



Instructions for Setting Up Your Team Roster With the Online Eurosport Ordering System

Arlington Travel Soccer Uniforms 2019-2021

By setting up your team’s roster in the online Eurosport (SOCCER.COM) system, it will not only give you an easy way to keep track of your players, but will give your players a custom, unique club experience on the SOCCER.COM website.

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, decreasing errors 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 reminds the team about ordering.

The instructions below are broken into three parts:

- 1) **CREATING** a team and entering a roster for a team
- 2) **UPDATING** a roster for a team after creating your team
- 3) How to **MAKE CHANGES** once your roster has been submitted

To **CREATE** a team, follow the steps below.

Note: All teams must be added as a **NEW** team online.

How to set up your team roster:

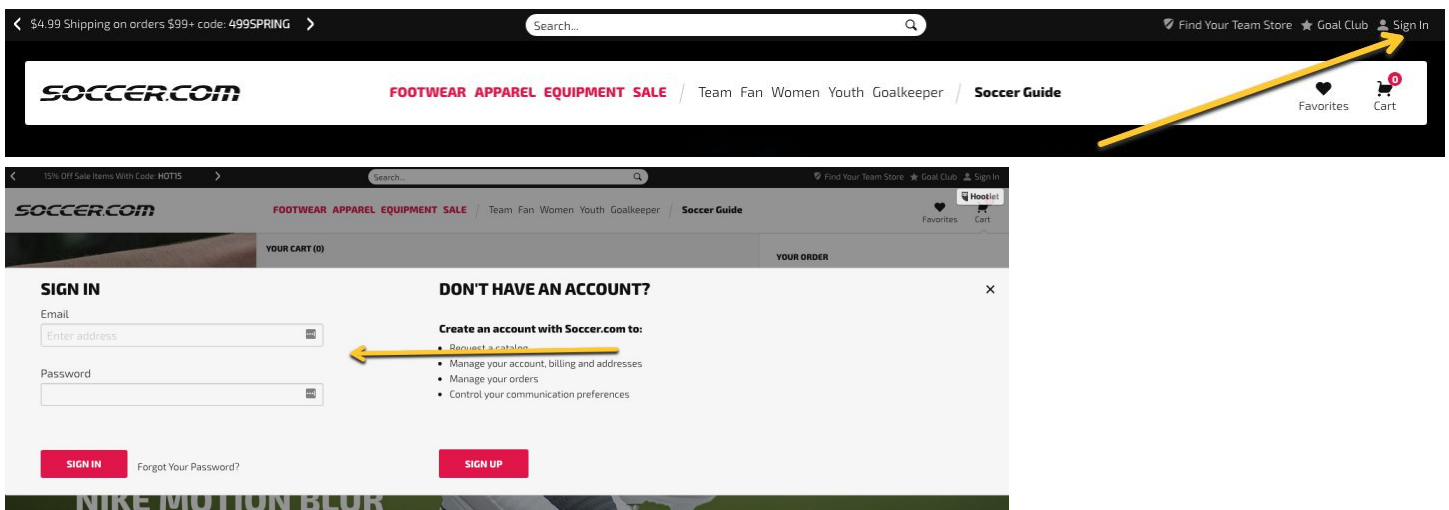
As uniform coordinator, you will need to be provided administrative access to the soccer.com Arlington Soccer section of the soccer.com website before adding your roster. You will receive an email from soccer.com to login.

NEXT - Go to soccer.com to build your team’s roster:

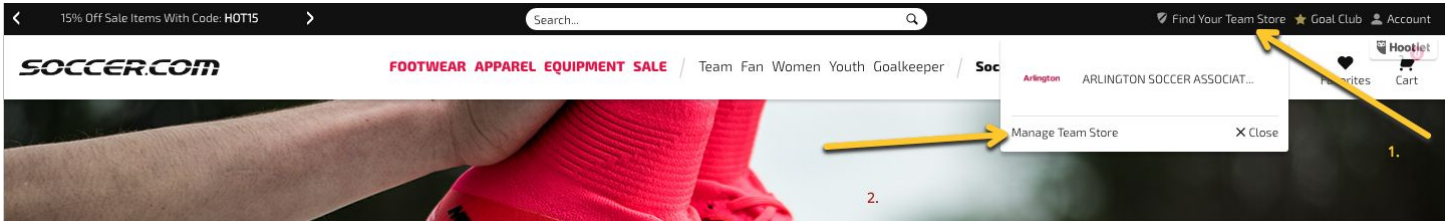
ARLINGTON SOCCER ASSOCIATION Roster Tool Access:

<http://www.soccer.com>

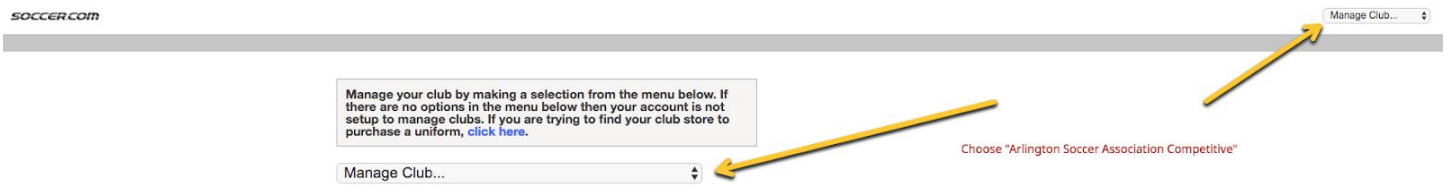
1. **Sign in using the ID (email address).** Use the password you created when purchasing items from the soccer.com website previously.



2. Select "Find Your Team Store" (1). You should see "Arlington Soccer Association".
3. Click "Manage Team Store" (2).



4. Choose "Arlington Soccer Association Competitive" from either drop-down menu seen below.



You will then see the following:



5. Under "Select a Team", Find your EXISTING team from the drop-down menu.

IF YOUR TEAM IS NOT LISTED – CREATE A NEW TEAM NAME

The format for entering your Team Name is TWO DIGIT Birth Year, Boys or Girls, then Team Color.

For example, 04 BOYS BLUE or 03 GIRLS BLACK. USE ALL CAPS.

DO NOT ENTER “U”, as in U9 or U13 as the age group.

TEAM INFORMATION

Select Gender.

Select Group. SELECT THE BIRTH YEAR OF YOUR TEAM.

Select Contract. Choices are:

- Boys Travel
- Boys CCL
- Boys DA
- Girls Travel
- Girls CCL
- Girls DA

If you have any questions about which to choose, please email info@arlingtonsoccer.com

GIRLS TEAMS THAT MAY BE BETWEEN WOMENS AND YOUTH SIZES

Regardless of which of the Girls Contracts you choose, there should be an option for youth or women’s sizes. .

OPTIONAL Admin Message

You may include an optional admin message that will appear on the players purchase page. You might wish to include information should they have questions, such as your contact info – or any other uniform related details specific to your team.

Arlington
1-877-308-7989 OFFICIAL GEAR

Select a Team
Team Name: 2017 TEST TEAM [View Submitted Roster](#) [Change Team Name](#)

Team Information
Contract: 2017-18 Mens/Boys & Girls U9 and Under

Admin Message
This is a test admin message. **← optional admin message**

First Name	Last Name	Display Name	Name Editable	Uniform #	Positions	Email Address
					Coach Field Player Goalkeeper	
<input type="text" value="Dave"/>	<input type="text" value="Berver"/>	<input type="text" value="BERVER"/>	<input type="checkbox"/>	<input type="text" value="00"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="dberver@gmail.com"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>

ADD ANOTHER PLAYER **PRINT ROSTER** **DELETE ROSTER**

6. Add Players to Roster

Fill in the roster information for each player.

The **Display Name** in the roster form is what will show up on SOCCER.COM under the player information for the team. If you have two players with the same last name you will want their display names to be different (i.e. J. Smith and M. Smith). This will help the players differentiate which customized items belong to them. The Display Name field is set to auto-populate with the default value, which is the last name of the player but you can override this default information.

Uniform Numbers: Please make sure to follow Arlington Soccer procedure to work with all required uniform coordinator, and assign jersey numbers. If unsure, please check with info@arlingtonsoccer.com.

The **Player Position** field is REQUIRED.

Continue to add players on your roster. If you need additional lines to add players select the "ADD ANOTHER PLAYER" Button located in the bottom left of the roster.

The **Email Address** is the address where the invitation to order online will be sent for the player. Please double-check this for accuracy.



Select a Team

Team Name

[View Submitted Roster](#)
[Change Team Name](#)

Team Information

Contract

Admin Message

This is a test admin message.

Roster Information

	First Name	Last Name	Display Name	Name Editable	Uniform #	Positions	Email Address
						Coach Field Player Goalkeeper	
<input type="button" value="Del"/>	Dave	Berver	BERVER	<input type="checkbox"/>	00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	dberver@gmail.com
<input type="button" value="Del"/>				<input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

[ADD ANOTHER PLAYER](#)

[PRINT ROSTER](#)

[DELETE ROSTER](#)

Extra Uniform Kit

Remember that each team needs to **order at least one extra uniform kit**. When submitting roster information to Eurosport identify these extra uniform kits as “Guest 1” and /or “Guest 2 (i.e. First Name: Guest, Last Name: 1). Also extra uniform kits need to be numbered. Each team needs to designate a person responsible for placing the Guest Player orders, which is usually the team uniform coordinator but can also be the manager or another parent. Whoever places the order for the extra uniform kit should use their email and shipping address when ordering. After the team has ordered and paid for the extra uniform kit their team can submit an “Arlington Soccer Request for Reimbursement” so they can be reimbursed from their team account.

7. Save Roster

Once your roster information is complete, select the “SAVE ROSTER” button to save your roster. Saving the roster allows you to create all of your team and be able to edit player information until ready to officially submit them. Roster information that appears highlighted in YELLOW indicates items have been saved but no yet submitted to SOCCER.COM.

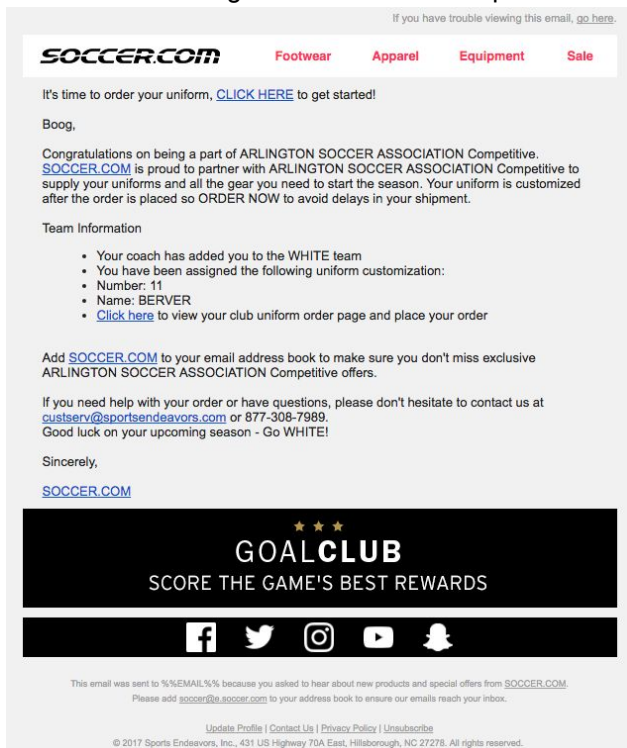
Saving a roster does not mean that the roster has been submitted.

8. Submit Roster

Be sure to double-check the names and player numbers of each player to make sure they are accurate before submitting. Once your roster information has been checked, select the “SUBMIT ROSTER” button to submit the roster of players. **You MUST click the Submit Roster button in order for your players to be sent uniform ordering emails.**

What Happens Next?

After you have successfully submitted your roster SOCCER.COM will email each of your players with the link to their customized ordering site. Below is a sample email sent to each family.

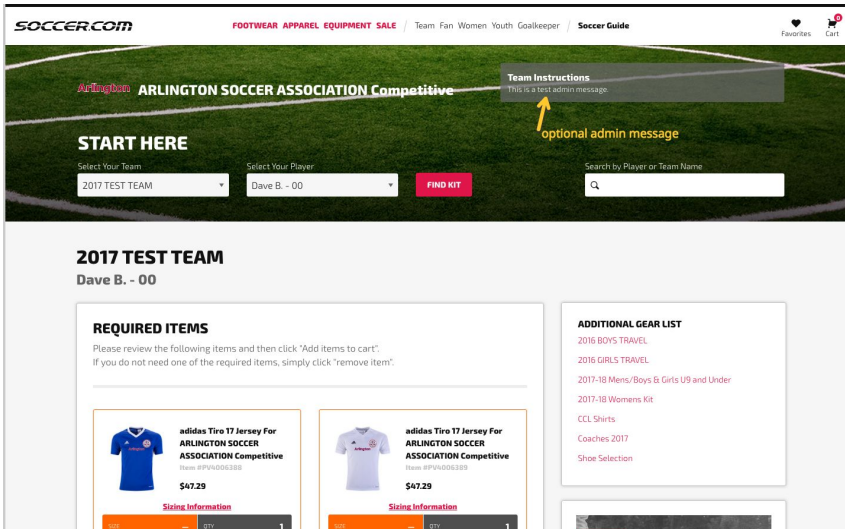


Please note: The email could take as long as 48-72 hours to arrive in their mailbox. This allows time for SOCCER.COM to create the customized items on our Arlington Club site for each player.

DURING HIGH SEASON (June, July and August) emails sent to players MAY take longer.

Sample Player Page

Below is a sample player page. Note the OPTIONAL admin message. Required items are listed and optional items may be selected from the right-hand list.



How to change a player's email address:

Change the email address for player and select the SAVE button, then the SUBMIT button

How to change a jersey number:

You are able to edit the uniform number just as you would other data in your team roster on the website.

WARNING: Change a player number ONLY if originally entered into the website in error. Remember that player numbers are to be unique in each birthyear group across all color teams. Any change to a uniform number should be in coordination with the other teams in your birthyear. You are able to edit the uniform number just as you would other data in your team roster on the website.

Checking Order Status for a Roster:

In order to check whether or not a player has ordered, you can simply view the team information. Each player 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 send a reminder email to individual players, just select the corresponding email button and it will email a reminder for that specific player to order their items.

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: The green checkmark indicates a player has placed an order BUT this does not specify if they ordered a uniform kit or just an optional item. NOTE: If a family places an order over the phone with SOCCER.COM the systems are not integrated and no checkmark will appear by the player's name.

Questions? Email info@arlingtonsoccer.com