



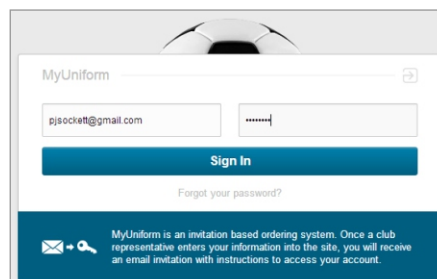
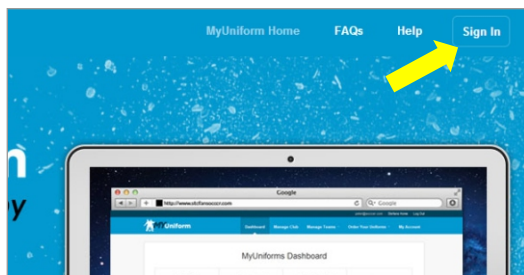
Team Manager Procedures Manual

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

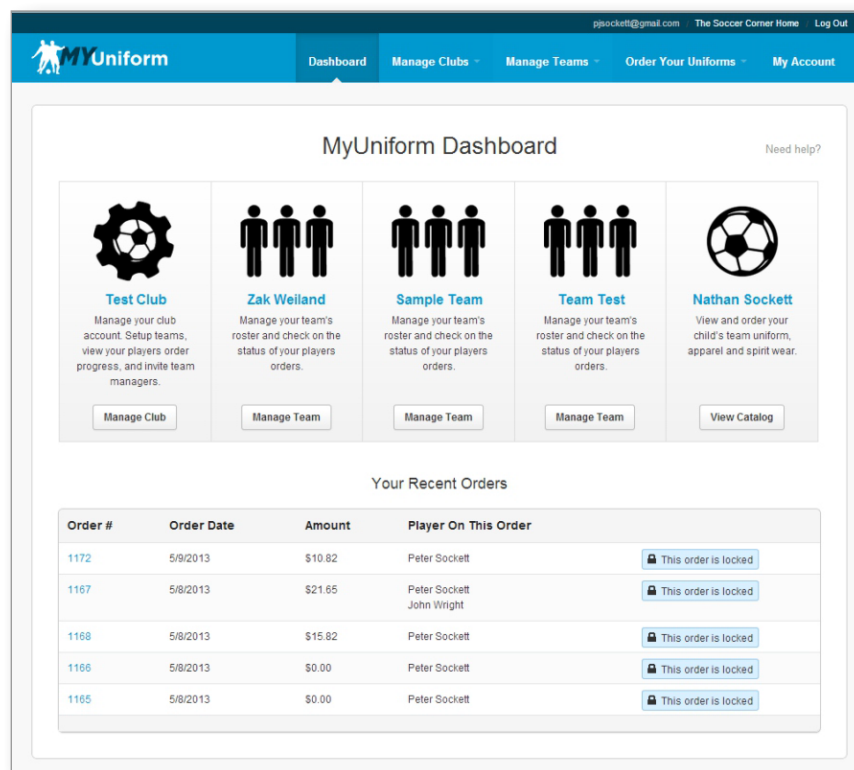
To begin, visit myuniform.soccer4all.com and sign in to your MyUniform account.



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	
1172	5/9/2013	\$10.82	Peter Sockett	This order is locked
1167	5/8/2013	\$21.65	Peter Sockett John Wright	This order is locked
1168	5/8/2013	\$15.82	Peter Sockett	This order is locked
1166	5/8/2013	\$0.00	Peter Sockett	This order is locked
1165	5/8/2013	\$0.00	Peter Sockett	This order is locked

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.



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="button" value="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.

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

Dustin
Nick
Sarah
Derek
Anne

Column Name: Last Name

Map to

First Name
Ignore
First Name
Last Name
Contact Name
Email Address
Phone
Player #
Scholarship



MyUniform Test Club : Competitive Girls (U11-U14) - First Team

Team Overview Report

Overview Report

Player Name	Last Name	Contact Name	Email Address	Phone	Player #	Scholarship	Ordered
Nick	Smith	Justin Smith	smith1@stefanssoccer.com	111-111-1111	20		<div>Order Status</div> <div></div>
John	Allen	James Allen	allen1@stefanssoccer.com	222-222-2222	21		No <div></div>
Derek	Thomas	Darren Thomas	thomas1@stefanssoccer.com	333-333-3333	22		No <div></div>
James	Jones	Anne Jones	jones1@stefanssoccer.com	444-444-4444	23		<div>Resend invite, Edit Information, Change Team, or Remove Player</div> <div></div>
Dan	Thomson	Dave Thomson	thomson1@stefanssoccer.com	555-555-5555	24		<div></div>
Peter	Jensen	Paul Jensen	jensen1@stefanssoccer.com	666-666-6666	25		No <div></div>
Bob	Jacobs	Jim Jacobs	jacobs1@stefanssoccer.com	777-777-7777	26		No <div></div>
Joe	Johnson	Dave Johnson	johnson1@stefanssoccer.com	888-888-8888	27		No <div></div>
David	Wright	Jon Wright	wright1@stefanssoccer.com	999-999-9999	28		No <div></div>

Import Excel Roster