

Uniform Pro Version 1.1 User Manual



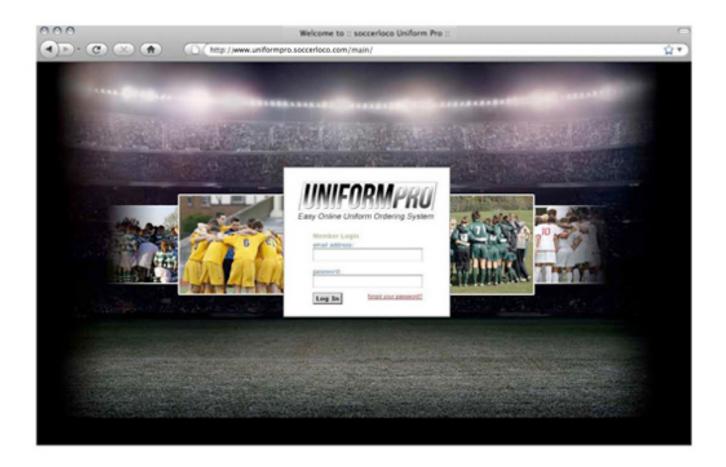


Welcome to Uniform Pro, an easy online uniform ordering system. This manual will help you through the steps to place your Club's, Team's or individual uniform order for the upcoming season.

Club Uniform Coordinator Overview -

A Soccerloco Team Representative will have sent you your log in information for you to access Uniform Pro. If you have not received your log in information contact the Soccerloco Team Department at TeamDept@soccerloco.com to see if your Club has opted to use Uniform Pro. Please add TeamDept@soccerloco.com to your safe senders list to ensure email deliveries.

Once you receive your log in information you will have access to Uniform Pro. http://uniformpro.soccerloco.com.





The first step as a Club Uniform Coordinator is to enter all the teams in your club. To enter a New Team, click the "Add New Team" button.



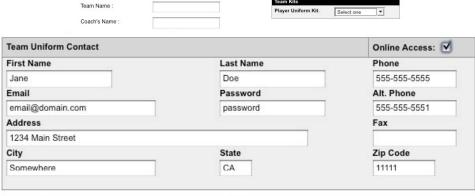
A new window will pop up. You will then need to enter the team's name. If your club has multiple uniform kits you will then need to select the appropriate uniform kit for that team.

League:

Demo League

As a Club Uniform Coordinator, you have the ability to allow the Team Manager to access their team's Uniform Pro.

To grant online access to the Team Manager, enter the manager's email address and check the "Online Access" box. You may assign a password or the system will create one for the Team Manager. Once vou've granted online access and the team is saved, an email will



Save Close

Order Deadline: Monday Feb 28, 2011

be sent to the team manager informing them of log in information.

The Team will now be listed in the "Teams" tab screen





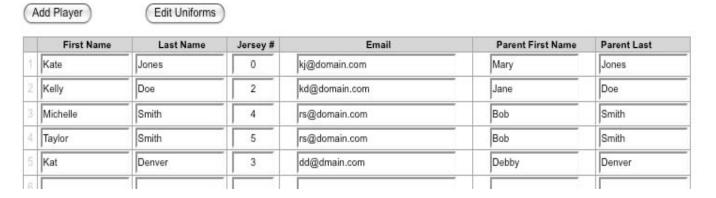
To edit a Team, click on the team name and the Team Information window will pop up and you can edit the information. Players can be added to the roster anytime before the "Order Deadline" (listed in RED). To add an additional player, click the "Add Player" button. A new row will appear for the players' information.

	First Name	Last Name	Jersey#	Email	Parent First Name	Parent Last
Ô	Kate	Jones	0	kj@domain.com	Mary	Jones
â	Kelly	Doe	2	kd@domain.com	Jane	Doe
â	Michelle	Smith	4	rs@domain.com	Bob	Smith
đ	Taylor	Smith	5	rs@domain.com	Bob	Smith
đ	Kat	Denver	3	dd@dmain.com	Debby	Denver
6						

After all the players are entered for the team, the "Roster Complete" check box will need to be checked. This allows the system to know that that team has entered all its players

No	te:
Check the Roster Complete box when	you have entered your entire roster.
Check the Order Complete box when you have	ve entered your entire team's uniform order.
Roster Complete:	Order Complete:

Once some or all of the players are entered into the system, uniform sizes can be assigned to the players. To do this click the "Edit Uniforms" button above or below the roster in the Team Information window.





A new window with the team roster and all the available items in the uniform kit will be displayed.

Demo Club: Girl's U8 Coach : Smith Mananger: Jane Doe View Sizing Guide

Player	Numbe	Youth Ho	me Jersey avy		me Jersey avy	Youth A	& Jorsey White	Adult A	way Jersey White		Iome Short Vavy		Home Short Navy		way Short silow		s Away Short follow		ne Sock Navy	Awa	y Sock
Kate Jones	0	-		-	_	-		-	_	-	•	-	_	-	_	-	_	-	_	1-	•
Kelly Doe	2	-	•	-	•	-	•	-	•	[-	•	-	•	-	•	-	•	-	_	-	٠
Michelle Smith	4	-	•	1-	•	1-	•	1-	+	1-	•	1-	•	1	•	-	•	1-	*		•
Taylor Smith	5	-	•	-	•	-	•	-	-	Į-	•	-	•	-	•	-	•	-	_	-	•
Kat Denver	3	-		-	_	1-	_	1-		1-		-		-	_	-		-		-	•
Totals	5																				

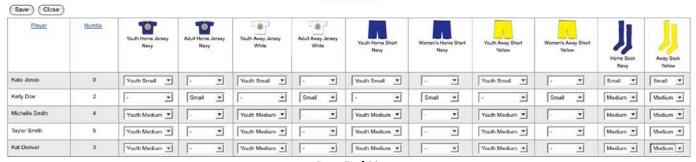
Select the appropriate size from the drop down for each of the players.

Note that both Youth and Adult sizes may be available and displayed for a team's uniform.



After all the sizes are selected for each player click the "Save" button. A player's size can be changed anytime before the Order Deadline date.

Demo Club: Girl's U8 Coach : Smith Mananger: Jane Doe





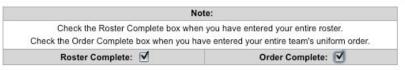
If customization of any product is available for the kit, (i.e. Name on Jersey) a "Customize Uniform" button will be displayed on the Team Information page above the roster.



Once the sizes are selected you can add the customization for each player.



When all the player's sizes have been entered, the "Order Complete" check box on the Team Information window will need to be checked to tell the system the order is ready to go to production.

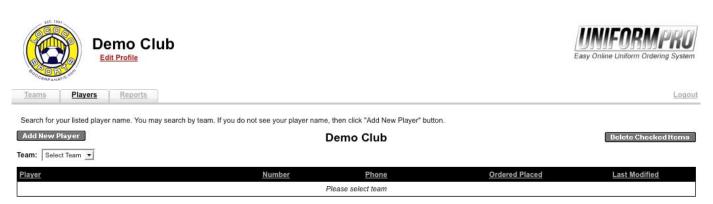




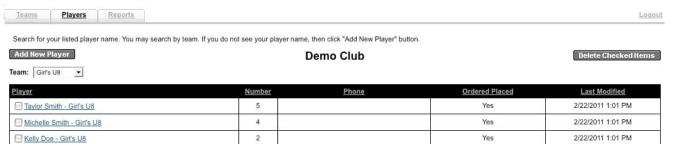
If a team has not entered all or any information you can send the team an email reminder by clicking the "Email Team" link. An email will then be sent to the team manager reminding them to place their order.



Club Uniform Coordinator will have access to all of the Club's teams and players entered into the Uniform Pro system. From the "Players" tab you can get a quick view of the players entered for the teams, if they have placed their uniform order and when was the last time they modified their order. To view a Team's players individually, select the team from the drop down. The team's roster will appear with the quick view information.



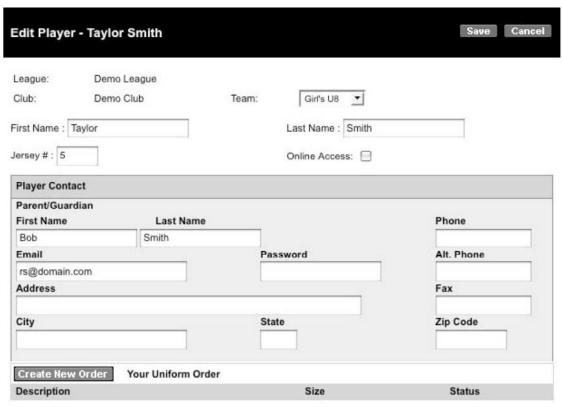
You can sort by "Player's Name", "Number", "Phone Number", "Order Placed", or "Last Modified" date by clicking on the table underlined headers. To view a player's information click on the player's name.





The player's contact information along with their uniform order, if placed, will be displayed. Online access can also be granted to the individual player by checking the "Online Access" check box. An email will be sent to the player with the player's log in information. This will allow the player to select and modify their uniform.

If no order has been placed, click the "Create New Order" button. A window with all the available items will be displayed. Once the selection is saved, the Player's information window will show the items and sizes selected.



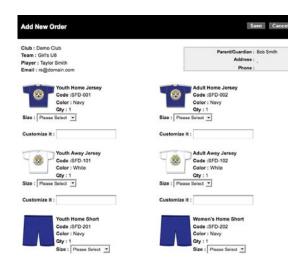
If an order was placed, the order will be displayed with an "Edit Order" button.





To modify the entire order, click the "Edit Uniform" button. To modify an individual item click the "Edit" link corresponding to the item. Note that some uniform kits offer both Youth and Adult sizes. If a player is switching from a Youth size to an Adult size or visa versa this must be done by clicking the "Edit Uniform" button.





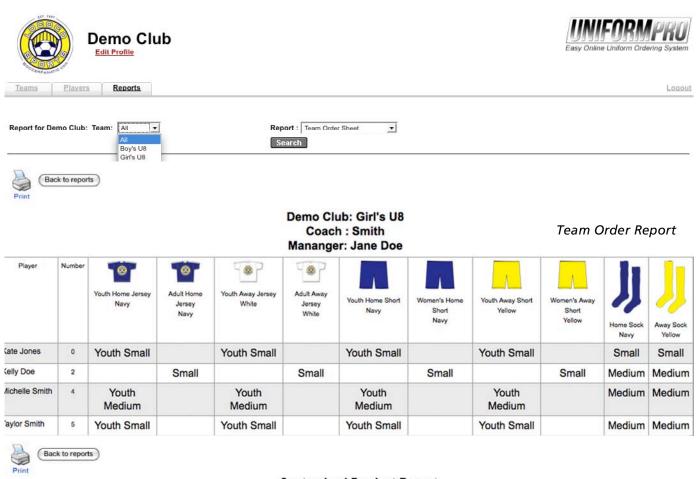
The order can be modified up until the Order Deadline.

If an item is customizable, a text field will be displayed below the item, allowing entry for the item.





Club Uniform Coordinator will have access to printing out order reports for each team. Under the "Reports" tab you will have the option of printing all the teams or select a team one at a time.



Customized Product Report

2011-02-28: Girl's U8 Coach : Smith Mananger: Jane Doe

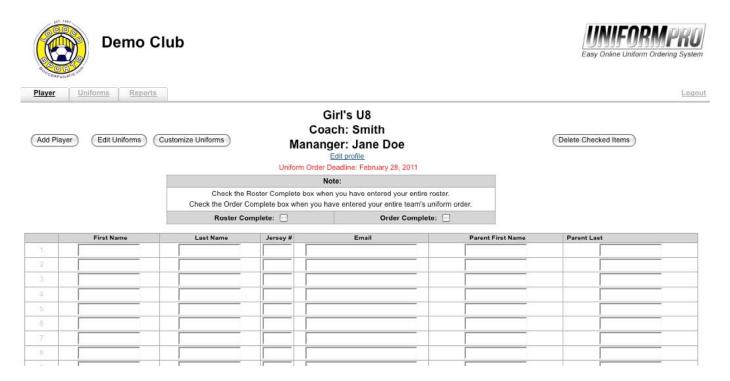
Team Customization Report

Player	Number		®		8				
			Youth Home Jersey	A	dult Home Jersey		Youth Away Jersey		Adult Away Jersey
Kate Jones	0	YS	KATE			YS	KATE		
Kelly Doe	2			AS	KELLY			AS	KELLY
Kat Denver	3	YM	KAT			YM	KAT		
Michelle Smith	4	YM	MICHELLE			YM	MICHELLE		

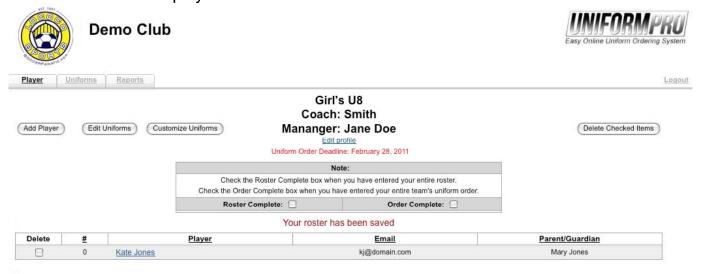


Team Manager Overview -

Once logged in, the Team Manager will need to create their team roster. Enter the Player's First Name, Last Name, Jersey #, Email, Parent's First Name (optional) and Parent's Last Name (optional). Click the "Save Roster" button to save the roster.

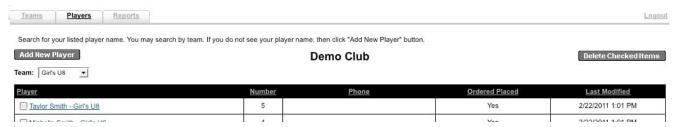


A player can be added to the roster anytime before the "Order Deadline" date. To add an additional player, click the "Add Player" button. A new row will appear for the player's information. Once all players have been added click the "Save" button.



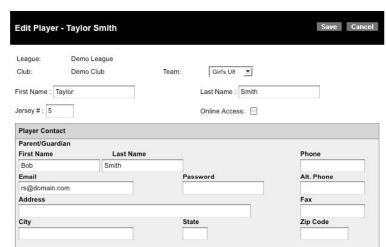


To view a player's information and grant online access click on the player's name.

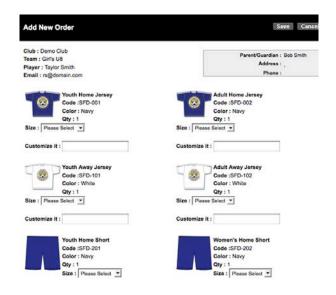


The player's contact information along with their uniform order, if placed, will be displayed. Checking the "Online Access" check box will send an email to the player with their log in information. This will allow the player to select and modify their uniform.

If no order has been placed, click the "Create New Order" button. A window with all the available items will be displayed. Once the selection is saved, the Player's information window will show the items and sizes selected.



To modify the entire order, click the "Edit Uniform" button. To modify an individual item click the "Edit" link corresponding to the item. Note that some uniform kits offer both Youth and Adult sizes. If a player is switching from a Youth size to an Adult size or visa versa this must be done by clicking the "Edit Uniform" button.





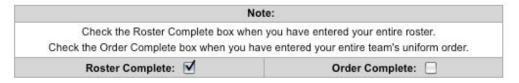


The order can be modified up until the Order Deadline date.

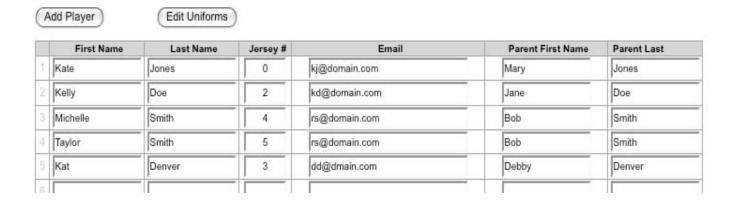
If an item is customizable, a text field will be displayed below the item, allowing entry for the item.



When all the players are entered for the team, the "Roster Complete" check box will need to be checked. This allows the system to know that that team has entered all its players.



Once some or all of the players are entered into the system, uniform sizes can be assigned to the players. To do this click the "Edit Uniforms" button above or below the roster in the Team Information window.





A new window with the team roster and all the available items in the uniform kit will be displayed.

Demo Club: Girl's U8 Coach : Smith Mananger: Jane Doe

Player	Numbe	Youth Hor	me Jersey avy		me Jersey avy	Youth A	& Jersey Nate	Adult A	way Jersey White		Home Short Navy		a Home Short Navy		way Short ellow		s Away Short fellow		ne Sock Navy	Awa	ny Sock
Kate Jones	0	-	_	-	_			-	_	-		-		-		-	_	-	-	1-	•
Kelly Doe	2	-	_	-	•	-	•	-	_	-	•	-	•	-	•	-	•	-	_	-	٠
Michelle Smith	4	-	•	1-	•	1.	·	Į.	_+	J-	•	1-	•	1-	1	-		-	+		•
Taylor Smith	5	-	•	-	•	-	•	F-	_	-	•	-	•	-	•	·	•	-	_	-	•
Kat Denver	3	-	-	-	•	1-	*	1-	_	1-		-	-	-	_	-	-	-	-	1-	•
Totals	5		201114		1877																

Select the appropriate size from the drop down for each of the players.

Note: that both Youth and Adult sizes may be available and displayed for a team's uniform.



After all the sizes are selected for each player click the "Save" button. A player's size can be changed anytime before the Order Deadline date.

Demo Club: Girl's U8 Coach : Smith Mananger: Jane Doe





If customization of any product is available for the kit, (i.e. Name on Jersey) a "Customize Uniform" button will be displayed on the Team Information page above the roster.

	First Name	Last Name	Jersey#	Email	Parent First Name	Parent Last
â	Kate	Jones	0	kj@domain.com	Mary	Jones
â	Kelly	Doe	2	kd@domain.com	Jane	Doe
â	Michelle	Smith	4	rs@domain.com	Bob	Smith
â	Taylor	Smith	5	rs@domain.com	Bob	Smith
â	Kat	Denver	3	dd@dmain.com	Debby	Denver
â	Shannon	Dryer	77	sd@domain.com	Sharon	Dryer

When the sizes are select you can add the customization for each player.

Player	Number	Youth Home Nav		Ad	Jult Home Jersey Navy	Youth Away Whit	A CONTRACTOR OF THE PARTY OF TH	Adult Away Jersey White		
Kate Jones	0	Youth Small			NOT Ordered	Youth Small			NOT Ordered	
Kelly Doe	2		NOT Ordered	Small			NOT Ordered	Small		
Kat Denver	3	Youth Medium			NOT Ordered	Youth Medium			NOT Ordered	
Michelle Smith	4	Youth Medium			NOT Ordered	Youth Medium			NOT Ordered	
Taylor Smith	5	Youth Medium			NOT Ordered	Youth Medium			NOT Ordered	
Shannon Dryer	77		NOT Ordered		NOT Ordered		NOT Ordered		NOT Ordered	

The "Uniforms" tab window will display the team roster and all the available items in the uniform kit. Select the appropriate size from the drop down for each of the players.

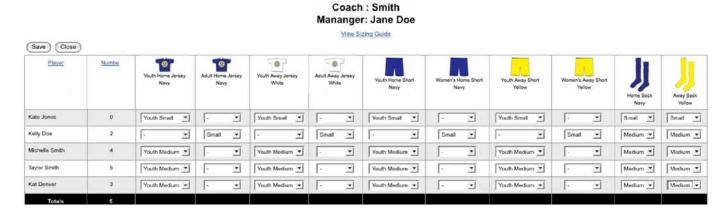
Demo Club: Girl's U8 Coach : Smith

Mananger: Jane Doe View Sizing Guide Save Close Numbe -• • -• ----Kelly Doe • • ٠ • • • • • • ٠ Michelle Smith + • ٠ + ٠ • + • + • + • -• • • Taylor Smith ٠ • -• -• • -• _ -+ _

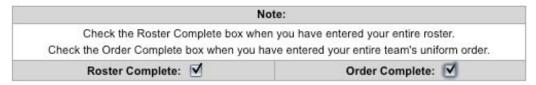


After all the sizes are selected for each player click the "Save" button. A player's size can be changed anytime before the Order Deadline date.

Demo Club: Girl's U8



When all the player's sizes have been entered, the "Order Complete" check box in the Team Information window will need to be checked to tell the system the order is ready to go to production.



Team Manager will have access to printing out order reports for their team under the "Reports" tab.







Team Order Report

Demo Club: Girl's U8 Coach : Smith Mananger: Jane Doe

Player	Number	Youth Home Jersey Navy	Adult Home Jersey Navy	Youth Away Jersey White	Adult Away Jersey White	Youth Home Short Navy	Women's Home Short Navy	Youth Away Short Yellow	Women's Away Short Yellow	Home Sock Navy	Away Sock Yellow
(ate Jones	0	Youth Small		Youth Small		Youth Small		Youth Small		Small	Small
(elly Doe	2		Small		Small		Small		Small	Medium	Medium
Michelle Smith	4	Youth Medium		Youth Medium		Youth Medium		Youth Medium		Medium	Medium
aylor Smith	5	Youth Small		Youth Small		Youth Small		Youth Small		Medium	Medium



Customized Product Report

Team Customization Report

2011-02-28: Girl's U8 Coach : Smith Mananger: Jane Doe

Player	Number		8		8				
			Youth Home Jersey	A	dult Home Jersey		Youth Away Jersey		Adult Away Jersey
Kate Jones	0	YS	KATE			YS	KATE		
Kelly Doe	2			AS	KELLY			AS	KELLY
Kat Denver	3	YM	KAT			YM	KAT		
Michelle Smith	4	YM	MICHELLE			YM	MICHELLE		



Player Access Overview -

When a player logs for the first time and no order has been created for them, the "Create New Order" button will be displayed.

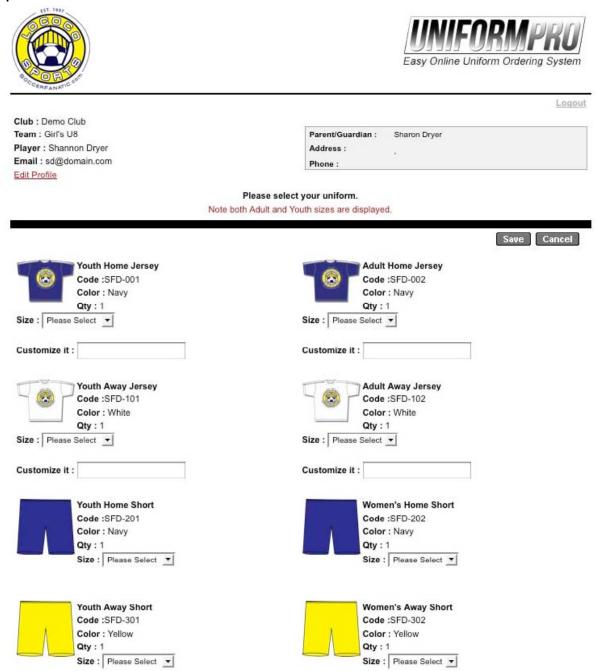


If an order has already been placed, the Player window will show the sizes selected for the player and the option to edit the items.





To create a new uniform order for the player, click the "Create New Order". A window with all the available items will be displayed. Use the drop down to select the size then click "Save".





When the order is saved, the uniform information will be displayed.

To modify the entire order, click the "Edit Uniform" button. To modify an individual item click the "Edit" link corresponding to the item. Note that some uniform kits offer both Youth and Adult sizes.



If a player is switching from a Youth size to an Adult size or visa versa this must be done by clicking the "Edit Uniform" button. To switch from Youth to Adult, or visa versa, check the "Remove" check box next to the item that has already been selected, then select the appropriate size for item wanted.

The order can be modified up until the Order Deadline date.



Please select your uniform.

Note both Adult and Youth sizes are displayed.



If an item is customizable, a text field will be displayed below the item, allowing entry for the item.





Once everything is "Saved" and logged out, the order will be submitted.