

# Soccer Village Club Uniform Ordering System Instructions

**\*\*Any order inquiries please direct to us in an email to [sales@soccervillage.com](mailto:sales@soccervillage.com) for quicker response rates.\*\***

*Customer Service Office Hours: Monday – Friday 9:00-6:00*

*Phone Number: (513)489-5425 option 1 or 1-800-483-2690 option 1*

*Soccer Village Team Hub platform is optimized for phone, tablet and PC. Please save the link for future orders.*

1. Either begin by going to [www.soccervillage.com](http://www.soccervillage.com) and selecting the box below



Or directly enter the link <https://www.clubs.soccervillageteam.com/#/login>

2. Enter your email address and password if you have previously ordered or if you are a new user select Create an Account. **\*\*Do not register using your child's information, a parent or Guardian over the age of 18 must be registered for the order to be accepted.\*\***

3. You will be asked for the group code for your club. Enter the group code below from the correct program and hit Continue to Player Information.

Academy Group Code- **KHA17**

Central, East and Select Group Code- **KHSC17**

4. Next enter the basic information for the player you are ordering for. All fields are required but you will not need to provide the player number assignment, the club will submit that directly to Soccer Village.
5. Select how the player was fitted or if they were not fitted in samples before ordering and click Go to Team Site.
6. Now select the items, sizes and quantities that are needed and add the items to your cart.
7. Once all items needed are added click the cart in the upper right hand corner to review order and check out.
8. If order is confirmed the final page will allow you to enter your payment, billing and shipping information and then submit your order.
9. You will receive an email confirmation with an order number as soon as that order is placed.