



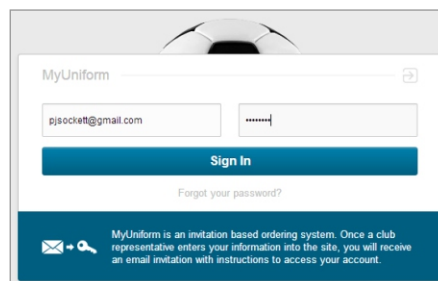
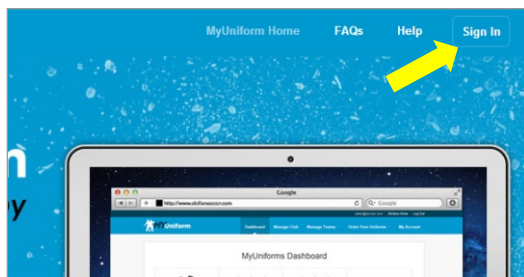
# **Club Administrator Procedures Manual**

## Club Management

As a Club Manager, Soccer Pro 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

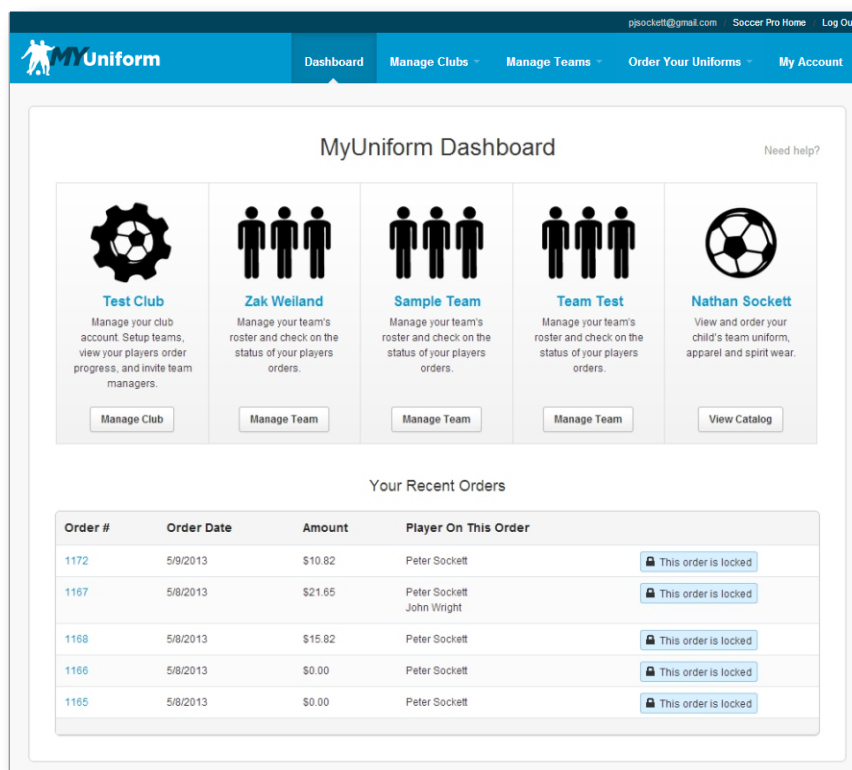
To begin, visit [soccerprouniform.com](http://soccerprouniform.com) and sign in to your MyUniform account.



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?




**Test Club**  
Manage your club account. Setup teams, view your players order progress, and invite team managers.

Manage Club




**Zak Weiland**  
Manage your team's roster and check on the status of your players orders.

Manage Team




**Sample Team**  
Manage your team's roster and check on the status of your players orders.

Manage Team



**Team Test**  
Manage your team's roster and check on the status of your players orders.






Manage Team



**Nathan Sockett**  
View and order your child's team uniform, apparel and spirit wear.

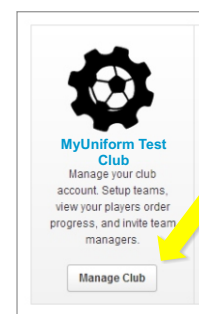
View Catalog


**Your Recent Orders**

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 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.





[Dashboard](#)
[Manage Clubs](#)
[Manage Teams](#)
[Order Your Uniforms](#)
[My Account](#)

[MyUniform Home](#) / [pjsockett@gmail.com](#) [Log Out](#)

### MyUniform Test Club

**Address**  
2075 S 170th Street  
New Berlin, WI 53151

**Club Manager**  
Peter Sockett  
(262) 432-0440  
[pete@fakeemail.com](#)

**Club Manager Information**

**Group Overview Report**

**Competitive Girls (U11-U14)**  
Active: 6/8/2012 - 8/1/2013 Deadline: 8/1/2013

**Group & Deadline Information**

**Add Teams**

[Add Team](#) [Overview Report](#)

Team Name	Team Manager	Roster Size	Orders
First Team	Peter Sockett (262) 432-0440 <a href="#">pete@fakeemail.com</a>	0	<a href="#">EDIT</a> <a href="#">MANAGE</a> <a href="#">RESEND INVITE</a> <a href="#">REMOVE</a>
Import Test	Peter Sockett (262) 432-0440 <a href="#">pete@fakeemail.com</a>	2	<a href="#">EDIT</a> <a href="#">MANAGE</a> <a href="#">RESEND INVITE</a> <a href="#">REMOVE</a>

**Team Names**

**Roster Size**

**Orders Placed**

**Team Manager Information**

**Manage Teams**

**Employee Test Catalog**  
Active: 6/8/2012 - 7/1/2013 Deadline: 7/1/2012

[Add Team](#) [Overview Report](#)

Team Name	Team Manager	Roster Size	Orders
Launch Team	Peter Sockett (262) 432-0440 <a href="#">pete@fakeemail.com</a>	2	<a href="#">EDIT</a> <a href="#">MANAGE</a> <a href="#">RESEND INVITE</a> <a href="#">REMOVE</a>

## 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 Pro 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)		Group & Deadline Information		Add Team
Active: 6/8/2012 - 8/1/2013		Deadline: 8/1/2013		
Team Name	Team Manager	Roster Size	Orders	

### Add New Team

Group: Competitive Girls (U11-U14)

Team Name:

Manager Name:

Phone:

Manager Email:

☒ Send Invite Email Save

## Team Rosters

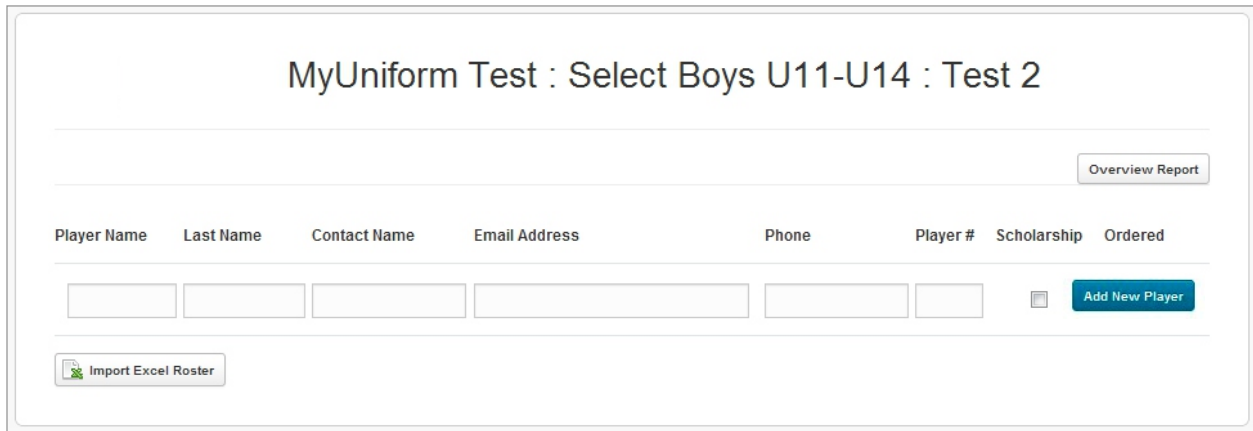
Once all of your teams have been created, the final step is to add your teams' rosters. You can enter these yourself or leave it up to the manager for each team individually. Rosters can either be entered manually, player-by-player, or the entire team can be imported from an Excel Spreadsheet. To begin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

First Team	Peter Sockett (262) 432-0440 pjsockett@gmail.com	0	0	<a href="#">EDIT</a> <a href="#">MANAGE</a> <a href="#">RESEND INVITE</a> <a href="#">REMOVE</a>
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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.

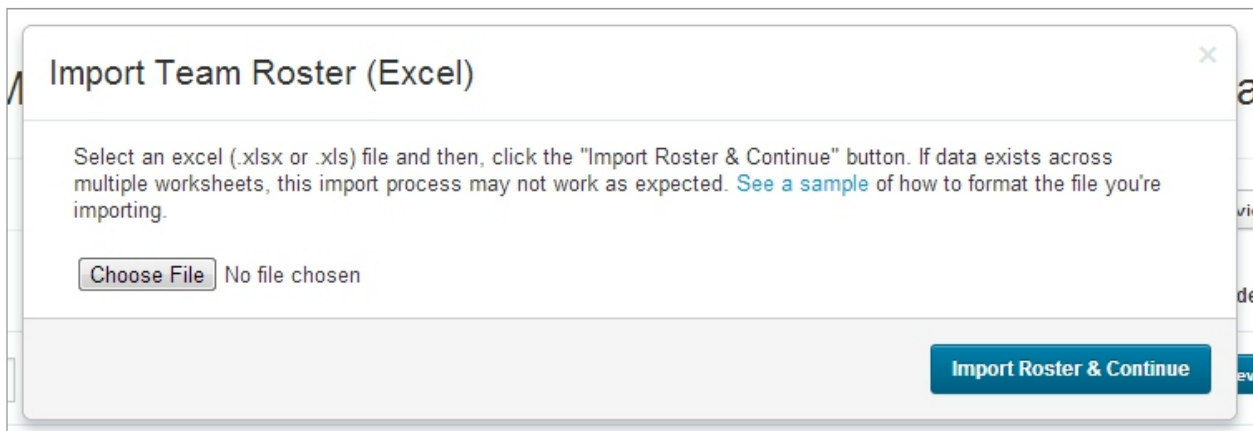


MyUniform Test : Select Boys U11-U14 : Test 2

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="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.

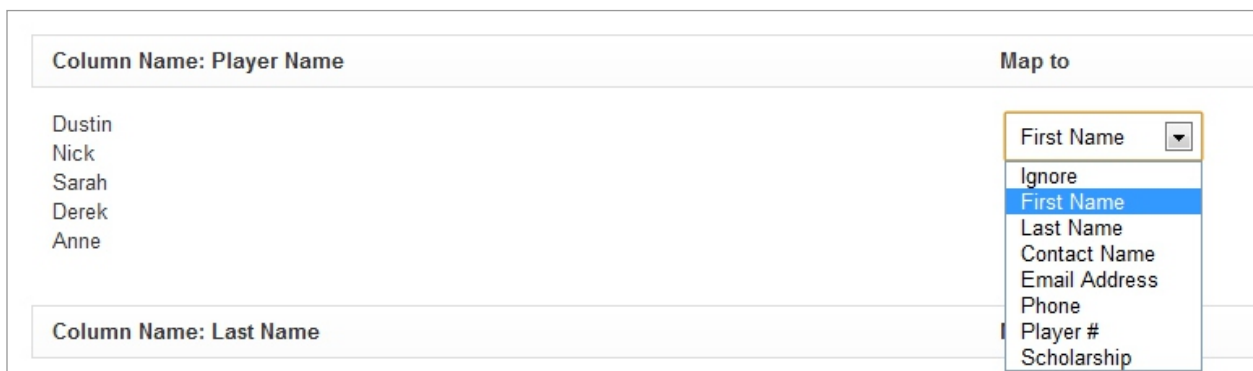


Import Team Roster (Excel)

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	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.



# MyUniform Test Club : Competitive Girls (U11-U14) - Fall 2019

Team Overview Report

Overview Report

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

Import Excel Roster