



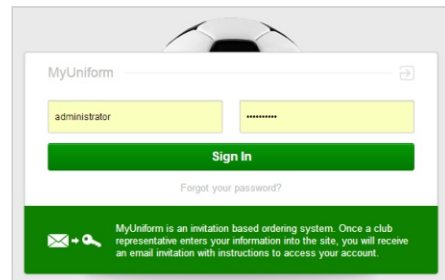
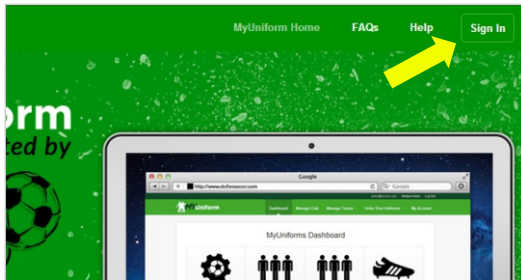
Club Administrator Procedures Manual

Club Management

As a Club Manager, Soccer Master 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

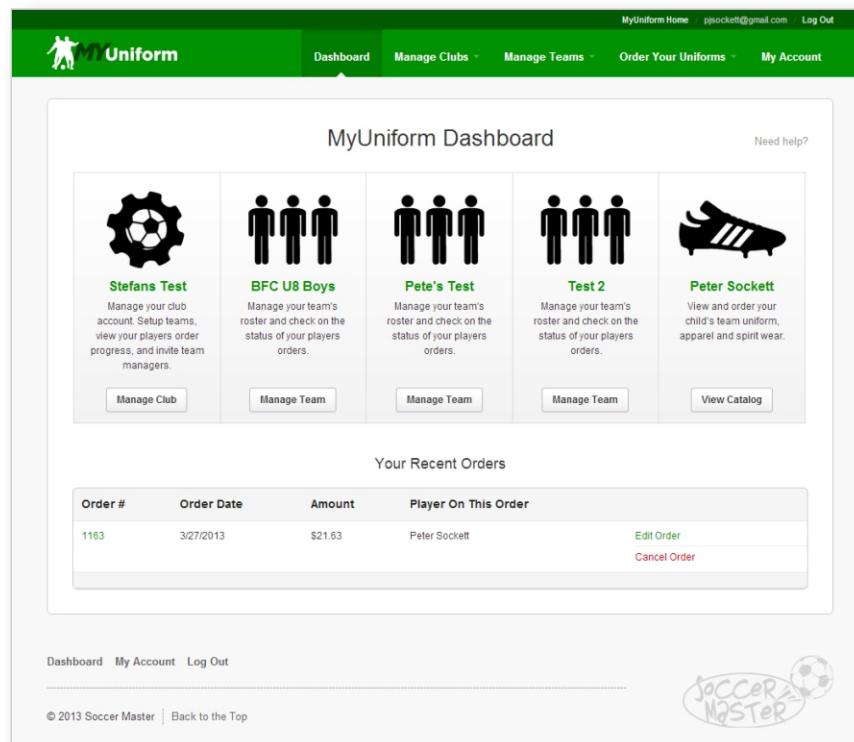
To begin, visit myuniform.soccermaster.com and sign in to your MyUniform account.



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?


 <p>Stefans Test Manage your club account. Setup teams, view your players order progress, and invite team managers.</p> <p>Manage Club</p>	 <p>BFC U8 Boys Manage your team's roster and check on the status of your players orders.</p> <p>Manage Team</p>	 <p>Pete's Test Manage your team's roster and check on the status of your players orders.</p> <p>Manage Team</p>	 <p>Test 2 Manage your team's roster and check on the status of your players orders.</p> <p>Manage Team</p>	 <p>Peter Sockett View and order your child's team uniform, apparel and spirit wear.</p> <p>View Catalog</p>
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Your Recent Orders

Order #	Order Date	Amount	Player On This Order	
1163	3/27/2013	\$21.63	Peter Sockett	Edit Order Cancel Order

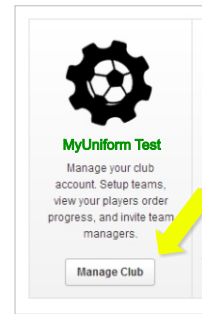
Dashboard My Account Log Out

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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 | psocket@gmail.com | Log Out

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 [Manage Clubs](#) |
 [Manage Teams](#) |
 [Order Your Uniforms](#) |
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MyUniform Test

Address
14188 Manchester Road
Manchester, MO 63011

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

Group Overview Report

Select Boys U11-U14 **Group & Deadline Information** **Add Teams**

Active: 3/1/2013 - 3/29/2013 Deadline: 3/15/2013

Team Name	Team Manager	Roster Size	Orders
Test 1	Joe Shmoe (262) 544-1234 joesoccer@email.com	2	0
Test 2	Peter Sockett (262) 432-0440 psocket@gmail.com		0

Select Girls U11-U14 **Team Manager Information**

Active: 3/1/2013 - 3/29/2013 Deadline: 3/15/2013


Team Name	Team Manager	Roster Size	Orders
Pete's Test	Peter Sockett (262) 432-0440 psocket@gmail.com	0	

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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 Master 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)				
Active: 6/8/2012 - 8/1/2013 Deadline: 8/1/2013				
Team Name	Team Manager	Roster Size	Orders	

Club Manager

Add New Team ✕

Group: Select Boys U11-U14

Team Name:

Manager Name:

Phone:


Manager Email:

Send Invite Email Save

Peter Sockett <small>(262) 433-8448</small>	0	0	EDIT MANAGE RESEND INVITE REMOVE
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Team Rosters

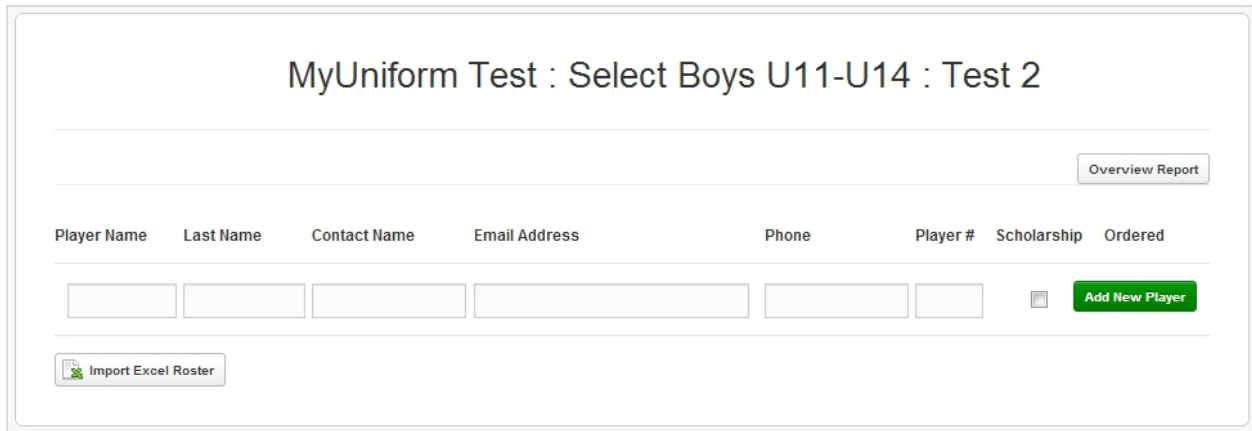
Once all of your teams have been created, the final step is to add your teams' rosters. You can enter these yourself or leave it up to the manager for each team individually. Rosters can either be entered manually, player-by-player, or the entire team can be imported from an Excel Spreadsheet. To begin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

Test 1	Joe Shmoe <small>(262) 544-1234</small> <small>joesoccer@email.com</small>	2	0	 EDIT MANAGE RESEND INVITE REMOVE
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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.



MyUniform Test : Select Boys U11-U14 : Test 2

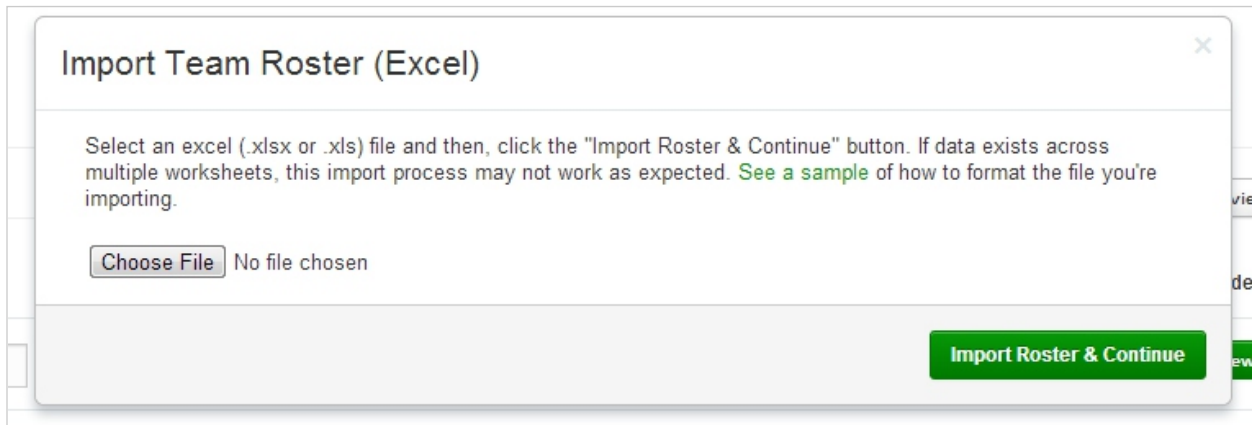
Overview Report

Player Name	Last Name	Contact Name	Email Address	Phone	Player #	Scholarship	Ordered
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Import Excel Roster

Add New Player

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.



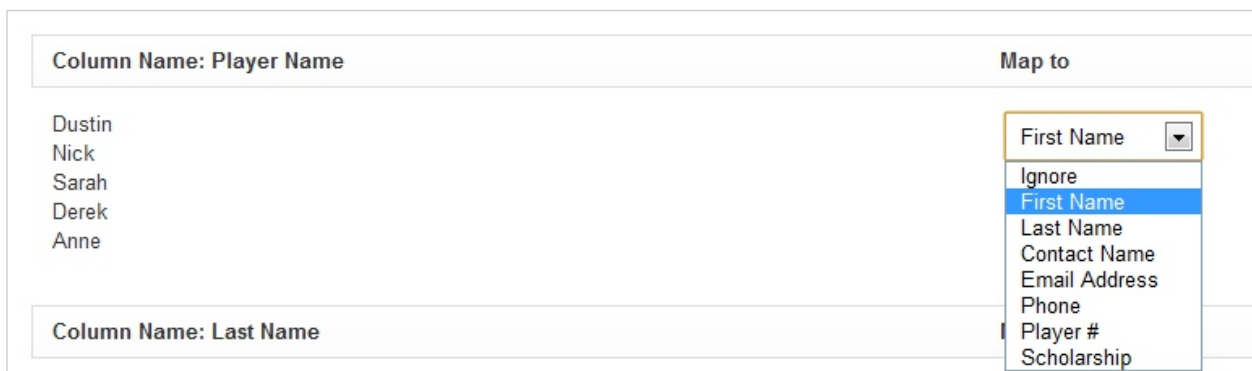
Import Team Roster (Excel)

Select an excel (.xlsx 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.

Choose File No file chosen

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.



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

<p>Milwaukee</p> <p>Madison</p> <p>Brookfield</p> <p>Madison</p> <p>Waukesha</p>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Ignore ▼</div>
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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.



Soccer Master Test Club : Team Department

Team Overview Report


Overview Report

Player Name	Last Name	Contact Name	Email Address	Phone	Player #	Scholarship	Ordered
Donald	Duck	Disney World	letchfamily@gmail.com	(123) 456-7890	8	🕒	📌
Goofy	Pluto	Disney World	letchfamily@gmail.com	(123) 456-7890	5	🕒	No 📌
Ariel	Mermaid	Disney World	letchfamily@gmail.com	(123) 456-7890	6	🕒	No 📌
Peter	Sockett	Peter Sockett	psockett@gmail.com	(262) 432-0440	18	🕒	📌
Pete	Cat	Disney World	letchfamily@gmial.com	(123) 456-7890	7	🕒	📌
Keith	Donnell	Keith Donnell	keith@lightburndesigns.com	(414) 555-5555	77	🕒	No 📌

Add New Player

📄 Import Excel Roster

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