

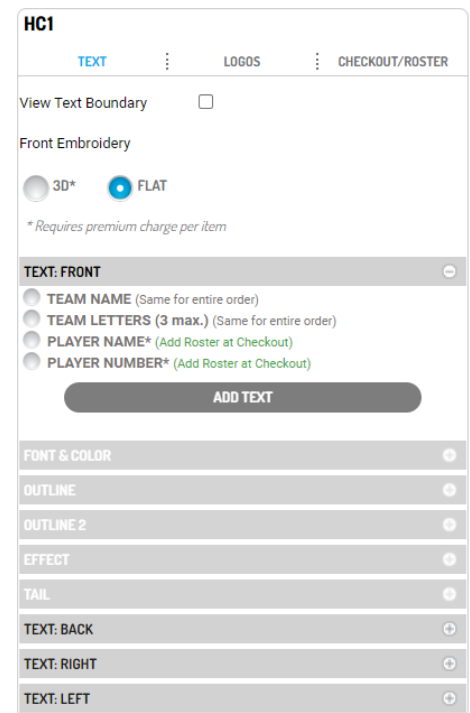
Below are step-by-step instructions to help you design your hats using the CHAMPRO Custom Builder.

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

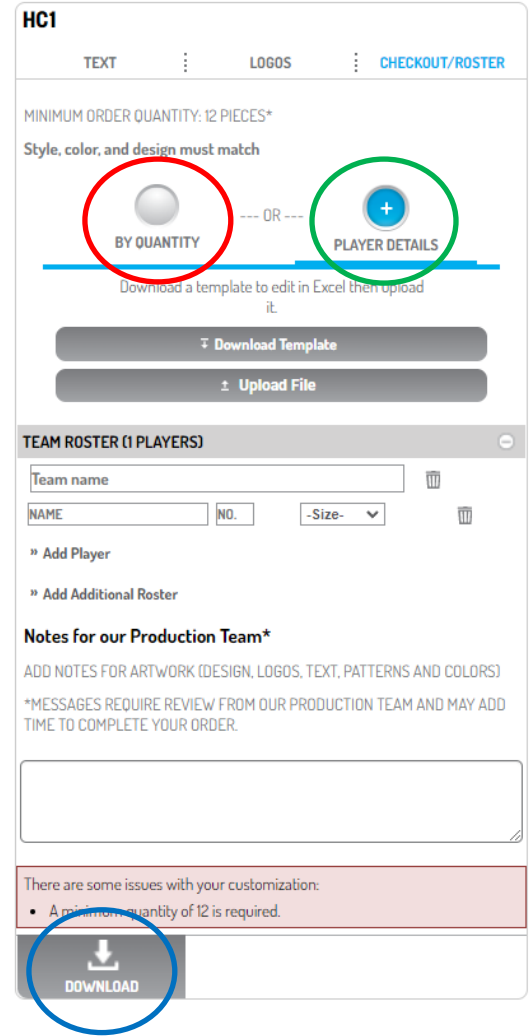
1. Browse to <https://shop.champrosports.com/category/1156/caps>
2. Select the appropriate cap style.
  - a. HC1 – Ultima Fitted Cap
  - b. HC2 – MVP Cap (Fitted)
  - c. HC3 – Varsity Cap (Fitted)
  - d. HC4 – Pennant Snapback Cap
3. Select your preferred colorway.
4. Select **Customize**
5. Customize 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 **CHECKOUT/ROSTER** tab 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 **CHECKOUT/ROSTER** tab 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 .SVG 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. Once your design is complete, select **CHECKOUT/ROSTER**.
7. If purchasing standard hats with no Name/Number customization, select **BY QUANTITY** and enter the appropriate quantity for each size needed. There is a 12-piece minimum requirements on all hats.
8. If purchasing hats with Name or Number customization, select **PLAYER DETAILS** to enter the appropriate Names/Numbers and Sizes.
9. Select **DOWNLOAD** at the bottom of the page.
  - a. This will take a few minutes to process. Once complete, it will create a document titled *Champro.pdf*.
10. **Open** and **Review** the *Champro.pdf* file
  - a. Does the design replicate what you created during the build process?
  - b. Are the colors correct on each element?
  - c. Is the spelling correct for any Text/Names/Numbers added?
  - d. Are the hat sizes correct? See below for sizing charts.
11. If the design is correct and ready to submit, **Save** the *Champro.pdf* file to your computer.
  - a. You will be required to upload this file to the Webstore when ordering your hats.



## SIZING CHARTS

### HC1 – HC2 – HC3

Size	Head Circumference	US Hat Size
XS/S	20 7/8" - 21 7/8"	6 5/8 - 7
S/M	21 7/8" - 22 5/8"	7 - 7 1/4
L/XL	22 5/8" - 23 7/8"	7 1/4 - 7 5/8

### HC4

Size	Head Circumference
S	19 5/8 - 21 7/8
M-XL	21 7/8 - 33 7/8

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