





Order Editing Procedures Manual





Sign In

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



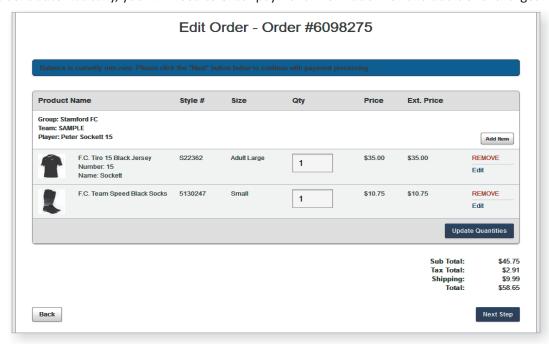


When you return to your MyUniform Dashboard page, your order will be displayed under Your Recent Orders. Orders can be Edited or Cancelled up to your Team's deadline date. If you click on Cancel order you will be asked to confirm and then you will see a refund confirmation at the top of the screen. To Edit an order click on the Edit Order lick to the right of your order.



Editing Orders

You can edit your quantity to add or remove a portion of an item. Click on the Remove link to remove an entire line. To change the size of an item, click the edit button for that item and change the size in the drop down menu. Click "Update Quantities" to save your changes. As you make changes you will see a note at the top of the screen that the order has a non-zero balance. Click Next Step when done. Refunds will be sent automatically, you will need to enter payment information for and additional charges.

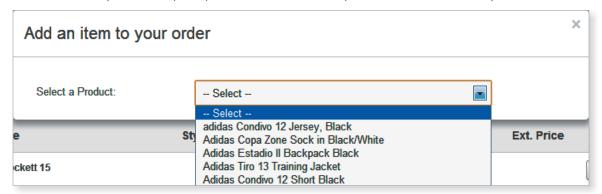




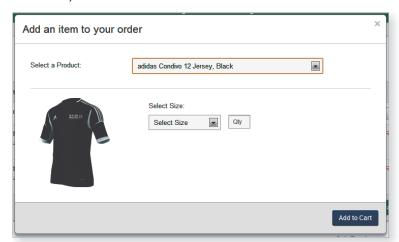


Adding Items

Items can be added to your existing order as a means to edit sizes or add missing pieces. When the Add Item button is click you will be prompted to select the item you would like to add to your order.



Once you have selected an item to add you will see the item detail page to select a size and quantity to add to your order. When done, click the Add to Cart button.



Order Payment

The top of the payment screen will display the amount of the payment required to complete your order. You will be bale to process your payment with a Soccer Master Gift Card and\or a Credit Card. Once you have entered your Payment Information, click on the Finalize Order button. You will see a confirmation of your updated order.

