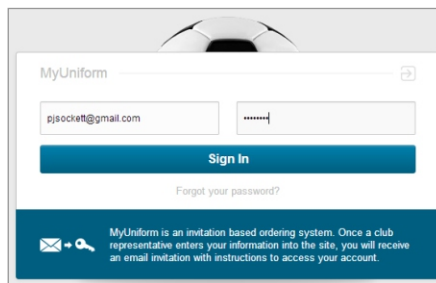
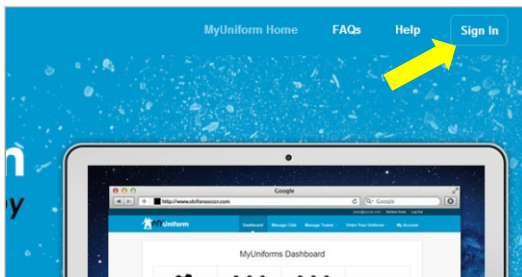




# **Order Editing Procedures Manual**

## Sign In

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



## 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. If you click on Cancel order you will be asked to confirm and then you will see a refund confirmation at the top of the screen. To Edit an order click on the Edit Order link to the right of your order.

Your Recent Orders				
Order #	Order Date	Amount	Player On This Order	
1204	6/6/2013	\$6.50	Nathan Sockett	<a href="#">Edit Order</a> <a href="#">Cancel Order</a>

## Editing Orders

You can edit your quantity to add or remove a portion of an item. Click on the Remove link to remove an entire line. To change sizes, click the edit button to the right of the product and a size dropdown will appear. Choose the correct size and click the update button. As you make changes you will see a note at the top of the screen that the order has a non-zero balance. Click Next Step when done. Refunds will be sent automatically, you will need to enter payment information for and additional charges.

### Edit Order - Order #1204

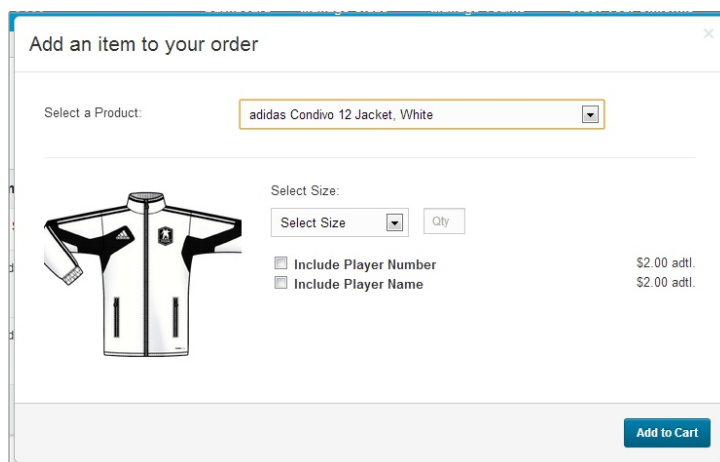
Product Name	Style #	Size	Qty	Price	Ext. Price	
Player: Nathan Sockett 12 <span style="float: right;">Add Item</span>						
 Adidas Condivo 12 Polo, Royal	X16888	Youth Large	<input type="text" value="2"/>	\$2.00	\$4.00	<a href="#">REMOVE</a> <a href="#">Edit</a>
 Adidas Condivo 12 Polo, White	X16888	Youth Large	<input type="text" value="1"/>	\$2.00	\$2.00	<a href="#">REMOVE</a> <a href="#">Edit</a>
<b>Update Quantities</b>						
					Sub Total:	\$6.00
					Tax Total:	\$0.50
					Shipping:	\$0.00
					<b>Total:</b>	<b>\$6.50</b>
<input type="button" value="Cancel"/>					<input type="button" value="Next Step"/>	

## Adding Items

Items can be added to your existing order as a means to edit sizes or add missing pieces. When the Add Item button is clicked you will be prompted to select the item you would like to add to your order.



Once you have selected an item to add you will see the item detail page to select a size and quantity to add to your order. When done, click the Add to Cart button.





## Order Payment

If the order has a negative balance, you will be asked to confirm your refund amount. If you have a balance requiring payment, the top of the payment screen will display the amount of the payment required to complete your order. You will be able to process your payment with a Credit Card. Once you have entered your Payment Information, click on the Finalize Order button. You will see a confirmation of your updated order and you will also receive an updated email receipt.

### Order Detail - Order #1204

This order requires payment of **\$5.41** which cannot be made on any existing payment method. This order has NOT YET been updated.

**Credit Card Information** 



Credit Card Type:

Card Number:

Expiration Date:

CVV: