size	Orders	
Test Team 1	Peter Sockett (262) 432-0440 pjsockett@gmail.com	1	0	EDIT MANAGE RESEND INVITE REMOVE
Test Team 2	Peter Sockett (262) 432-0440 pjsockett@yahoo.com	0	0	EDIT MANAGE RESEND INVITE REMOVE
Total		1	0	

Test Group 2
Active: 2/1/2017 - 2/28/2018 Deadline: 2/28/2017

Add Team Overview Report

Team Name	Team Manager	Roster Size	Orders	
Test Team 3	Peter (262) 432-0440 pete@stefanssoccer.com	0	0	EDIT MANAGE RESEND INVITE REMOVE
Total		0	0	

Dashboard My Account Log Out



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 Soccer & Rugby Imports 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.

Test Group 1

Active: 2/1/2017 - 2/28/2018

Deadline: 2/28/2017

Group & Deadline Information

Add Team

Overview Report

Team Name	Team Manager	Roster Size	Orders
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active: 2/1/

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Add New Team

Group

Test Group 1

Team Name

Manager Name

Phone

Manager Email

☒ Send Invite Email

Save

view Report

Team Rosters

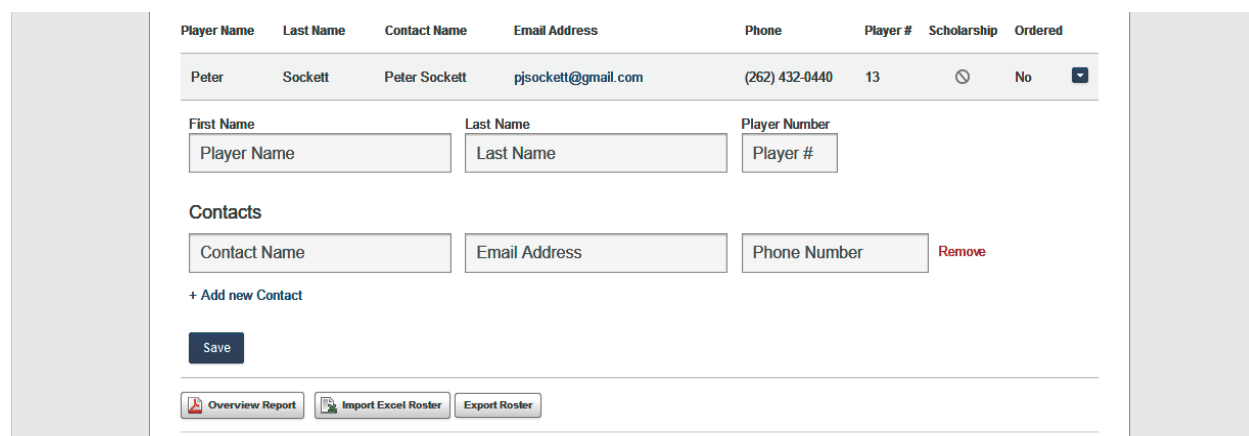
Once all of your teams have been created, the final step is to add your teams' rosters. You can enter these yourself or leave it up to the manager for each team individually. Rosters can either be entered manually, player-by-player, or the entire team can be imported from an Excel Spreadsheet. To begin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

Test Team 1	Peter Sockett (262) 432-0440 pjsockett@gmail.com	1	0	<div> <div>EDIT</div> <div>MANAGE</div> <div>RESEND INVITE</div> <div>REMOVE</div> </div>
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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.

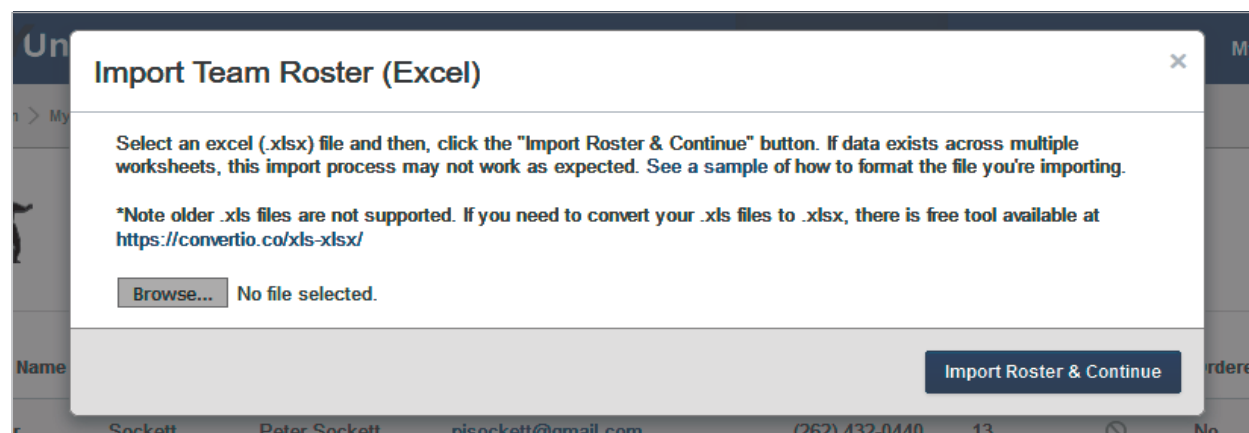


The form displays a table of players and input fields for adding new players and contacts.

Player Name	Last Name	Contact Name	Email Address	Phone	Player #	Scholarship	Ordered
Peter	Sockett	Peter Sockett	psockett@gmail.com	(262) 432-0440	13	No	<input checked="" type="checkbox"/>

Below the table, there are input fields for First Name, Last Name, and Player Number. There is also a section for Contacts with input fields for Contact Name, Email Address, and Phone Number, and a Remove button. At the bottom, there is a Save button and three buttons: Overview Report, Import Excel Roster, and Export 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 modal titled "Import Team Roster (Excel)" provides instructions for importing an Excel file. It includes a "Browse..." button and an "Import Roster & Continue" button.

Select an excel (.xlsx) 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.

*Note older .xls files are not supported. If you need to convert your .xls files to .xlsx, there is free tool available at <https://convertio.co/xls-xlsx/>

Browse... No file selected.

Import Roster & Continue

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 field mapping form shows columns from the Excel file being mapped to the system fields. The left side lists columns and a preview of data. The right side shows a dropdown menu for mapping each column.

Column Name: Player Name	Map to
Dustin	First Name
Nick	Ignore
Sarah	First Name
Derek	Last Name
Anne	Contact Name
	Email Address
	Phone
	Player #
	Scholarship

Column Name: Last Name

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 Soccer & Rugby Imports. 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 : Test Group 1 : Test Team 1

Player Name	Last Name	Contact Name	Email Address	Phone	Player #	Scholarship	Ordered
Peter	Sockett	Peter Sockett	pjsockett@gmail.com	(262) 432-0440	72	No	
Andrew	Barry	Andrew Contact	import@lightburndesigns.com	(414)123-4567	13	No	
Charlie	Donald	Andrew Contact	import@lightburndesigns.com	(414)123-4567	20	No	
Eric	Farwell	Andrew Contact	import@lightburndesigns.com	(414)123-4567	10	No	
Gloria	Humbolt	Andrew Contact	import@lightburndesigns.com	(414)123-4567	1	No	

First Name

Player Name

Last Name

Last Name

Player Number

Player #

Contact Name

Email Address

Phone Number

Remove

+ Add new Contact

Save

Team Overview Report

Overview Report

Import Excel Roster

Export Roster