

## CHAMPION SYSTEM UK & IRELAND – CS DIRECT USER INSTRUCTIONS

### Summary Guidelines

- Club members should use the club's master login (generated by the kit manager) to create their own unique sub-login on the website. Please use the left hand side of the login screen below:
  - UK: <http://custom.champ-sys.com/Login/en-GB/>
  - Ireland: <http://custom.champ-sys.com/Login/en-IE/>
- Kit order must be submitted online by the deadline set by the kit manager.
- Members must pay CS in full by credit / debit card when they submit their orders online – no surcharges or fees for this payment method.
- Once the deadline is reached and the factory's minimum order requirements of 10+ units (aggregated across the member's orders) has been met, the kit order will go on to our production schedule. Lead time for delivery of kit is approx. 5-6 weeks from your preset deadline.
- No changes to proofs, sizes or quantities can be made after order submission.
- There is a No Refund / No Exchange Policy – please request size samples via your kit manager or ask to view sizing charts.
- The kit order will still be delivered by FedEx to one UK address which your club kit manager must nominate online. It will be individually bagged and labelled by member for ease of distribution, at no extra cost to you.
- Please contact [uksales@champ-sys.com](mailto:uksales@champ-sys.com) if you have any questions or feedback about this online ordering system.

## Detailed Instructions

### 1. Creating a new CS Direct Kit Order

- A. Login with your club's Master Login account details – Use the left hand login screen titled 'Returning Customers'.



The screenshot shows a login form titled "Returning Customers" with a red error icon. Below the title, it says "To sign in, please enter your e-mail address and password." There is a "country" dropdown menu set to "US". The "login/e-mail address" field contains "CSD\_Member1@123.com" and has a red error icon. The "password" field is masked with six dots. Below the password field is a link that says "Forgot your password?". At the bottom are two buttons: "Sign In" (green) and "Reset" (grey).

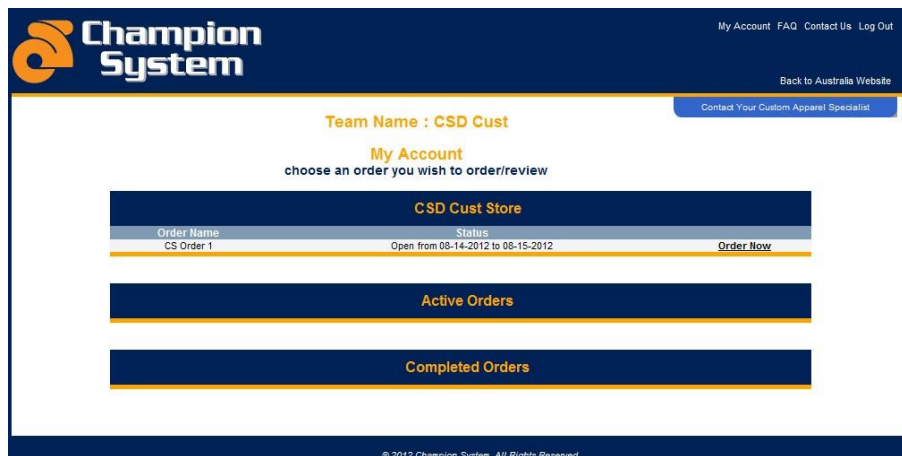
- B. The 'Create your own Login' page will be shown, whereby you set up your own personal, secure kit account – see below:



The screenshot shows a form titled "Create your own login" with a red error icon. Below the title, it says "If you do not have an account, create one now." There are five required fields: "\*e-mail address:", "\*password:", "\*password confirm:", "\*First name:", and "\*Last name:". Below these is a "Verification:" section with a CAPTCHA image showing the letters "R D D V". Below the image, it says "Click on the image for a new one". There is a text input field for the verification code with a red error icon and the text "\*please enter the code shown in the above image:". At the bottom are two buttons: "Create Account" (green) and "Reset" (grey). A note at the bottom says "\* denotes required field".

- C. Fill in the required fields and press "Create Account" button to create your own personal kit login.

- D. After successfully logging on as a new (unique) member, the “My Account” page will be shown. The screen below will be displayed next:



- E. Press “Order Now” and the member can start the process of sub-ordering items of kit.

Order Name	Status	Order Now
CS Order 1	Open from 08-14-2012 to 08-15-2012	<a href="#">Order Now</a>

The member will be presented with a range of images of approved proofs. By clicking on each image they can view a list of styles of jerseys, shorts, etc... with prices, and enter a quantity for their appropriate size.

In the top left corner of the shopping screen, members can view a range of product categories. They can also order items in this section – all of which will have no proofs. These ‘unproofed’ products will have proofs mocked up within several days of the club’s kit ordering deadline.

Once the order has been input, confirmed and checked out (paid for) by the member, it will form part of the club’s consolidated order.