



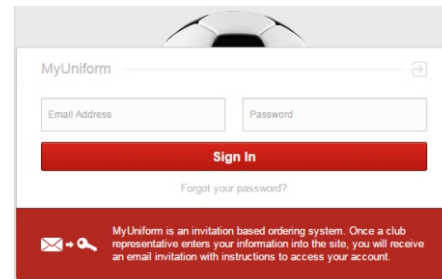
# **Team Manager Procedures Manual**

## Team Management

As a Team Manager, your Club Manager will enter you into the MyUniform system. When you receive your invitation you will need to sign in and input the roster for your team.

## Sign In

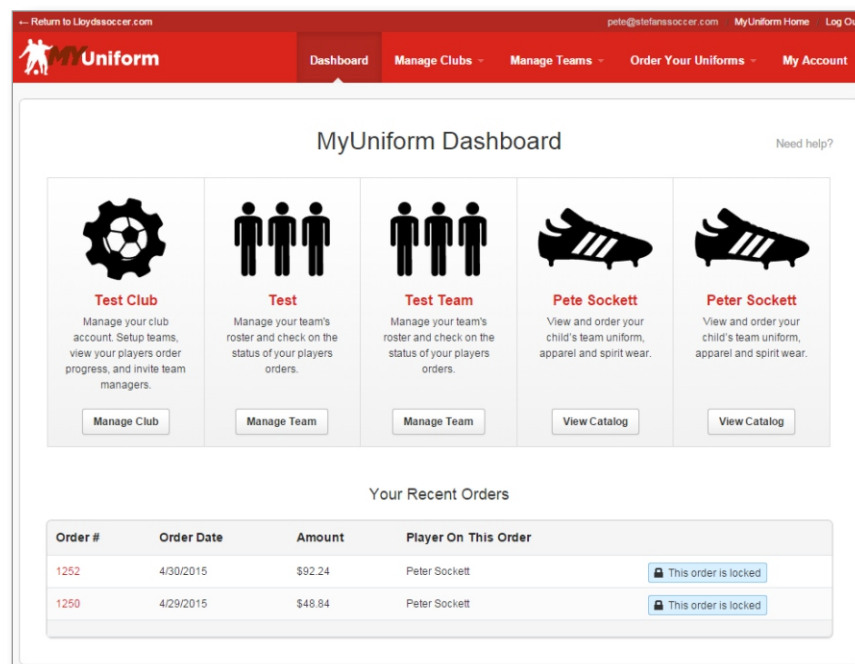
To begin, visit [myuniform.lloydsoccer.com](http://myuniform.lloydsoccer.com) and sign in to your MyUniform account.



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 teams and player orders. If you are the parent of a player in your club or manage multiple teams 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?

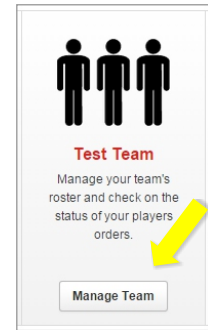
| Icon | Name                 | Description                                                                                        | Action       |
|------|----------------------|----------------------------------------------------------------------------------------------------|--------------|
|      | <b>Test Club</b>     | Manage your club account. Setup teams, view your players order progress, and invite team managers. | Manage Club  |
|      | <b>Test</b>          | Manage your team's roster and check on the status of your players orders.                          | Manage Team  |
|      | <b>Test Team</b>     | Manage your team's roster and check on the status of your players orders.                          | Manage Team  |
|      | <b>Pete Sockett</b>  | View and order your child's team uniform, apparel and spirit wear.                                 | View Catalog |
|      | <b>Peter Sockett</b> | 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 | Status               |
|---------|------------|---------|----------------------|----------------------|
| 1252    | 4/30/2015  | \$92.24 | Peter Sockett        | This order is locked |
| 1250    | 4/29/2015  | \$48.84 | Peter Sockett        | This order is locked |

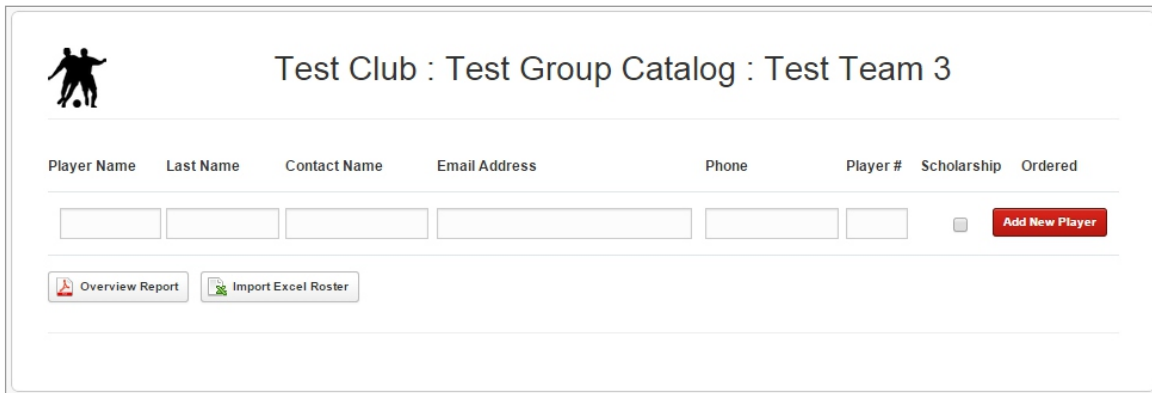
## Manage Team

To begin your club management click on the Manage Team button. Your Roster Management screen will open for your team's roster entry.



## Roster Management

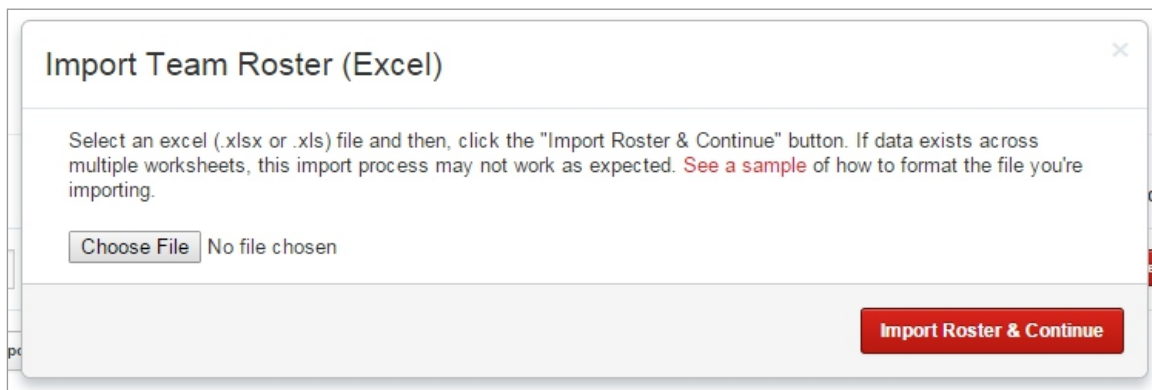
If you are going to manually enter information, you can begin entering the required information for your first player. After you enter each player, click the Add New Player button. This will save and send an invitation for the current player and add a new entry line.



Test Club : Test Group Catalog : Test Team 3

| Player Name          | Last Name            | Contact Name         | Email Address        | Phone                | Player #             | Scholarship              | Ordered                  |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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.

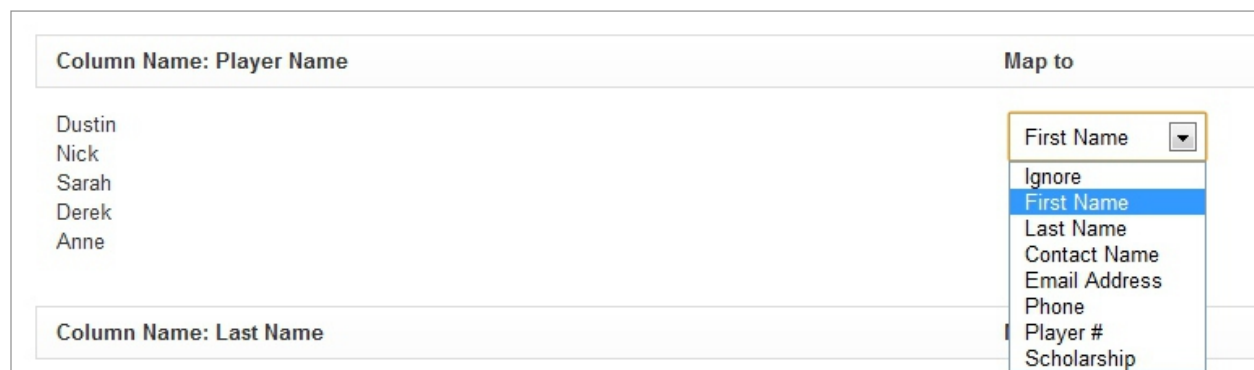


**Import Team Roster (Excel)**

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.

No file chosen

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.



| Column Name: Player Name | Map to        |
|--------------------------|---------------|
| Dustin                   | First Name    |
| Nick                     | Ignore        |
| Sarah                    | First Name    |
| Derek                    | Last Name     |
| Anne                     | Contact Name  |
|                          | Email Address |
|                          | Phone         |
|                          | Player #      |
|                          | Scholarship   |

Column Name: Last Name

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@lightburmdesigns.com">Nora@lightburmdesigns.com</a>     | (111) 111-1111 | 11       |              | ▼     |
| Scott       | Wintheiser | Scott Wintheiser | <a href="mailto:scott@lightburmdesigns.com">scott@lightburmdesigns.com</a>   | (414) 292-9831 | 99       |              | ▼     |
| Andrew      | Barry      | Andrew Contact   | <a href="mailto:import@lightburmdesigns.com">import@lightburmdesigns.com</a> | (414)123-4567  | 13       | No           | ▼     |

Team Overview Report

Add New Player

Overview Report

Import Excel Roster