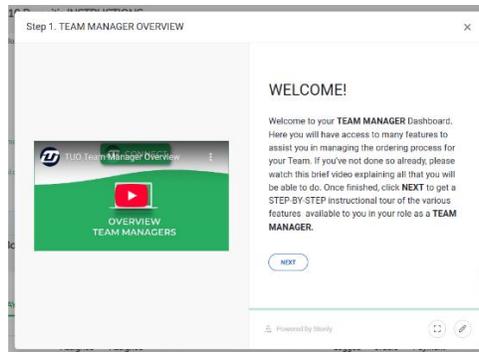
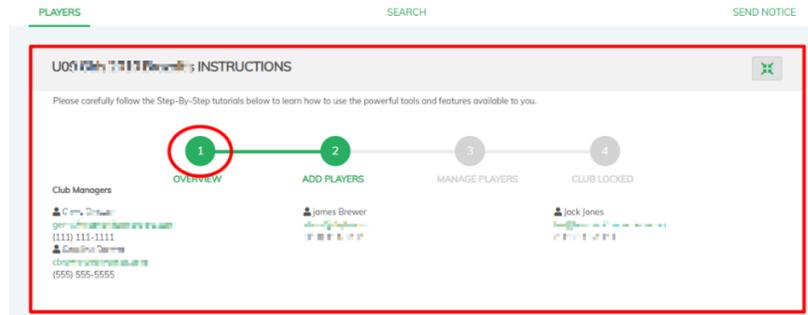




WHAT YOU CAN DO IN THE TEAM MANAGER DASHBOARD

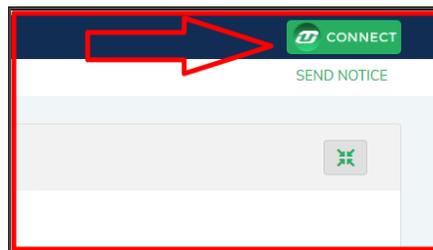
Primary features available to you to make the ordering process easier for your Team:

[VIEW THE AVAILABLE TUTORIAL TOOL](#)



Click on the individual **STEPS** of the Tutorial Tool (located in the top window) to view easy-to-understand How To Guides for the basic features available to you.

[TUO CONNECT FOR ASSISTANCE](#)



Click on the **TUO CONNECT** icon (top / right corner) to access **HELPFUL RESOURCES** and to contact Teamuniformorder.com for assistance.

VIEW TEAM ROSTER and ADDING PLAYERS

First Name	Last Name	Assigned Number	Assigned Name	Email	Created	Invited?	Logged In	Orders Placed	Actions
Emily	Brazaitis	10	BRAZAITIS	sk@gmail.com	12/09/2020 17:35 EST	No Invite PLAYER	No		Returning player eligible for Freeltems
Jessica	Brown	36	Brown	jessica@rhyta.com	12/09/2020 17:35 EST	No Invite PLAYER	No		Returning player
Isabella	Godesky	7	GODESKY	sk@gmail.com	12/09/2020 17:35 EST	No Invite PLAYER	No		Returning player
Addyson	Layfield	11	LAYFIELD	sk@gmail.com	12/09/2020 17:35 EST	No Invite PLAYER	No		Returning player
Meghan	Mecke	8	MECKE	sk@gmail.com	12/09/2020 17:35 EST	No Invite PLAYER	No		Returning player
Callen	Mindera	43	Callen Mindera	cmind@rhyta.com	12/09/2020 17:35 EST	No Invite PLAYER	No		Returning player

In the main window you can review every Player on your assigned Team. You can view if they have been Invited to access the online store; if they have logged into the store; if they have placed their order.

You can also add NEW PLAYERS easily by clicking on the ADD PLAYERS button and either ADD NEW PLAYERS (which will let you enter the information for each Player one at a time) or select the IMPORT DATA and upload your Team Roster.

SEND INVITES AND REMINDERS TO PLAYERS ON YOUR TEAM

First Name	Last Name	Assigned Number	Assigned Name	Email	Created	Invited?	Logged In	Orders Placed	Actions
Emily	Brazaitis	10	BRAZAITIS	sk@gmail.com	12/09/2020 17:35 EST	No Invite PLAYER	No		player eligible for Freeltems
Jessica	Brown	36	Brown	jessica@rhyta.com	12/09/2020 17:35 EST	No Invite PLAYER	No		Returning player
Isabella	Godesky	7	GODESKY	sk@gmail.com	12/09/2020 17:35 EST	No Invite	No		Returning player

Click on the blue COMMUNICATE button to send Invites to the store as well as send REMINDERS to Players who have not yet logged into the store.

UPDATE THE INFORMATION FOR ANY PLAYER

PLAYER									
Callen	Mindera	43	Callen Mindera	cmind@rhyta.com	12/09/2020 17:35 EST	No	No	Returning player	⋮
John	Mindera	12	Callen Mindera	lee@teamuniformorders.com	12/09/2020 17:35 EST	No	No	Invite PLAYER	
Bo	Pe	99	Bo	gerry@teamuniformorders.com	12/09/2020 17:35 EST	No	No	Invite PLAYER	
Sophie	Peterson	4	PETERSON	sk@gmail.com	12/09/2020 17:35 EST	No	No	Invite PLAYER	

PLAYER ACTIONS

Player Settings >

Delete >

Player Shopping Url >

Player Update History >

Player Activity >

Invite Player

Edit Player
LAUNCH
111 TEAMS 1379 PLAYERS SALES: \$0.00 ORDERS: 0

1.

PLAYER FIRST NAME:

PLAYER PHONE:

PLAYER LAST NAME:

PLAYER EMAIL:

Opted out of future communications

2.

ASSIGNED NUMBER:

Coordinate #'s with players

ASSIGNED NAME:

RETURNING PLAYER:

MANDATORY PRODUCT OVERRIDE:

Use for Keepers to order their items

4.

ASSIGN ACCESS TO PRODUCT / PACKAGE:

To the right of each Player you will see 3 green “action” dots. When clicked, you will see a menu of updates and actions you can take for any Player.

The PLAYER SETTINGS action will let you view and edit / change / update the information for each Player:

1. You can edit ANY Player’s information such as First Name, Last Name, contact email address (phone number is optional);
2. You can also add or change the ASSIGNED PLAYER NUMBER. **IMPORTANT NOTE:** the assigned Player Number is the actual Number that will be printed on their uniform; **No Duplicates on Team**
3. There are specific Products available in the store that **MUST BE ORDERED**. These Products are set to **MANDATORY** (to be ordered) in the Store. If any Player is **NOT** required to order any **MANDATORY** Products, you can turn on the **MANDATORY OVERRIDE** button for the Player; **Use for Keepers**
4. There are designated Products set-up in the store that are **ONLY AVAILABLE** to specific Players. Example includes: Goalkeeper Uniforms. If any Player should have access to any **EXCLUSIVE PRODUCT(S)** available in the store, you can turn on the **ASSIGN ACCESS TO PRODUCT / PACKAGE** toggle and select the **EXCLUSIVE PACKAGE OR PRODUCT** for any Player that qualifies.

OTHER PLAYER ACTIONS MENU

		Status:	PLAYER		
10	06/06/2025	10:54 CDT	No	No	Returning player
19	06/06/2025	10:54 CDT	No	No	
17	06/06/2025	10:54 CDT	No	No	
41	06/06/2025	10:54 CDT	No	No	

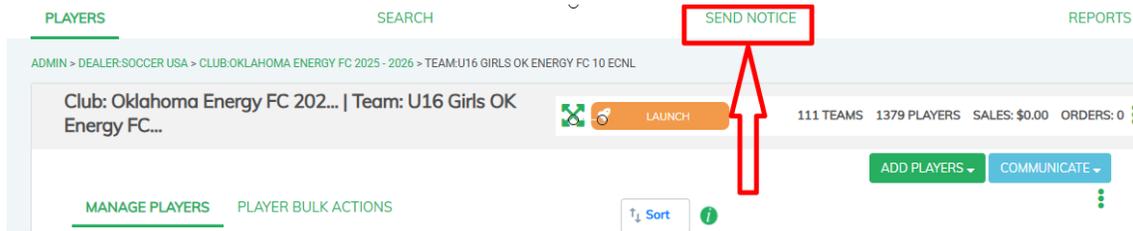
PLAYER ACTIONS

- Player Settings >
- Delete >
- Player Shopping Url >
- 1. Move to Another Team >
- 2. Player Activity >
- 3. Invite Player

Selecting the 3 green “action” dots to the right of any Player will open the **PLAYER ACTIONS MENU**. Here are the other updates and insights you can gain from the **PLAYER ACTIONS MENU**:

1. If any Player has been assigned to a new Team, you can use the **MOVE TO ANOTHER TEAM** action to move the Player;
2. Selecting the **PLAYER ACTIVITY** view will allow you to review literally every “action” any Player has taken within the store, including if / when they received their Invite (you can also confirm if they read and opened the Invite) as well as everything they have done within the online store;
3. When the store is **OPEN** you can send Invites to each Player to make sure they are Invited to access the online store.

SEND NOTIFICATIONS TO PLAYERS



The screenshot shows the 'Create Email Notice' form. At the top, there is a 'LAUNCH' button and statistics: 111 TEAMS, 1379 PLAYERS, SALES: \$0.00, and ORDERS: 0. The form has three main sections: 'Target Group', 'Subject', and 'Message'. The 'Target Group' section has a dropdown menu with the following options: All Players, Players Who Have Ordered, Players Who Have Not Ordered, Customers Who Ordered A Particular Product, and Team Manager Email Address. The 'Subject' section has a text input field with the text: Notice from Soccer USA regarding Oklahoma Energy FC 2025 - 2026. The 'Message' section has a rich text editor with a toolbar containing various formatting options. At the bottom of the form, there are three buttons: PREVIEW NOTICE, SEND EMAIL TEST, and NEXT.

You can easily **SEND NOTIFICATIONS** to any selection of **PLAYERS** assigned to your Team. To **SEND ANY NOTIFICATION** select the **SEND NOTICE** link at the top of your dashboard. This will **OPEN** the **SEND NOTICE** box. You can:

Select to include **ALL PLAYERS**, **PLAYERS WHO HAVE ALREADY PLACED AN ORDER**, **PLAYERS WHO HAVE NOT YET ORDERED**, or **PLAYERS WHO ORDERED A PARTICULAR PRODUCT** in the store. Once you have made your selection, simply:

- Enter the **RETURN EMAIL ADDRESS** should any Player choose to reply;
- Enter your **TEXT** in the Message box;
- You can **PREVIEW** the email before sending, or send an **TEST EMAIL** to yourself, or click **NEXT** to review and Send your message.

