

SETTING UP ACCESS FOR YOUR TEAM TO ORDER UNIFORMS

In order for a team to be given access to the Scoreboard Sports Uniform Store all team managers will need to fill out a spreadsheet with the information for all of the players on their team and email it to our Uniforms department.

Here is the link to the CSV spreadsheet you will need to download and fill out:

<https://drive.google.com/file/d/101-Z2ICNU420J1TnejRB7SXCusZF9mKd/view?usp=sharing>

Here is the information needed in each column on the spreadsheet:

ROLE: Put either TM (for the Team Manager) or PL (for the Players Information)

FIRST NAME:

LAST NAME:

PLAYER NUMBER: The uniform number assigned to that player

EMAIL:

PHONE:

TEAM NAME: This will be in the following format "La Roca (Coach First Initial) (Coach Last Name) (Two Digit Birth Year) (Girls or Boys) For example it would be "La Roca E Davies 08 Girls" If your team is ECNL, DP, or Elite Academy please add that to the end of the name so it would say "La Roca E Davies 08 Girls ECNL"

GENDER: G-Girls B-Boys

AGE: Team age group

PRINT NAME: The last name of the player

RETURNING PLAYER: This is asking if they previously have ordered uniforms from Scoreboard and would have an account set up - put Yes or No

FREE ITEM ELIGIBILITY: Put no for every player

MANDATORY PRODUCT OVERRIDE: Put no for every player

CATALOG: Leave this blank I will fill in the correct package for each team

Once this information is all filled out please save the file as a .csv format and email it to uniforms@laroca.fc.com. Once your spreadsheet is completed and emailed to uniforms they should get set up with access to the store and emails will be sent to players and managers immediately when the store opens. All parents will receive an email with a personalized link to the store front for that player on your team. Team Managers will also receive an email with a personalized link for them to access their team store and see who has placed orders and all the players contact information and uniform number. Team managers also have the ability to edit contact information and uniform numbers through this link if changes need to be made for their team.

If you have any questions or are unable to download the spreadsheet off the google drive please contact uniforms@laroca.fc.com directly.

