# Club Administrator Procedures Manual

Club Management

As a Club Manager, Soccer Pro 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.
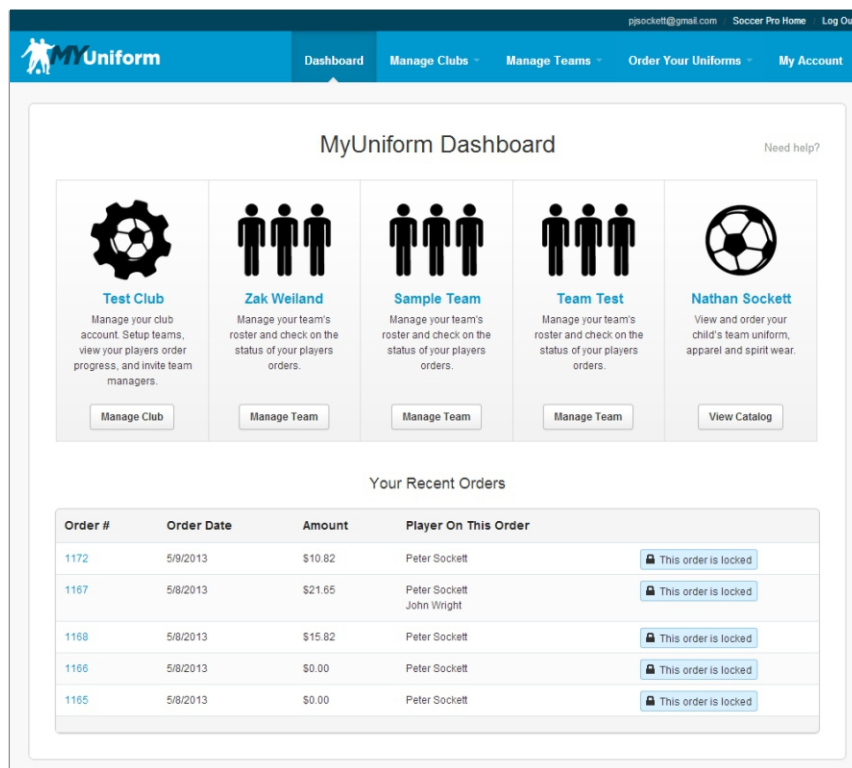
Sign In

To begin, visit soccerprouniform.com and sign in to your MyUniform account.
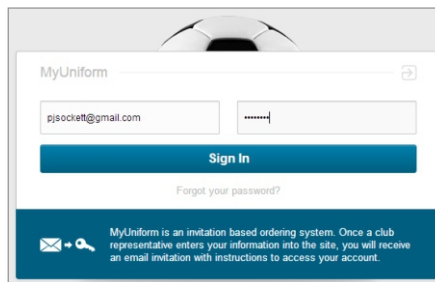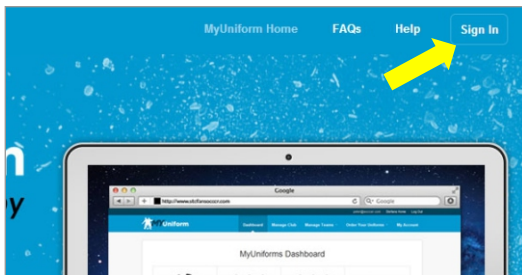
You will need to set your password through your invitation email before you sign in for the first time. Once you Sign In you will see your MyUniform user dashboard.
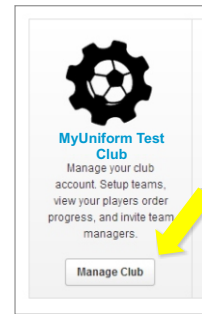
Dashboard

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.

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.

MyUniform Test Club
Manage your club account. Setup teams, view your players order progress, and invite team managers.

[Manage Club]

MyUniform Home / pjsockett@gmail.com / Log Out

MYUniform

Dashboard | Manage Clubs ▾ | Manage Teams ▾ | Order Your Uniforms ▾ | My Account

MyUniform Test Club

Address
2075 S 170th Street
New Berlin, WI 53151

Club Manager
Peter Sockett
(262) 432-0440
pete@fakeemail.com

Club Manager Information

Bulk Import Rosters

Competitive Girls (U11-U14)
Active: 6/8/2012 - 8/1/2013   Deadline: 8/1/2013

Group & Deadline Information

[Overview Report]   *Add Teams*   [Add Team]   [Import Team(s)]

Team Name	Team Manager	Roster Size	Orders	
First Team	Peter Sockett (262) 432-0440 pete@fakeemail.com	0	0	EDIT MANAGE RESEND INVITE REMOVE
Import Test	Peter Sockett (262) 432-0440 pete@fakeemail.com		2	EDIT MANAGE RESEND INVITE REMOVE

Roster Size

Orders Placed

Team Names

Team Manager Information

Employee Test Catalog
Active: 6/8/2012 - 7/1/2013   Deadline: 7/1/2012

[Overview Report]   [Overview Report]   [Export All Rosters]   [Add Team]   [Import Team(s)]

Team Name	Team Manager	Roster Size	Orders	
Launch Team	Peter Sockett (262) 432-0440 pete@fakeemail.com	2		EDIT MANAGE RESEND INVITE REMOVE

Manage Teams

Bulk Import Teams & Rosters

Teams and Rosters can be imported in bulk using the "Import Teams" button on each of the clubs catalog sections. This is a 2 part import containing a Team File and Player File (Rosters). The 2 component files can be uploaded at the same time of separately. Once you click on the "Import Teams" button, you will see the upload dialog below which included links to sample files where you can review the file formats.

Select an excel (.xlsx) 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 the roster and a sample of the team formats for the files you're importing.

*Note older .xls files are not supported. If you need to convert your .xls files to .xlsx, there is free tool available at https://convertio.co/xls-xlsx/

Choose File   No file chosen
Team File

Choose File   No file chosen
Player File (optional)

Import into Catalog:

Pete's Test Group - Do Not Delete ⌄

Next Step

The Team File is an Excel file that contains the following required fields; Team Name, Manager Name, Manager Phone and Manager Email. Teams can also be setup individually as shown in the following section. Again, these imports can be done together or separately, so if team managers will be managing rosters you can import the Team File and skip the player file. However, the teams must be setup through the import or individually before the player file can be uploaded on its own.

The Player File is an Excel file that contains the following for each player; Team Name (This must be an exact match to the team name in the Team File or an existing team in the catalog), First Name, Last Name, Contact Name, Email Address, Phone, Player Number, Scholarship (True/False) and New Player (True/False). The roster file can only contain the contact information for one parent, but additional contacts can be added within the roster once imported.

Once one or both files have been chosen for upload, the Next Step button will lead to a mapping utility where each of your spreadsheet columns (left side) can be mapped to the fields within MyUniform (right side). If you are using the column headings from the sample files, everything will be pre-mapped for you. If you have any fields that don't match up to a MyUniform field, like a date of birth for example, you can select the Ignore option in the MyUniform fields.

Once all fields are properly mapped, clicking the "Save & Finalize Import" button will begin the import process. As part of this process, personalized emails are generated for each player so depending on the size of the import it can up to several minutes. Please be patient and do not reload the page until it has completed.

Add Individual 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 Soccer Pro 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.

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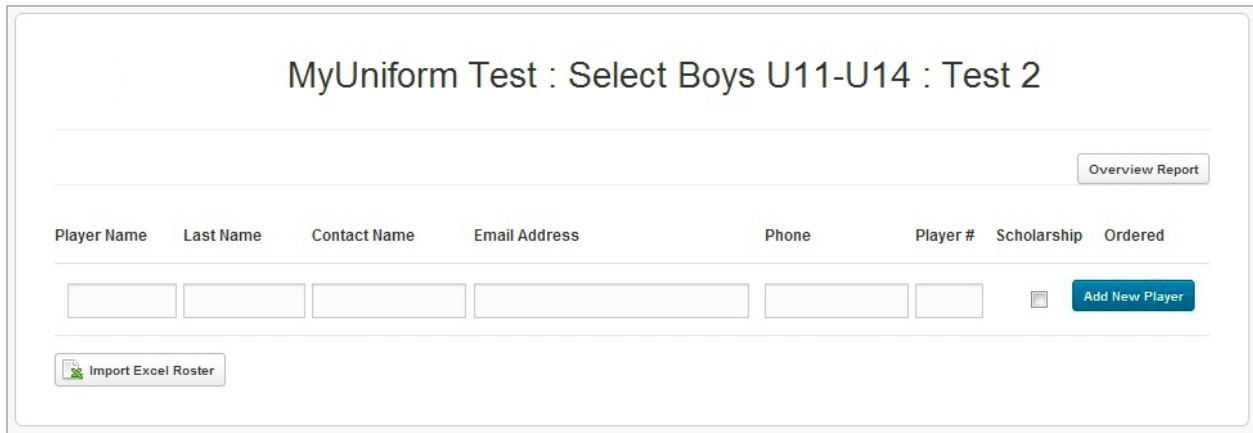
Once all of your teams have been created, the final step is to add your teams' rosters. You can enter these yourself or leave it up to the manager for each team individually. Rosters can either be entered manually, player-by-player, or the entire team can be imported from an Excel Spreadsheet. To begin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

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.
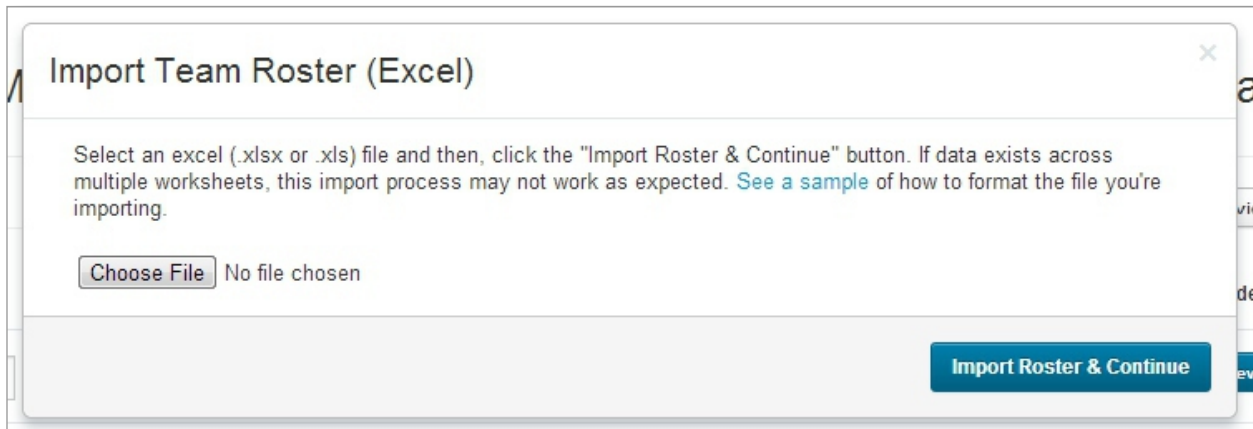
If you are going to use the import method, click on the Import Excel Roster button at the bottom of the roster. You will see the Roster Import screen pop up.
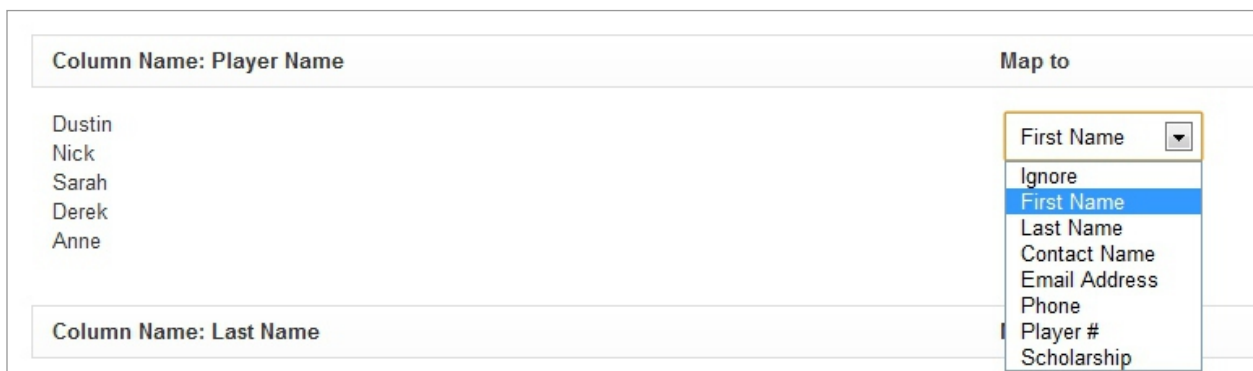

Click on the Choose File button and select the Excel file that you would like to import. Once you have selected your file, Click the Import Roster & Continue button to begin mapping fields.

The 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.

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 Soccer Pro. 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.