

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.

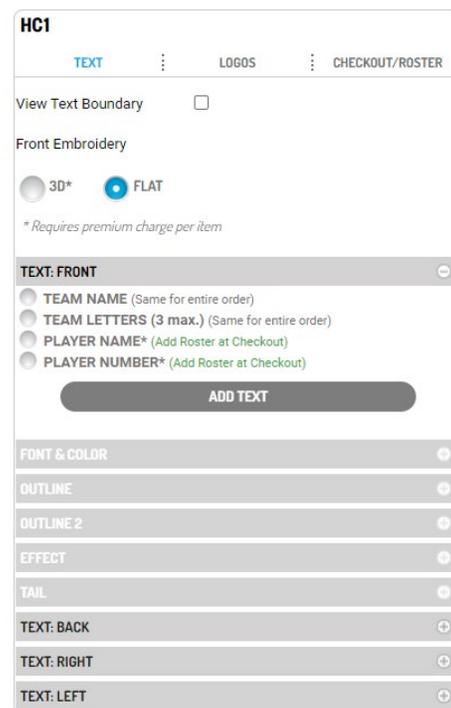
iii. **When selecting colors, hover over the color squares and pay special attention to color names.** Colors can look different on different monitors and you want to ensure you are selecting the correct color by name, not by look.

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.

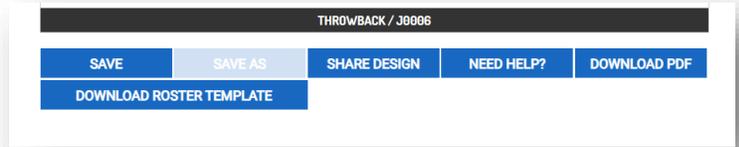
1. File types are typically .AI .EPS and sometimes .PDF.



- 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.

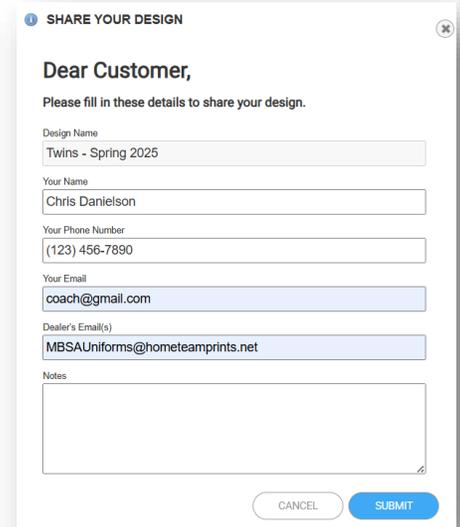
6. Select **DOWNLOAD PDF**.

- 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 – [MBSAuniforms@hometeamprints.net](mailto:MBSAuniforms@hometeamprints.net)
    - 2. Add FULL Team Name to the NOTES section, ie 12U Cubs-Danielson.
- h. Select **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/MBSA](http://www.HomeTeamPrints.net/MBSA) to order the hats needed.

10. Scroll to the bottom of the page.

11. Select **BASEBALL**

12. Select **LEAGUE UNIFORMS**.

13. Select **HATS**

14. Select the **MBSA – Custom Hat (SKU MBSA00047)**



15. Enter the information needed for ordering hats.
  - a. MBSA Division
  - b. MBSA Team Name
    - i. Provide your full team name, ie 12U Twins – Danielson
  - c. Select *PLAYERS + HEAD COACH*
  - d. Select appropriate Hat Style.
  - e. Select the design options that are included in the Champro PDF.
  - f. Did you SHARE your design via the builder (required)
  - g. Attach the Champro Builder PDF.
  - h. Attach the Roster file.
  - i. (If you have a team logo) Attach the logo file
  - j. Enter the quantity needed for PLAYERS + HEAD COACH
  - k. Select **ADD TO CART**
  - l. If you have extra hats needed
    - i. Scroll back up the screen
      1. Select *OTHERS*
      2. Update Quantity to the appropriate number
      3. Select **ADD MORE**
  - m. (If no other items needed) Select **GO TO CHECKOUT**, otherwise proceed to Step 16.
16. Return to [www.HomeTeamPrints.net/MBSA](http://www.HomeTeamPrints.net/MBSA) to order any additional items.
17. Scroll to the bottom of the page.
18. Select **Baseball** or **Softball**
19. Select and order necessary items.
  - a. Use same pattern as in Step 16 for each item needed.
20. Once all necessary items have been added to the cart, choose **GO TO CHECKOUT** and follow required checkout requirements.

**MBSA – Custom Hat**  
SKU MBSA00047

**\$7.00**

UPGRADE

MBSA Division

MBSA Team Name

Hat For  
 Players + Head Coach  
 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 OPTIMA 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 (+\$6.00)  
 Add Number (+\$6.00)

Share Design via Builder?  
 YES  
 NO

Champro Builder File

Custom Hat Roster File (Excel ONLY)

Custom Logo (if applicable)

Quantity:  
 Minimum purchase quantity: 12 items

Add to cart

Quantity:

Add More

Go to Checkout

## 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