

## Step-by-step Roster Guide

By setting up your team's roster, it will not only give you an easy way to keep track of your players, but will give your players a unique club experience on SOCCER.COM.

Here are some features that make this tool invaluable to you and your players:

- Allows you to assign your players' uniform numbers
- Sets up customization automatically for each player, which decreases the errors made in ordering
- Acts as a communication tool between you and your team; providing the ability to email your team once the roster is set, as well as remind them about ordering
- Allows you to keep up with your roster information and provides a printable version
- Gives you the ability to see which players have ordered

*\*Please note that you cannot delete a team, change the name of a team, or change the template associated with a team once it has been submitted, so be sure to double check your entries before submitting. If you do need to change any of this information, please submit your requests to your team representative.*

### How to set up your roster:

1. **Select the link to "Create or Edit Teams"**



2. **Select a Team:** Click the drop down menu for Team Name and select your team. If your team doesn't exist, select "Create New Team"; then fill in the Team Name and which ordering template it is associated with.



3. **Add Players to Roster:** Fill in the roster information for a player (*All fields except Player Position are required*). Select the “Add Another Player” button if more players are needed for your team. This will generate a new row for another player. Repeat the steps above until your roster is complete. *Please note: The email address entered for each player needs to be associated with their parent or guardian.*

The Display Name in the Roster form is what will show up on SOCCER.COM under the Player information for a team. For example, if you have two players with the same last name, you may want to have their display names be different (J.SMITH versus M.SMITH); this will help the players differentiate which customized items belong to them. *This field is set to auto-populate with the default value; which is the last name of the player.*

The Player Position drop down is not a required field, but it is extremely important for the goalkeepers in your roster. By selecting a player’s position as Goalkeeper, they will be able to access their customized goalkeeper jerseys. If you do not designate the Goalkeeper position, then the player who needs to purchase a goalkeeper jersey will have to customize it themselves on our site.

4. **Submit Roster:** Be sure to double check the names and numbers of each player to make sure they are accurate. Once your roster information is complete, select the SUBMIT ROSTER button to submit and save your roster. If you do not click this button, any changes made to your roster will not be saved.

### What happens next?

After you have set up your roster, SOCCER.COM will email each of your players to let them know the details of ordering. This email will include the customization set by you for the roster (their uniform number information), a special link to their team’s section of the club on SOCCER.COM, and a list of the required items that they need to purchase for their club.

*\*Please note: The email for each player will be sent out approximately 24-48 hours after you **submit** the roster. This allows time for SOCCER.COM to create their customized jerseys/items on our site and have them ready to order immediately for the player.*

## Checking Order Status for a Roster:

In order to check the status of whether or not a player has ordered, you can simply view the team information. The list of all the players on the roster will show up along with either a green checkmark (indicating that they have ordered) or an email button. If you would like to email individual players, just select the corresponding email button and it will email a reminder for that specific player to order their items. Also, if you would like to send out emails to *all* of the players that haven't ordered, select the "Email All" link at the top of the email column. This will send an email to every player in the roster that has not ordered.

*\*Please note that the Email feature will not be available until after the players have received their first initial email after setting up the roster. Also, green check marks will appear for a player if **any** customized item for that player has been ordered.*

1. **Select a Team to View:** Select the link to View Teams on the main screen and select the Team Name for the team that you wish to view.



2. **View Roster:** The player records for the team selected will show under Roster Information.

Select a Team

Team Name:  ▼ [Create/Edit Roster](#)

Roster Information

Template: 2010 PREMIER UNIFORMS

First Name	Last Name	Display Name	Uniform #	Player Position	Email Address	Email All
Ryan	Althoff	ALTHOFF	13		ralthoff@sportsendeavors.com	✓
Francisca	Alvarez	ALVAREZ	24		falvarez@sportsendeavors.com	✉
Cori	Boyle	BOYLE	16		cboyle@sportsendeavors.com	✉
Diana	Brooks	BROOKS	7		dibrooks@sportsendeavors.com	✓