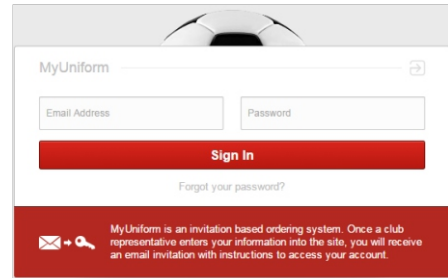




Order Editing Procedures Manual

Sign In

To begin, visit myuniform.Lloydsoccer.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	
1252	4/30/2015	\$92.24	Peter Sockett	Edit Order Cancel Order

Editing Orders

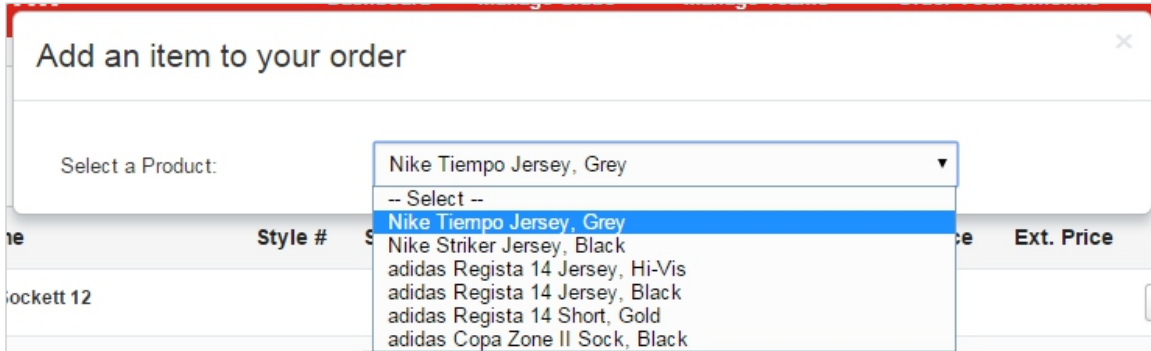
You can edit your quantity to add or remove a portion of an item. Click on the Remove link to remove an entire line. To change the size of an item, click the edit button and adjust the size in the drop down menu, then click Update quantities. As you make changes you will see a note at the top of the 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 #1250

Product Name	Style #	Size	Qty	Price	Ext. Price	
Player: Peter Sockett 12 Add Item						
 Nike Tiempo Jersey, Grey Number: 12	645504	Youth Medium	<input type="text" value="1"/>	\$20.00	\$20.00	REMOVE Edit
 Nike Striker Jersey, Black	520583	Youth Medium	<input type="text" value="1"/>	\$25.00	\$25.00	REMOVE Edit
Update Quantities						
					Sub Total:	\$45.00
					Tax Total:	\$3.84
					Shipping:	\$0.00
					Total:	\$48.84
Cancel Next Step						

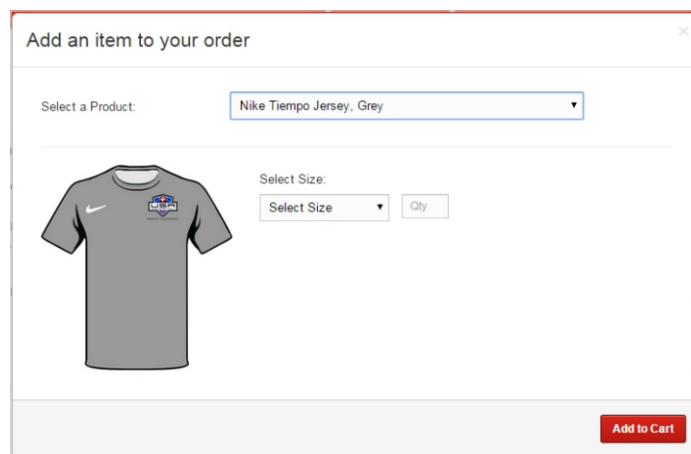
Adding Items

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.



The screenshot shows a modal window titled "Add an item to your order". It features a "Select a Product:" dropdown menu with the following options: "Nike Tiempo Jersey, Grey", "-- Select --", "Nike Tiempo Jersey, Grey" (highlighted in blue), "Nike Striker Jersey, Black", "adidas Regista 14 Jersey, Hi-Vis", "adidas Regista 14 Jersey, Black", "adidas Regista 14 Short, Gold", and "adidas Copa Zone II Sock, Black". Below the dropdown, a table is partially visible with columns for "Style #", "Price", and "Ext. Price".

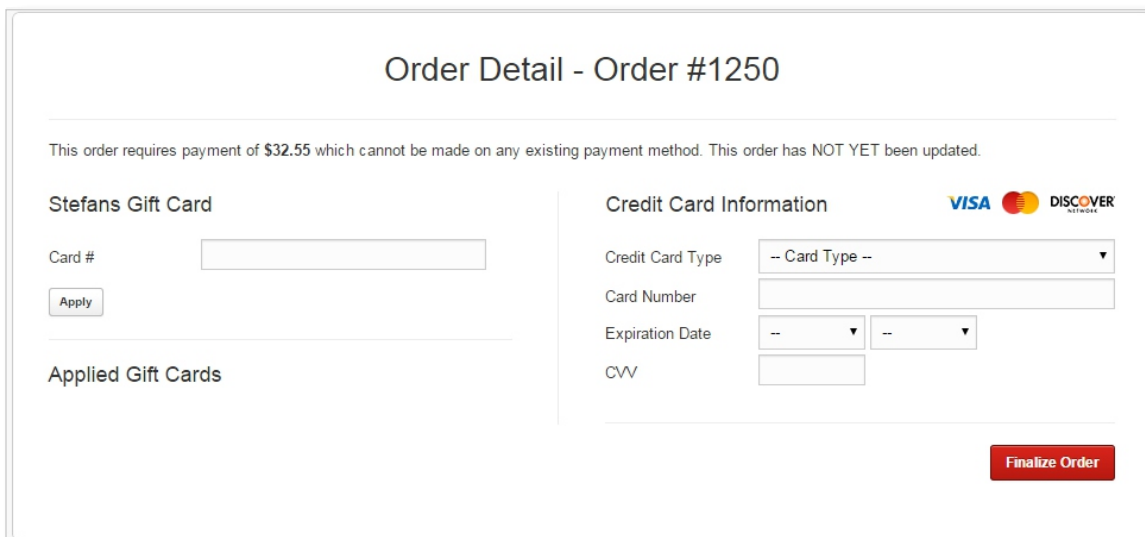
Once you have selected an item to add you will see the item detail page to select a size and quantity to add to your order. When done, click the Add to Cart button.



The screenshot shows the "Add an item to your order" dialog box with the "Nike Tiempo Jersey, Grey" selected in the dropdown. Below the dropdown is an image of a grey t-shirt. To the right of the image are "Select Size:" and "Qty:" dropdown menus. At the bottom right of the dialog is a red "Add to Cart" button.

Order 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 Soccer Master Gift Card and/or 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.



The screenshot shows the "Order Detail - Order #1250" page. At the top, it states: "This order requires payment of \$32.55 which cannot be made on any existing payment method. This order has NOT YET been updated." Below this, there are two main sections: "Stefans Gift Card" and "Credit Card Information".

Stefans Gift Card: Includes a "Card #" input field and an "Apply" button.

Credit Card Information: Includes a "Credit Card Type" dropdown menu (showing "-- Card Type --"), a "Card Number" input field, an "Expiration Date" dropdown menu (showing "--" for both month and year), and a "CVV" input field.

At the bottom right of the page is a red "Finalize Order" button.