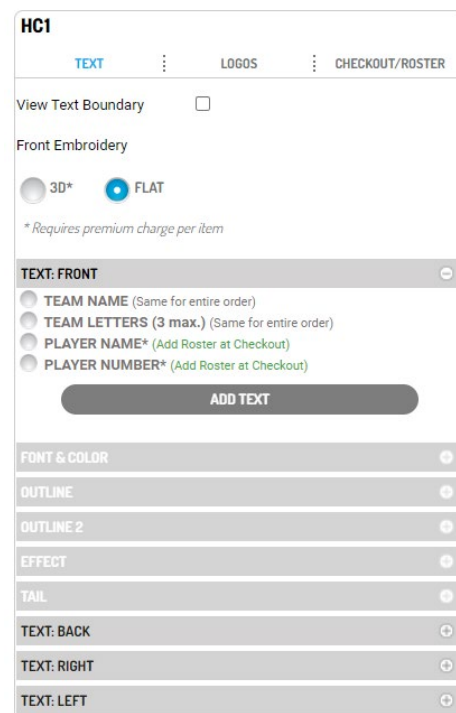


Below are step-by-step instructions to help you design your hats using the CHAMPRO Custom Builder.

Print these instructions out to have handy while you navigate the Builder.

1. Browse to <https://shop.champrosports.com/category/1156/caps>
2. Select the appropriate cap style.
 - a. HC1 – Ultima (Fitted)
 - b. HC2 – MVP (Fitted)
 - c. HC3 – Varsity (Fitted)
 - d. HC4 – Pennant (Snapback)
 - e. HC7 – Low Profile Optim (Fitted)
 - f. HC8 – Low Profile Trucker (Snapback)
 - g. HC10 – Mid/Low-Profile Ultima (Snapback)
3. Scroll down to select your preferred colorway.
4. Select **Customize**
5. Customize your hat.
 - a. Using the **TEXT** tab is where you can place text, letters, names and numbers on various hat locations.
 - i. Front Text has the option of Flat or 3D embroidery.
 - ii. These items have a premium charge associated with them.
 1. 3D front embroidery
 2. Added Text to side(s) or back
 3. Individual Player Number
 - a. **Use 45 as a placeholder for player number.**
You will populate actual Player Numbers on the **ROSTER TEMPLATE** after the design is complete.
 4. Individual Player Name
 - a. **Use PLAYER as a placeholder for player names.** You will populate actual Player Names on the **ROSTER TEMPLATE** after the design is complete.
 - iii. **When selecting colors, hover over the color squares and pay special attention to color names.** Colors can look different on different monitors and you want to ensure you are selecting the correct color by name, not by look.
 - b. Using the **LOGOS** tab, you can apply a stock logo or upload a custom logo to be placed on the hat.
 - i. If selecting a stock logo, you will be required to select the colors for the different elements of the logo.
 1. **When selecting colors, hover over the color squares and pay special attention to color names.** Colors can look different on different monitors and you want to ensure you are selecting the correct color by name, not by look.
 - ii. If uploading a custom logo, the logos **MUST** be uploaded to the Builder and **MUST** be in vector format.
 1. File types are typically .AI .EPS and sometimes .PDF.

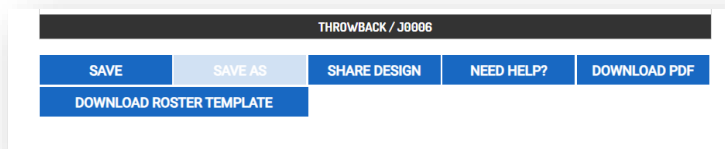


The screenshot shows the 'HC1' customization interface. At the top, there are tabs for 'TEXT', 'LOGOS', and 'CHECKOUT/ROSTER'. The 'TEXT' tab is active. Below the tabs, there is a 'View Text Boundary' checkbox and a 'Front Embroidery' section with radio buttons for '3D*' and 'FLAT'. A note states '* Requires premium charge per item'. The 'TEXT: FRONT' section contains four input fields: 'TEAM NAME (Same for entire order)', 'TEAM LETTERS (3 max.) (Same for entire order)', 'PLAYER NAME* (Add Roster at Checkout)', and 'PLAYER NUMBER* (Add Roster at Checkout)'. Below these fields is an 'ADD TEXT' button. On the right side, there is a vertical list of options for text placement: 'FONT & COLOR', 'OUTLINE', 'OUTLINE 2', 'EFFECT', 'TAIL', 'TEXT: BACK', 'TEXT: RIGHT', and 'TEXT: LEFT', each with a corresponding radio button.

- a. You will be required to also upload this file to the Webstore when ordering your hats.
2. .JPG and .PNG will show up on the screen but will NOT embroider on the hat.

6. Select **DOWNLOAD PDF**.

- a. This will take a few minutes to process. Once complete, it will create a document titled *Champro.pdf*.
- b. Open the newly created PDF and review the uniform design details.
 - i. If correct, proceed to Step 9.
 - ii. If incorrect, return to Step 7 to make necessary corrections.



7. Select **SHARE DESIGN**.

- a. You will be required to log in using your account credentials. If you do not already have a login account, you will be required to create one.
- b. Select **SHARE DESIGN**.
- c. Select **OK**.
- d. Name your design appropriately to help later discern designs from season to season.
- e. Select **SAVE**.
- f. Select **SHARE DESIGN**.
- g. Select **EMAIL DESIGN** (Lower right corner underneath envelope image.)
 - i. Enter all the required information.
 1. Dealer Email – PBSAuniforms@hometeamprints.net
 2. Add FULL Team Name to the NOTES section, ie 12U Cubs-Danielson.
- h. Select **SUBMIT**.

Please fill in these details to share your design.

Design Name
Aces - Markus

Your Name
Chris Markus

Your Phone Number
(123) 456-7890

Your Email
coach@gmail.com

Dealer's Email(s)
PBSAUniforms@hometeamprints.net

Notes
here is our jersey design for 12U Aces - Markus for the spring 2025 season.

CANCEL SUBMIT

8. Select **DOWNLOAD ROSTER TEMPLATE**.

- a. HAT SIZE CHART is listed below.
- b. Enter *PLAYERS* in column A under Team Name.
 - i. Add the appropriate name/number/size information for each Player hat needed.
 - ii. Repeat for each Player hat needed.
- c. Enter *HEAD COACH* in column A under Team Name.
 - i. Add the appropriate name/number/size information for the HEAD Coach hat.
- d. (If there are Extra hat needed) Enter *EXTRAS* in column A under Team Name.
 - i. Add the appropriate name/number/size information for each Extra hat needed.
- e. Save the Roster Template file as it will be uploaded when you order hats online.

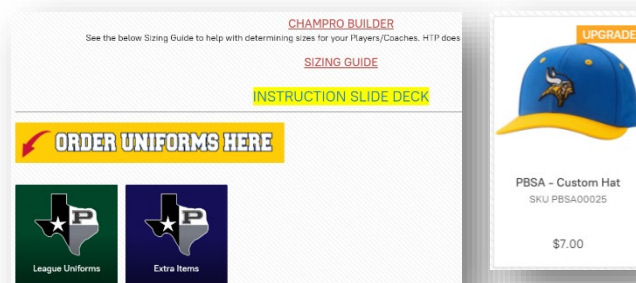
9. Return to www.HomeTeamPrints.net/PBSA to order the hats needed.

10. Scroll to the bottom of the page.

11. Select **LEAGUE UNIFORMS**.

12. Select **HATS**

13. Select the **PBSA – Custom Hat (SKU PBSA00025)**



14. Enter the information needed for ordering hats.

- PBSA Division
- PBSA Team Name
 - Provide your full team name, ie 12U Twins – Danielson
- Select **PLAYERS**
- Select appropriate Hat Style.
- Select the design options that are included in the Champro PDF.
- Did you SHARE your design via the builder (required)
- Attach the Champro Builder PDF.
- Attach the Roster file.
- (If you have a team logo) Attach the logo file
- Enter the quantity needed for PLAYERS
- Select **ADD TO CART**
- Order hats for Coaches (PBSA covers a MAX of 3 Coach jerseys)
 - Scroll back up the screen
 - Select **COACHES**
 - Update Quantity to the appropriate number
 - Select **ADD MORE**
- If you have extra hats needed
 - Scroll back up the screen
 - Select **OTHERS**
 - Update Quantity to the appropriate number
 - Select **ADD MORE**
- (If no other items needed) Select **GO TO CHECKOUT**, otherwise proceed to Step 15.

15. Return to www.HomeTeamPrints.net/PBSA to order any additional items.

16. Scroll to the bottom of the page.

17. Select and order necessary items.

- Use same pattern as in Step 14 for each item needed.

18. Once all necessary items have been added to the cart, choose **GO TO CHECKOUT** and follow required checkout requirements.

SIZING CHARTS

HC1 - HC2 - HC3 - HC7	
Size	Hat Size
XS / S	6 5/8 - 7
S / M	7 - 7 1/4
L / XL	7 1/4 - 7 5/8
2XL	7 3/4 - 8

HC4 - HC10	
Size	Hat Size
S	6 1/4 - 7
M-XL	7 - 7 5/8

HC8	
Size	Hat Size
OSFM	7 - 7 7/8

PBSA - Custom Hat

SKU PBSA00025

\$7.00

UPGRADE

PBSA Division
Please choose

PBSA Team Name
Enter your text

Hat For
☐ Players
☐ Coaches (MAX 3)
☐ Others (+\$15.00)

Hat Style
☐ HC1 - ULTIMA Fitted (+\$6.00)
☐ HC2 - MVP Fitted (+\$3.00)
☐ HC3 - VARSITY Fitted (+\$3.00)
☐ HC4 - PENNANT Snapback
☐ HC7 - LOW PROFILE OPTIM Fitted (+\$6.00)
☐ HC8 - LOW PROFILE TRUCKER Snapback (+\$3.00)
☐ HC10 - ULTIMA Snapback (+\$6.00)

Design Options
☐ 3D Raised Embroidery (+\$3.00)
☐ Add Side/Back Logo or Team Name (+\$5.00)
☐ Add Name (+\$5.00)
☐ Add Number (+\$5.00)

Share Design via Builder ? (REQUIRED)
☐ YES
☐ NO

Champro Builder File
Add Files...

Custom Hat Roster File (Excel ONLY)
Add Files...

Custom Logo (if applicable)
Add Files...

Quantity: 1

Add to cart

Quantity: 10

Add More

Go to Checkout