

## Team Hub Ordering System Instructions

- 1. Begin by either going to www.SoccerVillage.com and selecting the TEAM HUB logo to the right 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.
- 4. Once you select Add a New Player, the system will prompt you to enter your unique club group code. After entering your group 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, click Add Player. Select the club logo to enter the store.
- Select and Add to Cart all of the items you are interested in purchasing for your organization. Select Add Package to Cart for required items. Select sizes for each item. Once all items have been selected, you can continue shopping or checkout. 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



## Already have an Account?

E-Mail Address			
Password			
Sign Up			
	First Name	Last Name	
	E-Mail Address		
	Password	Confirm Password	
			Sign Up

## Add or Select a Player



I have read and understand the refund policy and acknowledge that any items customized with a name or number cannot be exchanged. In an effort to complete your order sooner, Soccer Village cannot guarantee your ability to change your order once submitted.

Back to Cart