



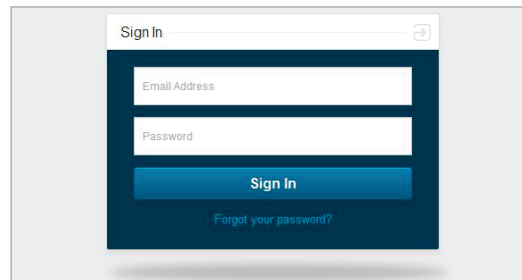
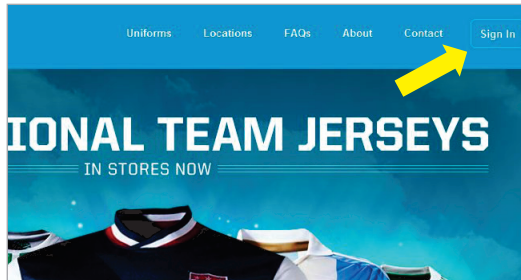
Club Administrator Procedures Manual

Club Management

As a Club Manager, Stefans Soccer 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

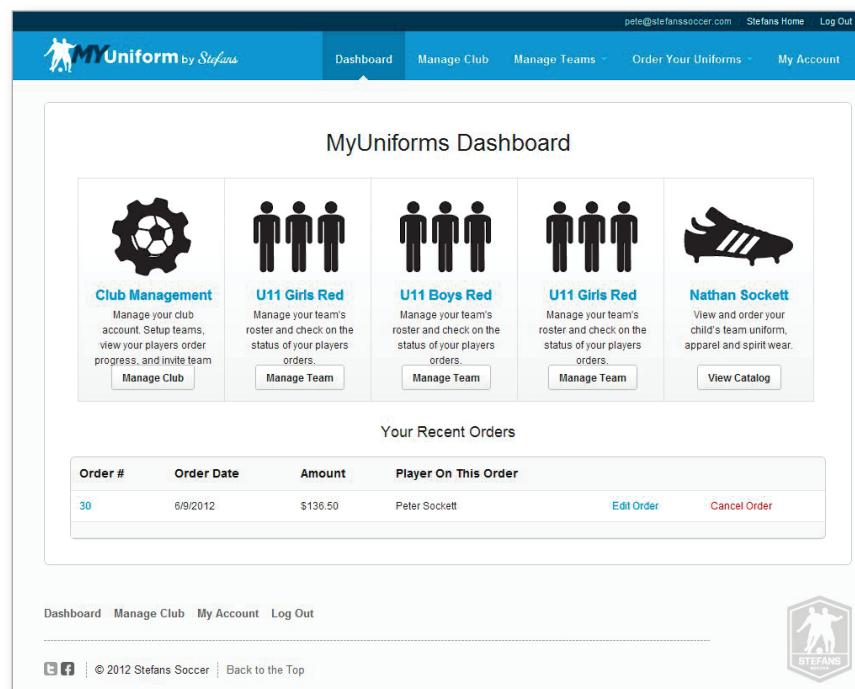
To begin, visit www.stefanssoccer.com and sign in to your MyUniform account.



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.

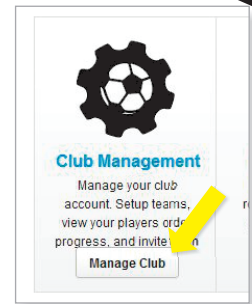


MyUniforms Dashboard

Order #	Order Date	Amount	Player On This Order	
30	6/9/2012	\$136.50	Peter Sockett	Edit Order Cancel Order

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.



pete@stefanssoccer.com Stefans Home Log Out
Dashboard
Manage Club
Manage Teams
Order Your Uniforms
My Account

Pre-deadline delivery location

Stefans Soccer Test Club

Address

2075 S 170th Street
New Berlin, WI 53151

Club Manager

Peter Sockett
(262) 432-0440
pete@stefanssoccer.com

Competitive Boys (U11-U14) Add Teams

Active: 6/8/2012 - 8/1/2013 Deadline: 8/1/2013

Team Name	Team Manager	Roster Size	Orders	
U11 Boys Blue	Peter Sockett (414) 403-1467 pjsockett@gmail.com	1	0	MANAGE RESEND INVITE REMOVE
U11 Boys Red	Peter Sockett (262) 432-0440 pete@stefanssoccer.com		0	MANAGE RESEND INVITE REMOVE

Competitive Girls (U11-U14) Add Team

Active: 6/8/2012 - 8/1/2013 Deadline: 8/1/2013


Team Name	Team Manager	Roster Size	Orders	
U11 Girls Red	Peter Sockett (262) 432-0440 pete@stefanssoccer.com	0		MANAGE RESEND INVITE REMOVE

Dashboard Manage Club My Account Log Out

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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 Stefans Soccer 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)				 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 Boys (U11-U14)

Team Name:

Manager Name:

Phone:

Manager Email:

Send Invite Email [Save](#)

Blue	Peter Sockett (414) 403-1467	1	0	MANAGE RESEND INVITE
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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.

U11 Boys Red	Peter Sockett (262) 432-0440 pete@stefansoccer.com	1	0	 MANAGE RESEND INVITE REMOVE
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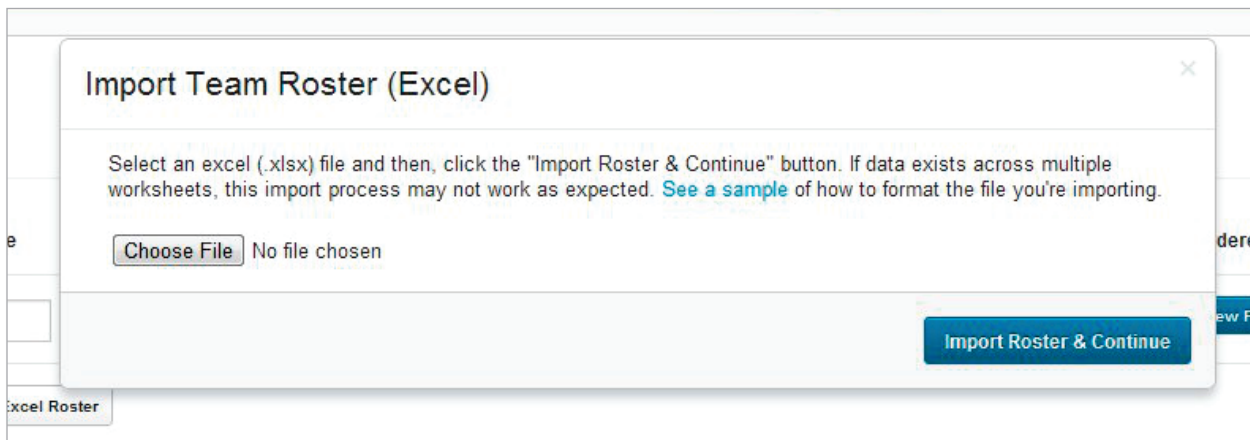
You will then be taken to the roster management screen.

Roster Management

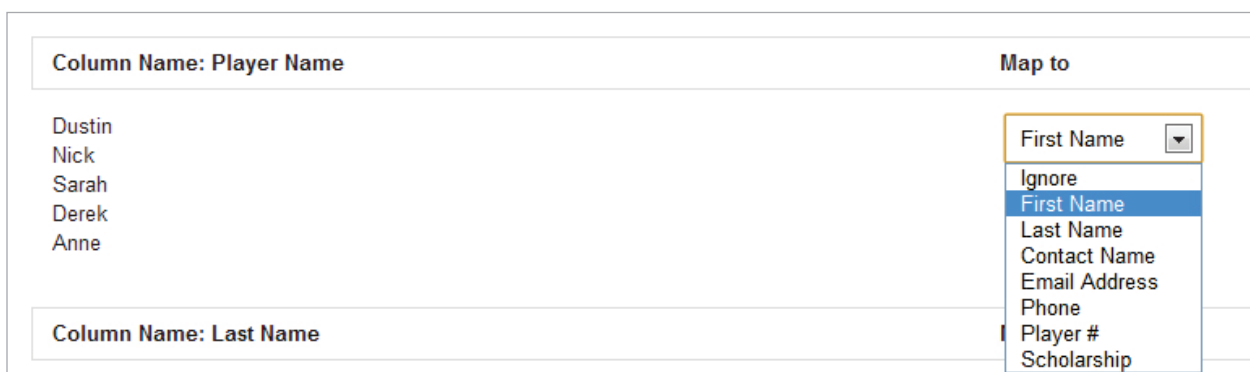
If you are going to manually enter information, you can begin entering the required information for your first player. After you enter each player, click the Add New Player button. This will save and send an invitation for the current player and add a new entry line.



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.



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.



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: Store
Map to

- Milwaukee
- Madison
- Brookfield
- Madison
- Warehouse

Ignore
▼

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 Stefans Soccer. 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.

Select Girls U11-U14 : U11 Girls Red

Player Name	Last Name	Contact Name	Email Address	Phone	Player #	Scholarship	Ordered	
Dustin	Aubert	Dustin Aubert	dustina@stefanssoccer.com	474-328-4797	1	<input type="checkbox"/>	No	▼
Nick	Duerst	Nick Duerst	nickd@stefanssoccer.com	608-335-9576	2	<input type="checkbox"/>	No	▼
Sarah	Esllyn	Sarah Esllyn	sarahE@stefanssoccer.com	262-379-3945	3	<input type="checkbox"/>	No	▼
Derek	Helmer	Derek Helmer	derekH@stefanssoccer.com	608-772-4380	4	<input type="checkbox"/>	No	▼
Anne	Nowakowski	Anne Nowakowski	annen@stefanssoccer.com	262-853-3067	5	<input type="checkbox"/>	No	▼
Craig	Nowakowski	Craig Nowakowski	craign@stefanssoccer.com	262-442-9885	6	<input type="checkbox"/>	No	▼
Kate	Nowakowski	Kate Nowakowski	katen@stefanssoccer.com	262-227-1222	7	<input type="checkbox"/>	No	▼
Robin	Rameker	Robin Rameker	robinr@stefanssoccer.com	262-853-2977	8	<input type="checkbox"/>	No	▼
Ryan	Sockett	Peter Sockett	pete@stefanssoccer.com	(262) 432-6446	9	<input type="checkbox"/>	No	▼

Add New Player

Import Excel Roster

Order Status

Resend invite, Edit Information, or Remove Player