

### INTRO

Setting up a roster is an important step in the uniform journey

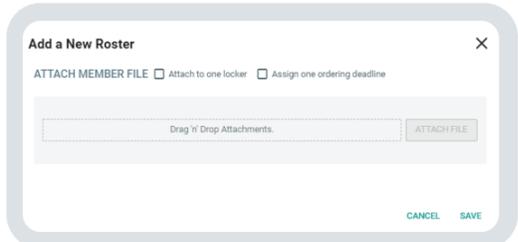
#### 1 WHAT IS A ROSTER

A list of players that will be outfitted with uniforms.

First Name	Last Name	Number	Size	Role	Email	Phone	Division	Team Name	Locker Number	Roles
T	Thomas	1			testemail@test.com		Mets 2020 Spring			
W	Wallace	2			testemail@test.com		Mets 2020 Spring			Player
L	Thomas	3			testemail@test.com		Mets 2020 Spring			Captain
S	Wallace	4			testemail@test.com		Mets 2020 Spring			Coach
K	Kachourff	5			testemail@test.com		Mets 2020 Spring			
S	Strange	6			testemail@test.com		Mets 2020 Spring			
L	Lemaster	7			testemail@test.com		Mets 2020 Spring			
W	Weindorfer	8			testemail@test.com		Mets 2020 Spring			
B	Beaunows	9			testemail@test.com		Mets 2020 Spring			
S	Soriano	10			testemail@test.com		Mets 2020 Spring			

#### 2 WHAT IS THE ROSTER TOOL

The Roster Tool simplifies the uniform ordering process. We upload your Roster list in our database and store player names, numbers, and email addresses. This allows for easy personalization, accurate orders, and player communication.



#### 3A ROSTER TOOL BENEFITS

Take control of your uniform process with maximum efficiency and minimum effort.

- Personalized emails get sent automatically to kick off uniform orders, deliver voucher code redemptions, and more.

#### 3B ROSTER TOOL BENEFITS

Ensure your uniforms are spelled correctly and have the right number for each player.

- Your players will love the easy-to-use drop-down name/number select.

Add your name and number to your uniform  
Tell us who this uniform is for

There is no additional cost for personalization on uniforms.

#### PRO TIP:

Seasons change and players change, make sure to keep your roster up to date.

## HELLO!

Your team gear is ready to order

### 1

ORDER NOW

Click the ORDER NOW button to get started

### 2

**PLAYER INFORMATION**

JESSICA SMITH#20 - TEAM MARKETING CHANGE PLAYER

This player has an available voucher\*

SMITH|B67783792

\$39.00

CONFIRM

TM

QTY: 1

VIEW DETAILS

Confirm the player information and choose your size

### 3

**REVIEW YOUR PERSONALIZATION**

The information below will appear on this item. Please confirm that this information is correct before you continue.

PLAYER LAST NAME: SMITH

PLAYER NUMBER: 20

MAKE CHANGES

CONFIRM AND CONTINUE

ADD TO CART

#### 4 GETTING STARTED

It's simple to get started, just send us the file of your Roster list.

What we need in the file:

**FIRST NAME | LAST NAME | NUMBER | EMAIL**

First Name	Last Name	Number	Size	Role	Email	Phone	Division	Team Name	Locker Number	Roles
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S	Soriano	10			testemail@test.com		Mets 2020 Spring			



If you have any questions along the way, you can use the green chat bubble at the bottom of the screen to chat with our Customer Onboarding Team during business hours!

They can help with store questions, artwork, and sharing tools.

During off hours, please click the Contact Us button to get in touch over email.

Download the roster template to get started.

## DOWNLOAD TEMPLATE

## CONTACT US