

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.

- HC1 – Ultima (Fitted)
- HC2 – MVP (Fitted)
- HC3 – Varsity (Fitted)
- HC4 – Pennant (Snapback)
- HC7 – Low Profile Optim (Fitted)
- HC8 – Low Profile Trucker (Snapback)
- HC10 – Mid/Low-Profile Ultima (Snapback)

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

3. Select your preferred colorway.

4. Select **Customize**

5. Customize your hat.

- Using the **TEXT** tab is where you can place text, letters, names and numbers on various hat locations.

- Front Text has the option of Flat or 3D embroidery.
- These items have a premium charge associated with them.

- 3D front embroidery
- Added Text to side(s) or back
- Individual Player Number

- 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

- Use PLAYER as a placeholder for player names.** You will populate actual Player Names on the **ROSTER TEMPLATE** after the design is complete.

- 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.

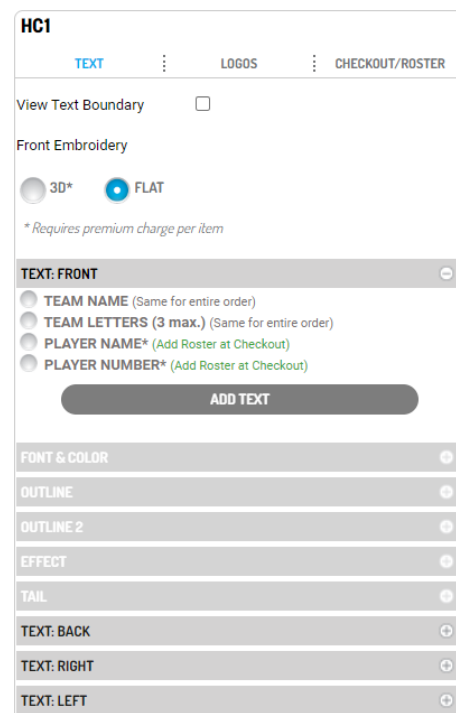
- Using the **LOGOS** tab, you can apply a stock logo or upload a custom logo to be placed on the hat.

- If selecting a stock logo, you will be required to select the colors for the different elements of the logo.

- 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.

- If uploading a custom logo, the logos **MUST** be uploaded to the Builder and **MUST** be in vector format.

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



- a. You will be required to upload this file to the ASA Webstore when ordering your hats.
2. .JPG and .PNG will show up on the screen but will NOT embroider on the hat.
6. Select **SAVE**.
7. If you do not already have a Champro account, it will force you to create one. This account allows you save jersey designs season after season.
8. Select **CHECKOUT/ROSTER**.
 - a. This will force a 2nd SAVE,
 - b. While the proof images are loading, you can add your ROSTER.
 - i. Enter the TEAM NAME.
 - ii. If you customized the hats with Player Names or Numbers, enter each individually.
 - iii. Select Add Player and repeat for each additional jersey needed.
 - iv. If you did not customize the hats, enter the appropriate size and overall quantity per size.
9. Once the roster is input and the proof is rendered on the left, review for accuracy.
10. Select **SAVE** to save the roster and design.
11. Select **DOWNLOAD PDF**.
12. This will take a few minutes to process. Once complete, it will create a *PDF* document.
 - a. You will be required to upload this *PDF* when ordering hats so be sure to **SAVE** to a familiar location.
 - b. Open the newly created *PDF* and review the hat design details.
 - i. If correct, proceed to Step 13.
 - ii. If incorrect, select **BACK: CUSTOMIZE** to make necessary corrections on Step 5.
13. Select **SHARE DESIGN**.
 - a. Select **SHARE DESIGN**.
 - b. Select **EMAIL DESIGN** (Lower right corner underneath envelope image.)
 - i. Enter all the required information.
 1. Dealer Email – Uniforms@hometeamprints.net
 2. Add FULL Team Name to the NOTES section, ie *12U Cubs-Danielson*.
 - c. Select **SUBMIT**.
14. Return to the ASA Uniform Webstore to order your uniform pieces.
 - a. www.HomeTeamPrints.net/ASA
 - b. Scroll down and select *Baseball / Hats / Custom Logo Hat (SKU HAT00001)*
 - c. Enter the appropriate hat style and design information.

