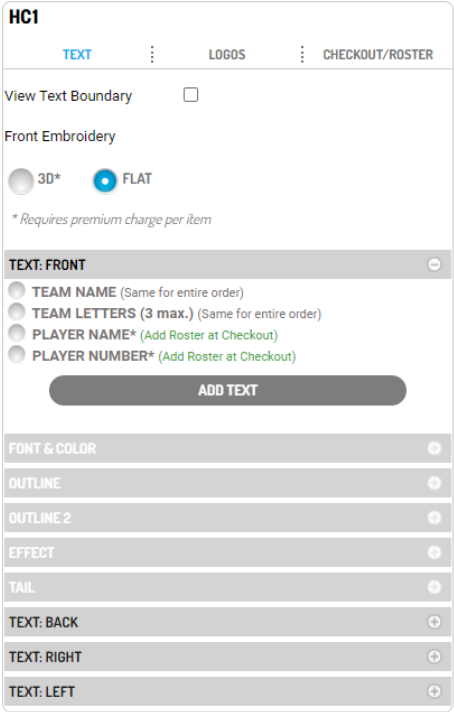
CHAMPRO Custom Hat Builder

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.

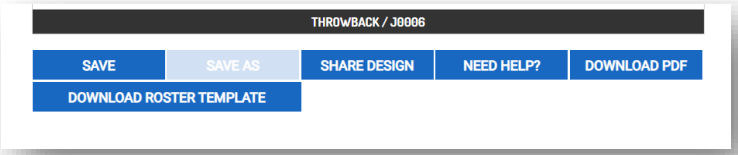
1. Browse to https://shop.champrosports.com/category/1156/caps
2. Select the appropriate cap style.
    a. HC1 – Ultima (Fitted)
    b. HC2 – MVP (Fitted)
    c. HC4 – Pennant (Snapback)
    d. HC7 – Low Profile Optim (Fitted)
    e. HC8 – Low Profile Trucker (Snapback)
    f. HC10 – Mid/Low-Profile 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 – *Uniforms@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/LEAYSA to order the hats needed.
10. Scroll to the bottom of the page.
11. Select **REC LEAGUE UNIFORMS**.
12. Select the **LEAYSA – Custom Logo Hat (SKU LEAYSA00026)**
13. Enter the information needed for ordering hats.
    a. *Hat For* - You will order one grouping at a time
    b. Complete all of the required fields and enter the appropriate quantity needed for the group selected in Step 13a
    c. Select **ADD TO CART**
    d. If you have extra items needed
       i. Stay on this screen and Scroll back up
          1. Select the next appropriate group in *Hat For*

2. Update Quantity for that group
3. Select **ADD MORE TO CART**
4. Repeat Step 13d until all necessary hat items are ordered.

e. (If no other items needed) Select **GO TO CHECKOUT**.

f. If other items are needed, return to www.HomeTeamPrints.net/LEAYSA to order those items.

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