



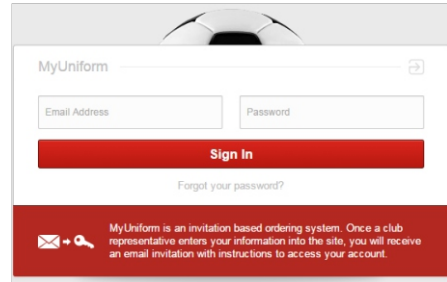
# **Club Administrator Procedures Manual**

## Club Management

As a Club Manager, Lloyd's 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

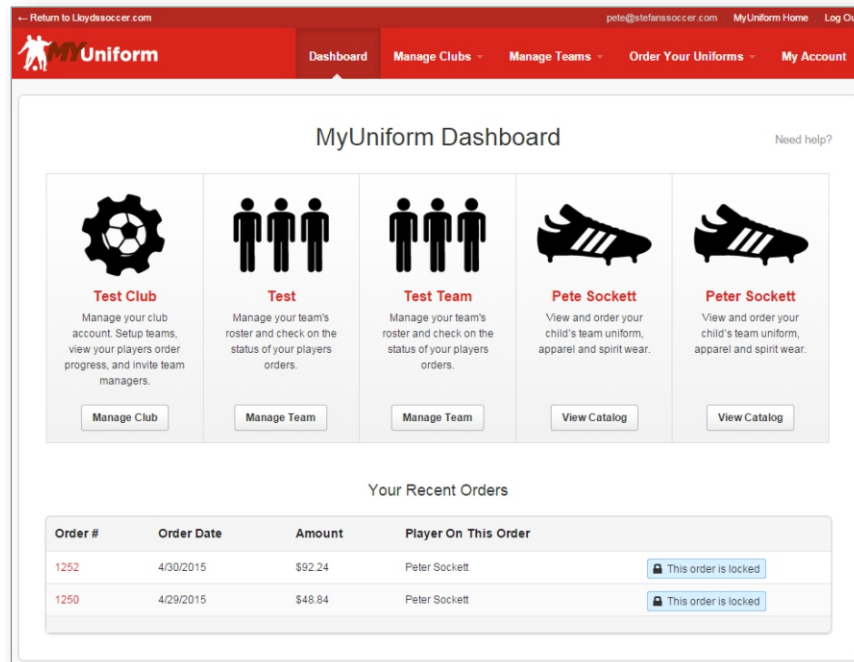
To begin, visit [myuniform.lloydsoccer.com](http://myuniform.lloydsoccer.com) and sign in to your MyUniform account.



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.



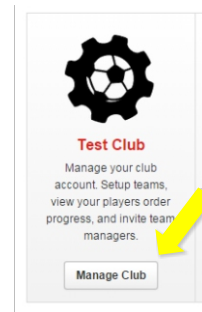
**MyUniform Dashboard**

Need help?

Order #	Order Date	Amount	Player On This Order	
1252	4/30/2015	\$92.24	Peter Sockett	This order is locked
1250	4/29/2015	\$48.84	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.



← Return to Lloydsoccer.com pete@stefanssoccer.com / MyUniform Home Log Out

**MYUniform** Dashboard Manage Clubs ▾ Manage Teams ▾ Order Your Uniforms ▾ My Account

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### Test Club

**Address**  
462 E. Wando Park Blvd.  
Mt. Pleasant, SC 29464

**Club Manager**  
Peter Sockett  
(414) 403-1467  
[pete@fakeemail.com](mailto:pete@fakeemail.com)

**Group Overview Report**

**Test Group Catalog** **Add Teams** Add Team Overview Report

Active: 4/1/2015 - 4/30/2016 Deadline: 4/29/2016

Team Name	Team Manager	Roster Size	Orders	
Test Team	Peter Sockett (414) 403-1467 <a href="mailto:pete@fakeemail.com">pete@fakeemail.com</a>	5	1	EDIT MANAGE RESEND INVITE REMOVE
Test Team public user	Paula Sockett (262) 227-3185 <a href="mailto:pete@fakeemail.com">pete@fakeemail.com</a>		0	EDIT MANAGE RESEND INVITE REMOVE


**Test Spirit store** **Add Team** Overview Report

Active: 4/1/2015 - 5/31/2015 Deadline: 4/30/2015

There are currently no teams within this group

## 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 Lloyd's 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)				 <a href="#">Add Team</a>
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

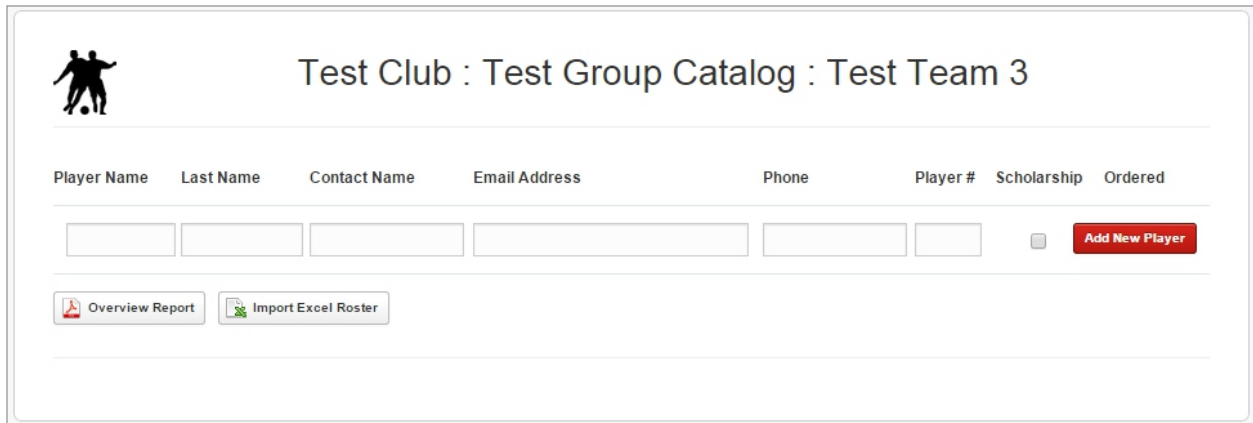
Once all of your teams have been created, the final step is to add your teams' rosters. You can enter these yourself or leave it up to the manager for each team individually. Rosters can either be entered manually, player-by-player, or the entire team can be imported from an Excel Spreadsheet. To begin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

Test Team	Peter Sockett (414) 403-1467 pete@fakeemail.com	5	1	 <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.

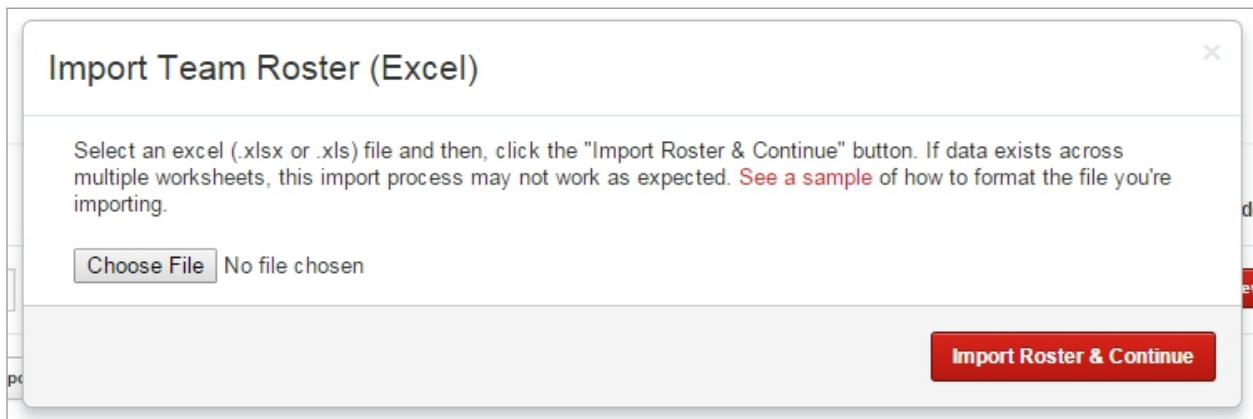
## Roster Management

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.



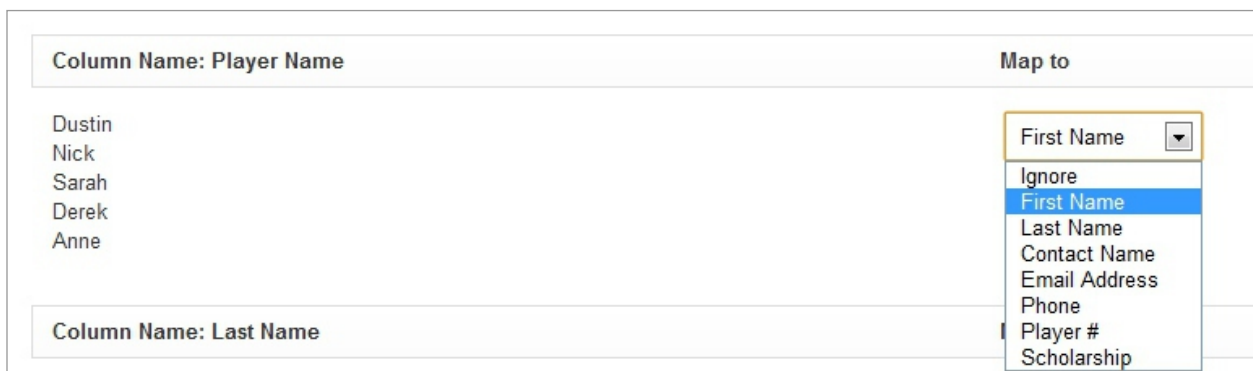
The screenshot shows a web interface for managing a roster. At the top, there is a soccer player icon and the text "Test Club : Test Group Catalog : Test Team 3". Below this is a table with the following headers: Player Name, Last Name, Contact Name, Email Address, Phone, Player #, Scholarship, and Ordered. There are input fields for each of these fields. To the right of the input fields is a red "Add New Player" button. Below the table, there are two buttons: "Overview Report" and "Import Excel Roster".

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.



The screenshot shows a dialog box titled "Import Team Roster (Excel)". The text inside the dialog box reads: "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." Below the text is a "Choose File" button and the text "No file chosen". At the bottom right of the dialog box is a red "Import Roster & Continue" button.

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 screenshot shows a field mapping interface. On the left side, there are two sections: "Column Name: Player Name" and "Column Name: Last Name". Below "Column Name: Player Name" is a list of names: Dustin, Nick, Sarah, Derek, and Anne. On the right side, there is a "Map to" section with a dropdown menu. The dropdown menu is open, showing the following options: First Name, Ignore, First Name (highlighted), Last Name, Contact Name, Email Address, Phone, Player #, and Scholarship.

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: Scholarship
Map to

False

False

True

True

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 Lloyd’s 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.

## Test Club : Test Group Catalog : Test Team

Player Name	Last Name	Contact Name	Email Address	Phone	Player #	Order Status	Order
Peter	Sockett	Peter Sockett	<a href="mailto:pete@stefansoccer.com">pete@stefansoccer.com</a>	(414) 403-1467	12	Yes	▼
Nathan	Sockett	Paula Sockett	<a href="mailto:pjsockett@gmail.com">pjsockett@gmail.com</a>	(262) 227-3185	13	No	▼
Nora	lahl	nora Lahl	<a href="mailto:Nora@lightburndesigns.com">Nora@lightburndesigns.com</a>	(111) 111-1111	11		▼
Scott	Wintheiser	Scott Wintheiser	<a href="mailto:scott@lightburndesigns.com">scott@lightburndesigns.com</a>	(414) 292-9831	99		▼
Andrew	Barry	Andrew Contact	<a href="mailto:import@lightburndesigns.com">import@lightburndesigns.com</a>	(414)123-4567	13	No	▼

Team Overview Report

Add New Player

Overview Report

Import Excel Roster