

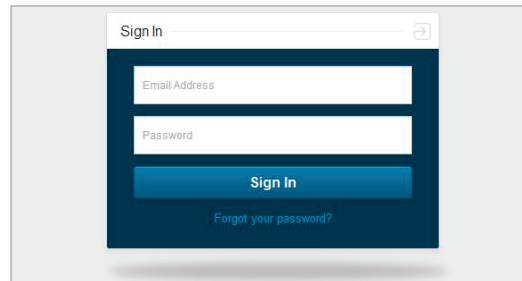
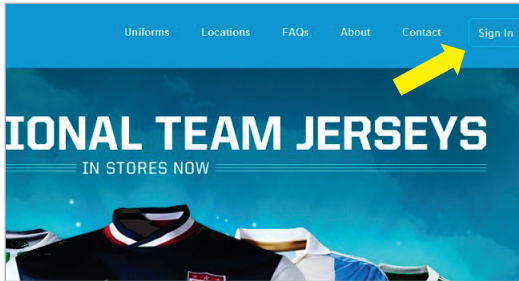
# **Team Manager Procedures Manual**

## 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

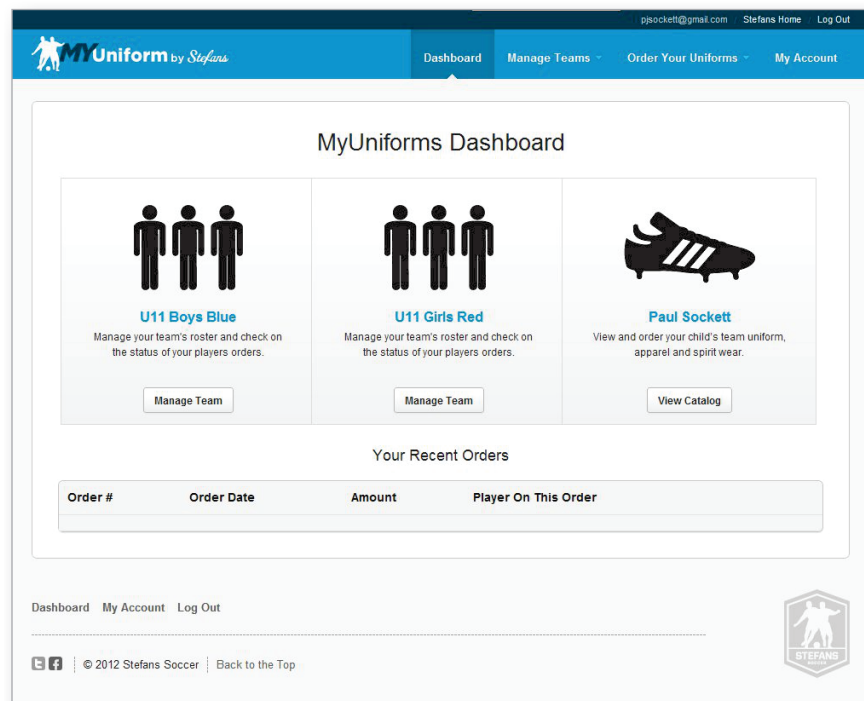
To begin, visit [www.stefansoccer.com](http://www.stefansoccer.com) and sign in to your MyUniform account.



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.

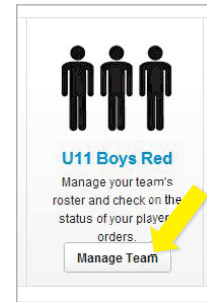
## Dashboard

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.



## 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.

### Select Girls U11-U14 : U11 Girls Red

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"/>

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.

No file chosen

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

