

**THIS IS BEST USED ON A COMPUTER AND NOT MOBILE DEVICE**

**Step 1**

Click on link provided from the league

**Step 2**

Pick a design from the provided 6 and click on it

**Step 3**

Click on the red "Customize" button at the top above Head Coach

**Step 4**

Click on the picture of the jersey in different locations and then on the "change color" to display and change colors (**do not use shadow tab**).

**Step 5**

Make sure you have all the colors the way you want.

In the lower left of the preview screen, click on the "1/2" icon and you can click on the back of the jersey to view it and vice versa to ensure the design is correct and to your liking.

**Step 6**

Click on Download and make it a JPEG and save this to include this with your email on step 11.

Click "Done" in the upper right-hand side.

**Step 7**

Fill in all the information for head coach, team name (do NOT include "SENOIA" in front, you are only replacing "BEARS" in the mockup with your team's name), your email, and phone number. Choose a collar type from the drop-down menu.

**Step 8**

Choose hat type from the drop-down menu (*104C Snap backs are NOT recommended for younger teams*) the XS flex-fit types work best.

For hat mockups, use this link to access Augusta Sportswear ([498F](#), [404F](#), [104C Snapback](#), [Visor](#)). You can also access the hat/visor links at the bottom of the Rover Plus Nine order page by clicking on the "Hat links" tab (please note it is best to right click the links from there and open in another tab). Please remember not all colors will be available, especially on the more "unique" colors.

**FOR THE BEST CHANCE OF MATCHING HATS/VISORS EMBROIDERY TO JERSEYS AND SOCKS ONLY USE THE COLOR NAMES THAT ARE SHOWN ON THE ROVER PLUS NINE SITE FOR SOCKS AND BELTS (STEEL GREY AND GRAPHITE ARE CLOSEST, ALL OTHERS HAVE SAME NAMES).**

Click on the desired hat color combination on the right side.

Click "Design with FreeStyle Headwear" blue button.  
Click "Next: Decoration" in the lower right-hand side.  
Click "Add New Element" button.  
Click the picture of the front for location.

Click "Embroidery" only for Technique for front. (all hats will have the same technique).

Click "Add Text".

Add a capital S in the text box.

Ignore the "Font" (all hats will have the same font no matter what).

Choose your fill color from the drop-down menu.

Choose your outline from the next drop-down menu.

Ignore "Rotation Angle".

Set the "Height Size" to the maximum (2.36").

Ignore "Adjust Location".

Click "3D" on the Embroidery Type.

Ignore "Text Shape".

Once the hat design is complete, click on "share" on the left side.

Click "copy link" and return to the Rover Plus Nine order page.

Paste the link in the "CAPBUILDER ID" spot.

If you are doing visors for players and hat for coaches, the first Capbuilder ID is for player visors and the second one is for coaches' hats, please repeat this step and paste the link for coach hats.

## **Step 9**

Select your sock color, sock size, and belt color from the drop-down menus (the belt size will be the same as the sock size selected). A color chart for socks and belts are shown in a tab at the bottom. Add any additional questions or comments in the space provided.

## **Step 10**

Click on " Add to cart " at the bottom, confirm all information on the next screen is correct and "Proceed to Checkout". Fill in all required information and click "Place Order". Note: the address needs to be filled in, but all orders will be bulk shipped to the league.

## **Step 11**

Forward the email you get from RoverPlusNine with the order confirmation and attach the JPEG from step 6 to:

Jay Bokros (jay\_bokros@yahoo.com)

Kelly Rogers (krogers0793@gmail.com)

Taylor Alford (tabercrombie4490@gmail.com)

**Step 12 (HAS TO BE 100% COMPLETED NO LATER THAN FEBRUARY 6TH)**

After evaluations and rosters are set:

I will email you the roster with the preferred sizes and numbers.

Reach out to your players/parents and confirm the jersey number, size, and hat size (if needed). Make sure there are NO duplicate jersey numbers for any players.

Once you have confirmed all the above: Use the form sent from Rover Plus Nine to fill in your roster. After you submit this form, you CANNOT make any changes.

**Steps for the roster form:**

1. Coach Name, Coach Email, Team Name (do not add "Senoia" in front of the team's name), and select the sport (baseball or softball).
2. Fill in the roster, use last name in the "player name" box. If you have 2 or more players with the same last name, you may at your option add the first initial and last name (ex: you have 2 players with SMITH, you can do T. SMITH and D. SMITH). If you have player names that could have capital letters and lower-case letters, please add it to the name (ex: McDONALD or MCDONALD).
3. Fill in player preferred number. Make sure you do not have any duplicates.
4. Choose jersey size from the drop-down menu.
5. Choose the hat size from the drop-down menu. If you are requesting 104C snapbacks or visors, select OSFA.
6. Complete these for all your players.
7. Move down to Coaches gear provided by the league
8. Fill in the Coach name and consider the same as point 2 if needed. If no name is needed, enter NO NAME. If you want COACH to be on the back, enter "COACH" or whatever you want as the name.
9. If you want coach jerseys to have numbers fill that in (these numbers CAN duplicate with players and other coaches if desired). Leave the spot blank if no number is desired.
10. Choose the jersey size from the drop-down menu.
11. Choose the hat size from the drop-down menu. Refer to point 5 above for hat and visor size selection.

Each team gets all player uniforms combinations, and 3 coach jerseys and hats/visors included with registration. Each team can order **UP TO 3** additional coach jerseys and/or hats/visors that will be charged to the head coach's account and must be paid for in full before they will be given out. Additional jerseys cost \$30 each and additional hats/visors cost \$30 each.

12. IF YOU ARE **ONLY** ORDERING AN EXTRA HAT/VISOR, type “no jersey” in both coach name and number spots and keep the size drop-down menu on the default “please choose an option”. IF YOU ARE **ONLY** ORDERING AN EXTRA JERSEY, fill in the coach’s name and coach number and select the size, as shown in point 8 above, and leave “please choose an option” on the hat size selection.

13. REVIEW ALL SPELLING, NUMBERS, SIZES AGAIN FOR ALL PLAYERS AND COACHES. Once submitted, the order cannot be changed.

14. Click the Submit Player Sizes at the bottom of the page.

15. You are done.

The uniform company will send the final artwork and roster to the board for approval before moving into production. If we have any questions or concerns a board member will reach out to you.