







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 www.stefanssoccer.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.





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.



Player Name	Last Name	Contact Name	Email Address	Phone	Player #	Scholarship	Ordered
							Add New Player

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)	×	
e	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 how to format the file you're importing. Choose File No file chosen	d	dere
	Import Roster & Continue		ew P
ixcel R	Roster		

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 Nick Sarah Derek Anne	First Name Ignore First Name Last Name Contact Name Email Address
Column Name: Last Name	Phone I Player # Scholarship







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: Store	Map to
Milwaukee Madison	Ignore
Brookfield Madison	
Warehouse	
	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 Stefans 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.

					Order Status				
Player Name	Last Name	Contact Name	Email Address	Phone	Player #	Scholarship	Ordered	1	
Dustin	Aubert	Dustin Aubert	dustina@Stefanssoccer.com	414-526-4797	1	\otimes	No		
Nick	Duerst	Nick Duerst	nickd@stefanssoccer.com	628-335-9636	2	\otimes	No		
Sarah	Eslyn	Sarah Eslyn	sarahE@stefanssoccer.com	262-370-3845	3	\otimes	No	•	
Derek	Helmer	Derek Helmer	derekH@stefanssoccer.com	608-772-8980	4	\otimes	No	•	
Anne	Nowakowski	Anne Nowakowski	annen@stefanssoccer.com	262-053-3067		Resend invite, Edit Information,			
Craig	Nowakowski	Craig Nowakowski	craign@stefanssoccer.com	262-442-9885	6 or	Remove Pl	ayer		
Kate	Nowakowski	Kate Nowakowski	katen@stefanssoccer.com	262-227-1222	7	\otimes	No		
Robin	Rameker	Robin Rameker	robinr@stefanssoccer.com	252-653-3977	8	\otimes	No		
Ryan	Sockett	Peter Sockett	pete@stefanssoccer.com	(202) 422-5449	9	\otimes	No	•	
							Add New Pla	ayer	