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2019-20 SLSG Uniform Ordering process using the My Uniform system

Step #1)—The SLSG Club Officials will enter in all of the SLSG teams into the My Uniform Ordering Site, with all of the team's pertinent information, including manager and e-mail address of the team's manager. If there is no team manager assigned, the coach will be primary contact. Please make sure the club has the correct person and correct email for that person who will be assigned admin rights for the specific team in the My Uniform system.

Step #2)—The team manager/coach will receive an e-mail from Soccer Master-My Uniform letting them know that they are invited to enter their team's information into the My Uniform ordering site, as they have been assigned as the Team Admin by SLSG for their respective team.

Step #3)—The Team Admin will enter each player's pertinent information, by clicking the "Manage" button. The Team Admin will enter First Name, Last Name, Contact Name (parent(s) name), e-mail address(es), phone #, and player #. The My Uniform system will not allow 2 players with the same # on the roster page. When you have completed this step, you will click "add new player". We recommend verifying the e-mail addresses with each family, so they know which e-mail addresses to expect the My Uniform-Soccer Master invite being sent to. We also recommend using the same e-mail address(es) (if valid) for each player that was used the previous season, to create consistency within the My Uniform ordering site. There can now be two e-mail addresses per player, and if families have multiple players in the club, and as long as the same e-mail address is used, all players can be linked to one account.

Step #4)—At this point, the player will receive an e-mail from the Soccer Master-My Uniform site, letting them know, that it is time to order their SLSG uniforms. As this is a fill-in year, players may or may not need to order uniform pieces, but please put each player on your roster page, as they might need to order replacement pieces or new warm-ups, backpacks, etc.. If you have any trouble with getting your player's information into your roster page on the My Uniform account, you can contact our new Customer Service Team, at csr@soccermaster.com, or 636-386-8000, ext. 1013, or a direct phone # of 636-238-4773

Step #5)—You are now finished with your initial steps. It is in the hands of the families to make sure they order the necessary product in a timely fashion. There is a July 7th at Midnight deadline. The manager does have the ability to check their team's ordering progress, by checking their team's roster webpage. There is also an overview report at the bottom of the roster page that can be accessed to view each player's order.

Step #6)—Please see next page for the process to order training gear for your team.

Information to forward to your team members (it is advisable to send this information to each team member before they receive the official My Uniform-Soccer Master invite).

1. The Soccer Master store on Manchester Road, and on Mid Rivers Mall Drive, and in Shiloh, IL has sizing samples of all uniforms, training gear, and warm-ups.
2. Orders placed by the July 7th deadline will allow the family to take advantage of the discounted price, as there will be a price increase after the deadline.

The Delivery of Product

1. All uniform, warm-up, and bag/backpack orders placed this year will be processed and shipped directly to the player's home. Managers will not need to pick up any orders placed using the My Uniform ordering site.

PLEASE SEE NEXT PAGE FOR TRAINING GEAR ORDERING INSTRUCTIONS....

TRAINING GEAR ORDERING PROCESS for 2019-20 season

Step #1)—Once your team has been added to the My Uniform site by the club, SLSG will make available to you the SLSG Training Gear Order form (google doc).

Step #2)—You will need to collect the sizes for your players for the Dri-FIT training shirt, navy blue shorts, and navy socks. These items are the same items used last season, and are provided at no charge by SLSG. Each player receives 1 Dri-FIT training shirt, 2 pairs of Navy shorts and 1 pair of Navy Socks. Your team will also receive a ball for each player as well. These do not need to be indicated on the form.

Step #3)—The club and Soccer Master will pull the product necessary to complete the training gear order, and will contact the teams to coordinate the pick up for the training gear product. Pick up of this product will most likely occur in early August, and the Club will provide the details of the pick up days sometime later this summer.

No Training Gear Shorts or training gear socks can be ordered on the My Uniform ordering site.