



## FIRSTTOUCH.SOCCERSTOP.COM INSTRUCTIONS

### Team Manager

- 1. Register your team for online ordering**

Visit <http://firsttouch.soccerstop.com> and click on the image link that reads "Team Managers, click here to register your team", and fill out the appropriate information. It is important that you designate any pre-season tournaments dates that you will require uniforms for. **Soccer Stop requires 5 weeks for order processing.** This will send your request to the Soccer Stop team division for approval into the First Touch system. Once the request is approved your team name will appear under the club name on the left hand side navigation found on the website (**approval and setup takes up to 5 working days**). When the team name appears you and the team members can place orders.
- 2. Team Member uniform ordering process**

As the team manager, you have the option of ordering all items online for your team, or offering that each of your team members place online orders themselves. By enabling the team members to order themselves, this will allow them to create an individual account and view the history of their orders from year to year. It also shows them and provides a printable receipt of how much they will owe, minus any additional shipping (if required). Payment is not made immediately for the order.
- 3. Team uniform ordering deadline date**

Based on the 5 week turnaround time for processing uniform orders, you will need to set a deadline date for when your order will need to be placed by (i.e pre season tournament, 1<sup>st</sup> league game,...). It will be necessary for you to strongly advise your team members to have their orders placed by this date. After this date your team will not be listed at <http://firsttouch.soccerstop.com> and the order may only be placed on the retail website (<http://www.soccestop.com>), and will have higher prices, will be processed individually on a first in, first out basis, and are NOT guaranteed for delivery by the date of the first game.
- 4. Details of placed team uniform orders**

After the ordering deadline date, the team manager will be provided a spreadsheet that tells of all team orders placed with totals for each, including tax amounts. If team members have been enabled to place individual orders, the team manager will receive email notification of each order placed at the time of the order.
- 5. Team uniform order payments**

At the time of the online order, the team members and/or team manager will not need make payment. The Soccer Stop team division will be in contact you with you about the payment schedule. When invoices are created by Soccer Stop team division, payment may be made online by clicking the "Team Manager Payment" button found on the left hand side navigation. It is the responsibility of the team manager to collect payments from the individual team members.
- 6. Team uniform completion**

Soccer Stop will stage uniform kit completions into two separate dates. The first stage will include jersey's, shorts, socks and bags, which will be completed approx. 5 weeks

from the date the team order is placed. Second stage will include warm-ups, which will be completed approx. Sept. 1 – Sept. 20.

## Team Members

### 1. **Ordering your team uniform**

Your team manager will provide a team fitting time and date. If your team manager has enabled individual ordering (contact your team manager for details), a written description of your child's uniform sizes will be provided to you at the fitting. It is your responsibility to go online to <http://firsttouch.soccerstop.com> and place your individual team uniform order before the team uniform ordering deadline (provided by your team manager). You will not make payment at the time of your online order as your team manager will notify you of your payment schedule.

### 2. **Team uniform ordering deadline**

Your team manager will provide a date that your individual order must be placed online at <http://firsttouch.soccerstop.com> in order to receive a team bulk order discounted rate. After this date your team will not be listed at <http://firsttouch.soccerstop.com> and the order may only be placed on the retail website (<http://soccestop.com>), and will have higher prices, will be processed individually on a first in, first out basis, and are NOT guaranteed for delivery by the date of the first game.

### 3. **Order help**

Your team manager has direct contact with the Soccer Stop team division and is the point of contact for all order inquiries. In order for Soccer Stop to help all inquiries in a timely manner, it is necessary for you to inquire directly with your team manager.

## Online Ordering Process

1. Visit <http://firsttouch.soccerstop.com>.
2. On the left hand side click on your club name.
3. You will be directed to your club page with a list of team names. Find your team in the list and click it. Your team will be listed by your team name, and manager last name. If your team is not in the list, it is because either it is passed the team uniform ordering deadline (you will then be required to order from the retail <http://www.soccerstop.com> website), or your team has not registered for online ordering (please contact your team manager).
4. Insert the quantity of items you desire in the appropriate size and color options fields. After selecting all desired quantity levels click on the "add to cart" at the bottom of the page.
5. You will be directed to your shopping cart page. On this page enter the player number on each relevant item in the text box listed after each item in the shopping cart. When finished adding the numbers to each item, click "checkout now".
6. You will be directed to the registration page. If you have previously ordered from the First Touch system (different than the <http://soccestop.com> retail website), you may enter your email address and password to login to your account. If you have not previously ordered, click the "Register & Checkout" button. Follow the registration directions.
7. You will be directed to the agreement page, where you should select the payment option of "I am purchasing for a team member", and then read and checkmark the "I agree to the terms and conditions below". Then click "Continue Checkout".
8. You will be directed to the final confirmation page. Please look over the order and make sure it is correct. If you are satisfied with the order, click on "place order".
9. You will be directed to the receipt page. Your receipt will have been emailed to your registration email address. You may also print the receipt by clicking the "For a printable receipt, click here".
10. Your team manager will notify you of payment arrangements. The amount in your receipt may fluctuate (by your team manager) for shipping and additional taxes if they apply.

11. If you have any questions regarding your order or the ordering process please contact Chris Gilchrist at [chrisg@soccerstop.com](mailto:chrisg@soccerstop.com) or 888-220-8418 x 103.

**Recreational Package U7/U8**

Adidas Squadra II S/S Jersey	Youth	Navy/White
Logo on Navy/White Jersey	Full Front	Gold/White
Adidas Squadra II S/S Jersey	Youth	White/White
Logo on White/White Jersey	Full Front	Gold/Navy
Adidas Squadra II Short	Youth	Navy/White
Adidas 3-Stripe Sock	Small	Navy/White

**Total**  
**\$45.95**