



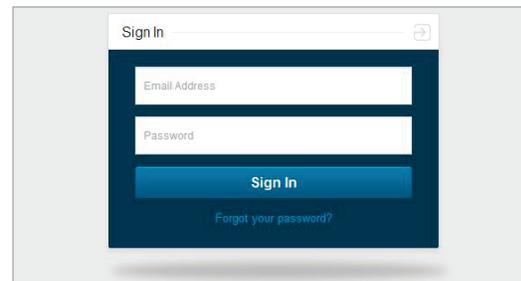
# Player Ordering Procedures Manual

## Player Management

As a Player, Stefans Soccer will enter you into the MyUniform system. When you receive your invitation, you will need to sign in and place your order before the deadline listed on your invitation.

## Sign In

To begin, visit [www.stefanssoccer.com](http://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 place player orders. If you also manage a Team or Club, 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.

pete@stefanssoccer.com Stefans Home Log Out

MYUniform by Stefans

Dashboard Manage Club Manage Teams Order Your Uniforms My Account

### MyUniforms Dashboard

**Club Management**

Manage your club account. Setup teams, view your players order progress, and invite team

[Manage Club](#)

**U11 Girls Red**

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

[Manage Team](#)

**U11 Boys Red**

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

[Manage Team](#)

**U11 Girls Red**

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

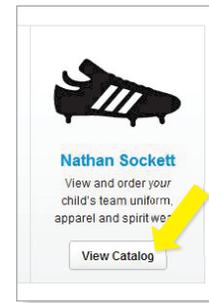
Order #	Order Date	Amount	Player On This Order	
30	6/9/2012	\$136.50	Peter Sockett	<a href="#">Edit Order</a> <a href="#">Cancel Order</a>

Dashboard Manage Club My Account Log Out

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## Player Orders

To begin your player's order click on the View Catalog button below the players name. The catalog for that player will be displayed. Called out below, there are several important things to note when you open your catalog for the first time.



**Nathan's Uniform Catalog**  
Club: FC Milwaukee  
Team: U11 Boys Blue

Deadline Date

**Orders are due on or before 7/4/2012**

Player, Club & Team Information

**adidas miTeam Custom Jersey, Red**

Select Size  Qty

Add

**adidas miTeam Custom Jersey, White**

Select Size  Qty

Add

**adidas Tiro11 Short, Navy**

Select Size  Qty

Add

**adidas Copa Zone Sock, Red**

Select Size  Qty

Add

**adidas Copa Zone Sock, Navy**

Select Size  Qty

Add

**adidas miTeam Custom Jacket, Navy**

Personalize & Order

Your Cart

Your cart is currently empty.

Cart Preview

Required Item Callout with quantity needed

Items with optional personalization

## Adding Items to your Cart

Begin adding items to your cart by selecting a size from the drop down menu. Enter in the quantity you would like to order and click the Add button. You can click on the image or title of an item for additional details. Repeat the process for all of your club's required items. The items are not required to place your order, but the club does require that you own those pieces in the minimum quantity shown.

**adidas miTeam Custom Jersey, Red**

Select Size  Qty

Select Size

- Youth Small \$50.00
- Youth Medium \$50.00
- Youth Large \$50.00

**adidas miTeam Custom Jersey, Red**

Adult Medium  1

Add

## Personalization

Some items will have optional personalization. To order these items, you will need to click the Personalize & Order button located below the item. The item detail view will open and display the personalization options available. Select your size and quantity and select the option(s) that you would like to add. If a personalized name or number are allowed, a box to enter your name and or number will also be shown, otherwise the Last Name and Number from the player's roster will be used.





### adidas miTeam Custom Jacket, Navy

**Style #miTeam Jacket**  
The miTeam Training Jacket features elastic cuffs and zip pockets. ClimaCool fabric and anatomically placed mesh for the best ventilation keeping you cool, dry and performing at your best.

Select Size:

Qty:

Include Player Name \$7.00 adtl.

[Add To Cart](#)

🛒 Your Cart

Nathan Sockett #13

adidas miTeam Custom Jersey, Red (Adult Medium)	Qty: 1 \$52.00
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Sub Total View Cart

**\$52.00**

[Checkout Now](#)

**Features**

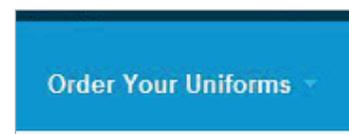
Club Logo	Player Number
Lextra	Screen Printed

## Additional Players

If you have multiple players for the same club, you can add them to one order. You can add orders for additional players by returning to your Dashboard or using the Order Your Uniforms button at the top of the page and selecting a player.

## Cart Preview

A preview of your shopping cart will display to the right side of your catalog. If you have added multiple players to your order your cart will be separated by player. If you need to remove or change an item or you are done adding items, click on View Cart to see your full cart for your order.



🛒 Your Cart

Nathan Sockett #13

adidas miTeam Custom Jersey, Red (Adult Medium)	Qty: 1 \$52.00
adidas miTeam Custom Jacket, Navy (Adult Small)	Qty: 1 \$70.00

Sub Total View Cart

**\$122.00**

[Checkout Now](#)

## Shopping Cart

From your Shopping Cart, you can update Quantities and Remove items. You are unable to change sizes from your cart due to price changes. If you need to update sizes, you will need to remove items and the return to your catalog to add in the correct sizes. Once you have reviewed your cart and made any necessary changes, click on the Next Step button.

### Shopping Cart

Product Name	Style #	Size	Qty	Price	Ext. Price	
Player: Nathan Sockett 13						
 adidas miTeam Custom Jersey, Red	miTeamCC	Adult Medium	<input type="text" value="1"/>	\$52.00	\$52.00	<a href="#">REMOVE</a>
 adidas miTeam Custom Jacket, Navy Name: Sockett	miTeam Jacket	Adult Small	<input type="text" value="1"/>	\$70.00	\$70.00	<a href="#">REMOVE</a>

[Update Quantities](#)

Sub Total:	\$122.00
Tax Total:	\$0.00
Shipping:	\$0
<b>Total:</b>	<b>\$122.00</b>

[Cancel](#)
[Next Step](#)

## Checkout - Step One

In the Checkout window, enter your billing information in the columns on the left. Note the Shipping information on your order. If you are ordering before your Team's deadline, the shipping will be pre-determined. If you are ordering after your Team's deadline, based on your Club's location, you will have varying options of pickup locations and UPS/USPS.

You can also enter a Stefans Gift Card to apply to your order. Gift cards will automatically enter the maximum amount available on the card or the cart balance, which ever is lower. You can enter multiple Gift Cards, and they will be displayed at the bottom of the page under Applied Gift Card. Once a Gift Card is applied it can also be removed. When you have entered all of your information, click Continue.

### Checkout

#### Billing Information

First Name

Last Name

Address

City

State

Zip

Contact Phone

E-mail Address

#### Shipping Information

Your order will be delivered to your soccer club. Your team manager will contact you once it is available for pick-up.

[Continue](#)

#### Stefans Gift Card

Card #

[Apply](#)

#### Applied Gift Cards

 **Your Cart**

Nathan Sockett #13

adidas miTeam Custom Jersey, Red (Adult Medium)	Qty: 1 \$52.00
adidas miTeam Custom Jacket, Navy (Adult Small)	Qty: 1 \$70.00
Sub Total \$122.00	
<a href="#">View Cart</a>	



## Checkout - Step Two

Review your order for accuracy in the items ordered and Billing/Shipping information. If Applied Gift Cards brought your total to zero, you can click submit Order. If your order shows a balance you will need to enter your Credit Card Information and then click Submit Order. You will see an order confirmation and your order number. You will also receive a confirmation of your order through email.

### Checkout - Review & Submit Your Order

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**Bill To:**  
**Peter Sockett**  
 2075 S 170th Street  
 New Berlin, WI 53151  
 (262) 432-0440  
[pete@stefansoccer.com](mailto:pete@stefansoccer.com)

**Ship To:**  
 Your order will be delivered to your soccer club. Your team manager will contact you once it is available for pick-up.

Style # Qty	Product Name	Size	Price	Ext. Price
<b>Nathan Sockett #13</b>				
miTeamCC 1	adidas miTeam Custom Jersey, Red	Adult Medium	\$52.00	\$52.00
miTeam Jacket 1	adidas miTeam Custom Jacket, Navy Name: Sockett	Adult Small	\$70.00	\$70.00

**Credit Card Information**

Credit Card Type:

Card Number:

Expiration Date:

CVV:

**Sub Total:** \$122.00  
**Tax Total:** \$0.00  
**Shipping:** \$0  
**Total:** \$122.00

## Recent Orders

When you return to your MyUniform Dashboard page, your order will be displayed under Your Recent Orders. Orders can be Edited or Cancelled up to your Team's deadline date.

Your Recent Orders				
Order #	Order Date	Amount	Player On This Order	
40	6/13/2012	\$122.00	Nathan Sockett	<a href="#">Edit Order</a> <a href="#">Cancel Order</a>
30	6/9/2012	\$136.50	Peter Sockett	<a href="#">Edit Order</a> <a href="#">Cancel Order</a>