

# Team Manager Procedures Manual

## Team Management

As a Team Manager, your Club Manager will enter you into the MyUniform system. When you receive your invitation you will need to sign in and input the roster for your team.

## Sign In

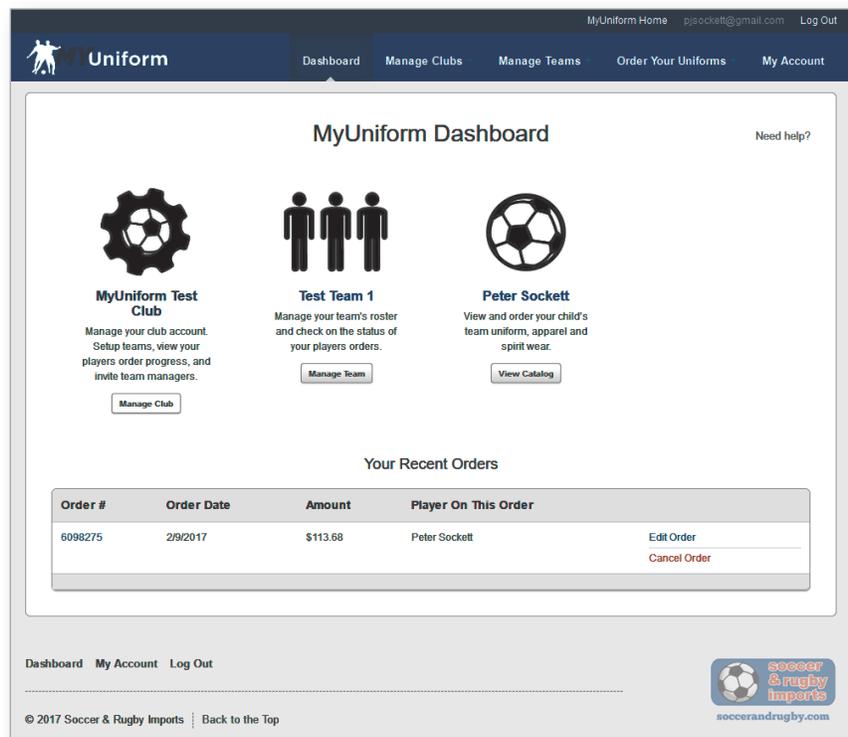
To begin, visit [myuniform.soccerandrugby.com](http://myuniform.soccerandrugby.com) and sign in to your MyUniform account.



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

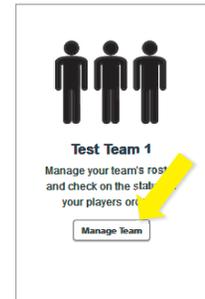
The main dashboard screen will change based on what has been assigned to your account. Your Dashboard will contain links to manage your teams and player orders. If you are the parent of a player in your club or manage multiple teams you will see multiple icons displayed on your dashboard as seen below. 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	<a href="#">Edit Order</a> <a href="#">Cancel Order</a>

## Manage Team

To begin your club management click on the Manage Team button. Your Roster Management screen will open for your team's roster entry.



## 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.

Player Name	Last Name	Contact Name	Email Address	Phone	Player #	Scholarship	Ordered
Peter	Sockett	Peter Sockett	psockett@gmail.com	(262) 432-0440	13	No	☑

First Name

Last Name

Player Number

**Contacts**

Contact Name

Email Address

Phone Number

Remove

+ Add new Contact

**Save**

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.

### Import Team Roster (Excel)

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/>

No file selected.

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.

**Column Name: Player Name** **Map to**

Dustin

Nick

Sarah

Derek

Anne

First Name

Ignore

First Name

Last Name

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 Master. 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	psockett@gmail.com	(262) 432-0440	72	No	▼
Andrew	Bary	Andrew Contact	import@lightburndesigns.com	(414)123-4567	13	Order Status	▼
Charlie	Donald	Andrew Contact	import@lightburndesigns.com	(414)123-4567	20	No	▼
Eric	Farwell	Andrew Contact	import@lightburndesigns.com	(414)123-4567	10	✔	▼
Gloria	Humbolt	Andrew Contact	import@lightburndesigns.com	(414)123-4567	1	Resend invite, Edit Information, Change Team, or Remove Player	▼

First Name

Last Name

Player Number

**Contacts**

Remove

+ Add new Contact

Save

Team Overview Report

Overview Report

Import Excel Roster

Export Roster