



# Player Ordering Procedures Manual



## **Player Management**

As a Player, your soccer club 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 myuniform.lloydssoccer.com and sign in to your MyUniform account.

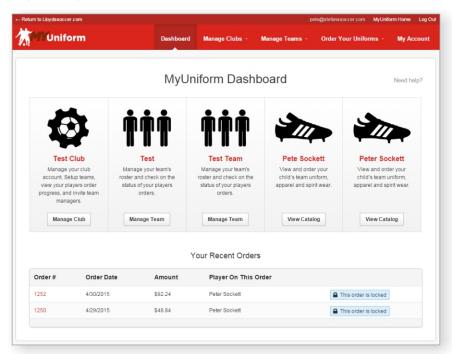




You will need to set your password through your invitation email before you sign in for the first time. Once you Sign In you will see your MyUniform user dashboard.

### **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.

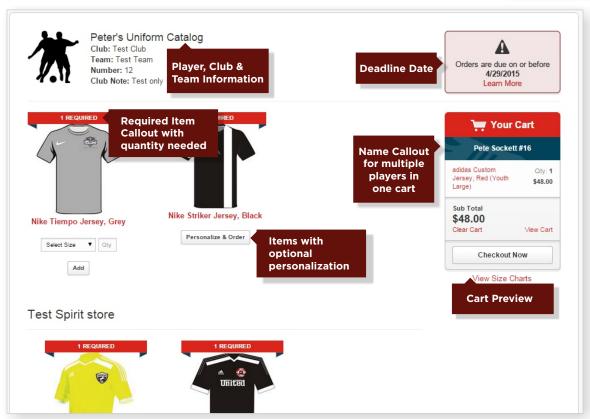




## **Player Orders**

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.





# **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.



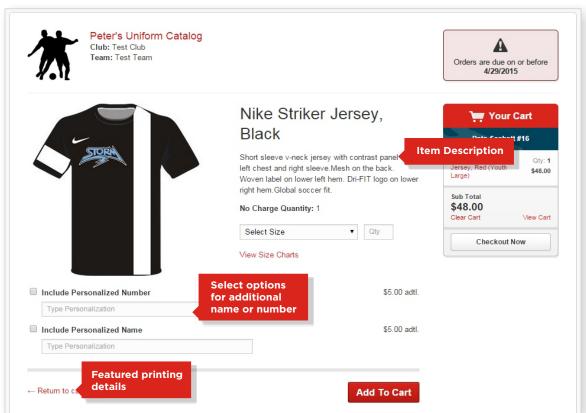




#### **Personalization**

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.





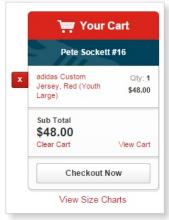
# **Additional Players**

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. You can remove individual items by clicking on the "X" next to the item. You can clear your entire cart using the "Clear Cart" link under the subtotal. When you have completed adding items to your order click "View Cart" for a full overview of your cart or click "Checkout Now" to proceed directly to checkout.

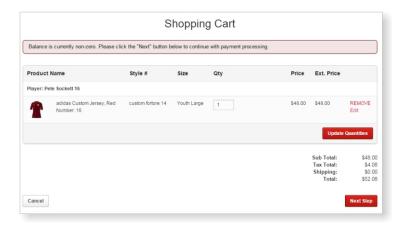






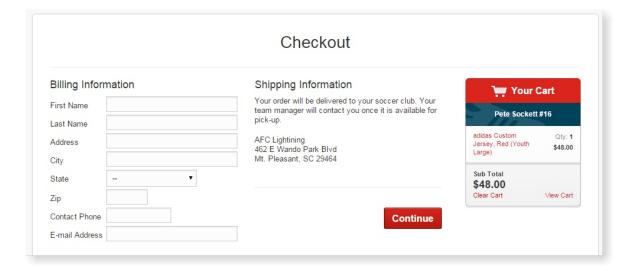
# **Shopping Cart**

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.



# **Checkout - Step One**

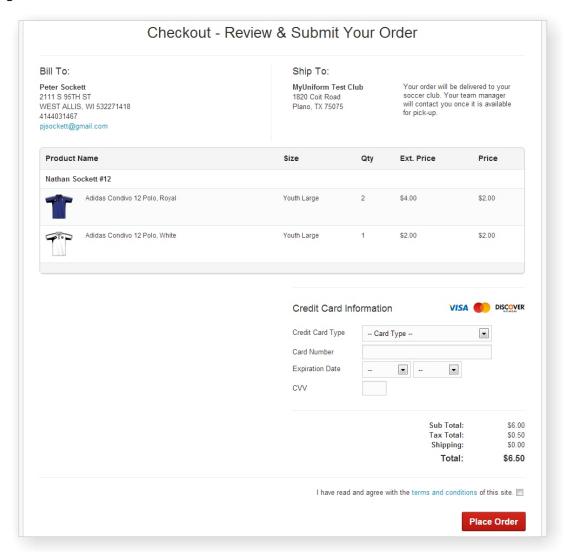
In the Checkout window, enter your billing information in the columns on the left. Note the Shipping information on your order. If you are ordering before your Team's deadline, the shipping will be predetermined. If you are ordering after your Team's deadline, based on your Club's location, you will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





# **Checkout - Step Two**

Review your order for accuracy in the items ordered and Billing/Shipping information. You will need to enter your Credit Card Information, agree to the Terms & Conditions, 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.



# **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.

