Team Hub Ordering System Instructions

NOTES:

ORDERING DEADLINES

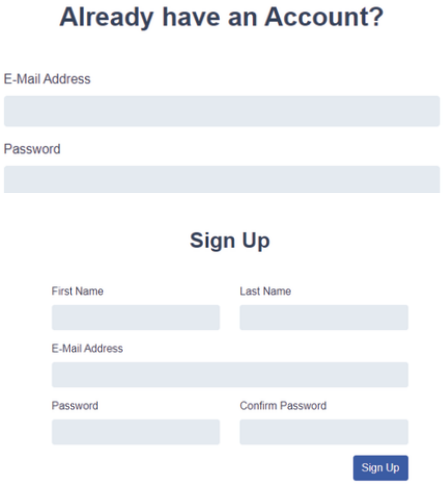
Please allow 6-8 weeks for production of the order from the date the order is placed.

CLUB CODE:
FCYSL26

- If you have multiple players you're ordering for, you will place a separate order for each player.
  - If you order them consecutively, you will receive a shipping discount on your second order if you are shipping to your home.
- There is free shipping on in-store pick up orders.

1. Begin by either going to www.SoccerVillage.com and selecting the TEAM HUB logo to the left and clicking Sign In or directly enter the link www.TeamHubSports.com.

2. Enter your email address and password if you have previously ordered in the *Already have an Account?* fields. Click Login. If you are a new user, please enter the requested information in the Sign Up fields and then click Sign Up.



3. The first time you login, you will need to add your info to your account. Going forward, you will not be required to re-enter any of this information and will just select the account for which you are ordering. If you have ordered from Soccer Village through Team Hub before, click the pencil icon above the club badge to update the club code to the new one.

4. Once you select *Add a New Player,* the system will prompt you to enter the club code. After entering your club code, you will need to either hit enter on your keyboard or click the search icon. You will then need to update all of the remaining fields. Once finished, Select the club logo to enter the Store.

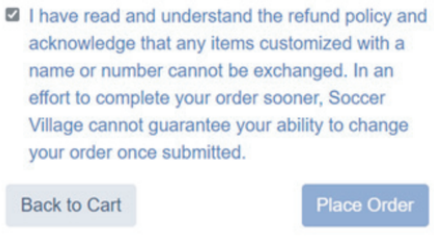
5. Select and Add to Cart all of the items you are interested in purchasing for your organization. If you are ordering the Required Kit, click "+ Add Package to Cart" and select sizes for each item. (Heat press refers to the addition of an optional initial or number personalization.) Click Checkout once you are finished.

6. Select Ground Shipping from the Delivery Method dropdown. Add a New Shipping Profile in the Select a Shipping Profile dropdown.

7. Add a Payment Profile. After your first order, your shipping and payment profiles will be saved on your account and can just be selected on future orders.

8. After the payment portion has been completed, select Review Order.

9. Double check to make sure all information on your order is correct. You will be required to select the box stating the refund policy has been read and understood and then you can place your order.



10. If you have any questions, please reach out to our customer service department.

    Hours: Monday thru Friday 8:00 am to 5:00 pm EST
    Phone: 800.483.2690, option 1
    Email: Sales@SoccerVillage.com