


SETTING UP ACCESS FOR YOUR TEAM TO ORDER UNIFORMS

In order for a team to be given access to the Soccer Post Uniform Store all team managers will need to fill out the 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:

 [La Roca FC Uniform Spreadsheet Sample 2023](#)

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: Players First Name

LAST NAME: Players Last Name

EMAIL: Contact email address for family

PHONE: Contact phone number for family

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"

CATALOG: Leave this blank and I will fill it in for all teams

GENDER: G-Girls B-Boys

AGE: Team age group (EX; U14)

ASSIGNED NUMBER: The 1 or 2 digit uniform number assigned to that player (no duplicates please) Work with the coach and players to make sure everyone has a uniform number

ASSIGNED NAME: The last name of the player

RETURNING PLAYER: This is asking if they previously have ordered uniforms from Soccer Post and would have an account set up - put no for all players as this is our first year with Soccer Post

FREE ITEM ELIGIBILITY: Put no for every player

MANDATORY PRODUCT OVERRIDE: Put no for every player

The rest of the columns don't need to be filled in and can be left blank when submitting.

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. If the store is already open, spreadsheets will be uploaded and email links sent out within 2 business days.

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. Do not change uniform numbers after orders have been placed. It will not be updated on their order.

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