

kit order

KitOrder.com makes running a team easier by reducing the potential aggravation and error associated with coordinating team clothing and equipment orders.

Step 1 – Initiate Order

User Information

First Name: Last Name:

Billing Address

Address:

City: State: Zip:

Phone: Fax:

Order Information

Order Name:

Order Type:

Close Date:

Reminder Email:

Calendar: November 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

After entering your name and contact information, you will set the order parameters. Select a date that will be the end of the order window, or the time period that your team members will be able to access your team's catalog and place their orders. Indicate if you would like KitOrder to send out reminder emails to your team members. Verify the address where the final check for the monies collected will be sent and then hit **CONTINUE** to start setting up your catalog.

Step 2 – Select Items

You can either select your items from a list of cycling specific items or add them one-by-one. First, select the items you wish to add to your team's catalog.

Select From List

Current List:


Name	Category
<input type="checkbox"/> Caps	Accessories
<input checked="" type="checkbox"/> Knee Warmers	Accessories
<input type="checkbox"/> Leg Warmers	Accessories
<input checked="" type="checkbox"/> Socks	Accessories
<input type="checkbox"/> Baselayer	Jerseys/Tops
<input checked="" type="checkbox"/> Jacket	Jerseys/Tops
<input checked="" type="checkbox"/> Long Sleeve Jersey	Jerseys/Tops
<input checked="" type="checkbox"/> Short Sleeve Jersey	Jerseys/Tops
<input type="checkbox"/> Sleeveless Jersey	Jerseys/Tops

Cancel Done

Then edit the item details.

1. Initiate Order 2. Select Items 3. Invite Members

Order Catalog

Select From List | Add Item | Duplicate Item 

(View All) ▼

Jerseys/Tops
Jacket
Long Sleeve Jersey
Short Sleeve Jersey
Accessories
Knee Warmers
Socks

Name: **1** Short Sleeve Jersey - Womens


2 Mandatory Item 1 Items added to each member's cart


Category: **Jerseys/Tops** ▼ New Category

Gender: **3** Female ▼

4 Price Per Unit: 66.03 + Extras Per Unit: 0.00 + Kit Order Fee: \$3.96 = Member Price: \$69.99

5 Sizing Images Description **7**

6 



Save **Delete**

Click on each item name in the left hand column to begin editing the details. You can:

1. Edit the item name (provide detail as needed)
2. Make the item mandatory* (*Optional - Item will automatically appear in team member's carts where they can edit the size if applicable. You can use this for dues, shipping, club jersey, etc.)
3. Indicate gender (unisex, mens, womens)
4. List the price of the item (KitOrder's fee is automatically rolled in to the price your team members see in their carts)
5. Indicate the sizes available
6. Load an image (Image size should be smaller than 500 KB, ideal image size is 200 pixels wide x 300 pixels high.)
7. Provide a detailed description (let your team members know about any distinguishing details)



Looking for a time saver? If you are offering a jersey for men and women, select jersey from the list, enter all the relevant details, and then click "duplicate item" towards the top. You can then change whatever info you need on the "duplicated item" to distinguish.

Step 3 – Invite Members

You have two ways to let your members know about the order: via email invite or an order specific URL. You can manually enter (cut/paste from a list) or let KitOrder grab email addresses from your Gmail, Yahoo! or Hotmail account address books. If you enter their email addresses, KitOrder.com will send an email invite to your users with a system-generated password. They can sign into KitOrder.com with their email address and password and begin shopping from your team's catalog.

You can also use the order specific URL to post on the team website or distribute through an email newsletter. When members click on this link, they will be taken directly to the team's catalog. They can add items to their cart, but when they go to check out, they will be prompted to create an account or sign in if they are a returning KitOrder user.

**Note - KitOrder recommends using one notification method or another. If you add a team member's email address to the order, they will be sent an invite with a system-generated password. If that same team member accesses the order via the URL, the system will recognize them as a guest. If they try to "Create an account" the system will already recognize them as a user, even if they have never signed in with their system-generated password. They can click "Forgot Password?" and the password will be emailed to them immediately.*