

The Soccer Corner is unveiling a brand new uniform ordering tool called *MyUniform*. *MyUniform* is an on-line ordering system that has been designed to give all users more control of their uniform ordering process. This new system will ensure better communication between The Soccer Corner and the managers/players during the ordering process. We are very excited to present *MyUniform* this season, please read through the brief outline of the procedures below.

Team Managers

The Club Administrator will be able to oversee the activity of the entire club: They will be able to edit or enter rosters, see if a Team Manager has entered rosters, view and print the catalogs available to teams, and monitor which players have ordered. But essentially, the team manager will be responsible for their team. Once the Club Administrator enters all the teams in to the system, an email will be sent to each team manager inviting them to log on to *MyTeam* and input their roster.

The rosters are the most important—and time sensitive—part of the ordering process. It is critical that rosters are input into the system in a timely manner because players cannot place an order until their information has been entered. (A separate instructional guide is available for this task and helpful videos are also on the site). Roster information will include: Player's first and last name & uniform number; parent/contact name, phone number and e-mail address. GotSoccer rosters do not have the email address, so you will need to add a column for that manually on your roster. Once a player is entered on a roster, the *MyUniform* system will send the player an e-mail invitation to place their order. (Late add-on players can be added to a roster at any time throughout the year.) Managers will have access to all their team information, and monitor which players have ordered throughout the uniform process.

Players or Parents

Once a player has received their *MyUniform* e-mail invitation, they will be able to sign in to the system and place and pay for their order. In addition to ordering uniforms, players and parents will have access to their order history and have the ability to cancel or edit their order up until the club's deadline date.

Order deadline for all Gulf Coast Texans orders to be place on-line is 6/28/13

Setting up the player account:

- Each player's parent will automatically be sent an email. The email will provide a link that will take the player directly to the uniform ordering system.
- The player's parent will set up a user name and password.
- The player's parent will then log in to the system and place their order by the designated deadline. **(Winter gear must be placed in this order).**
- The player's parent will then make their payment online. Payment is made with a credit card. Purchasing a visa gift card for payment if you do not have a credit card is the simplest way to complete your order.
- A few days prior to the order deadline everyone will receive a reminder email to either place your order or make any adjustments to the order they placed. No changes can be made to the order once the deadline hits and the catalog is locked. At that time we will begin processing the orders.
- Your manager will be contacted to pick up the entire team's order and distribute to the team.

The Soccer Cannot guarantee that any orders placed after the deadline date will be delivered with the rest of the "team" order, by their need date, so make sure to get your order in before the deadline!

Spirit Wear

In the future, *MyTeam* will also contain the club's spirit wear shop. *MyUniform* will set it up as a public page. This means that invitations will not be required for spirit wear purchases, allowing anyone to order. Spirit Wear Shops will be for fan wear only and will not contain any uniform items. Emails may be sent out with any new Texans spirit-wear offerings along with any Nike store specials that **The Soccer Corner** is offering. You will not be inundated with emails – we anticipate a maximum of 6 to 12 a year.

We look forward to providing you better service with this automated system. Although this system is very user friendly, we understand that there may be questions about team set-up or placing an order. We are here to help guide you through the process. If you are struggling with your team roster or placing an order, please call us and we will help you through it.



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