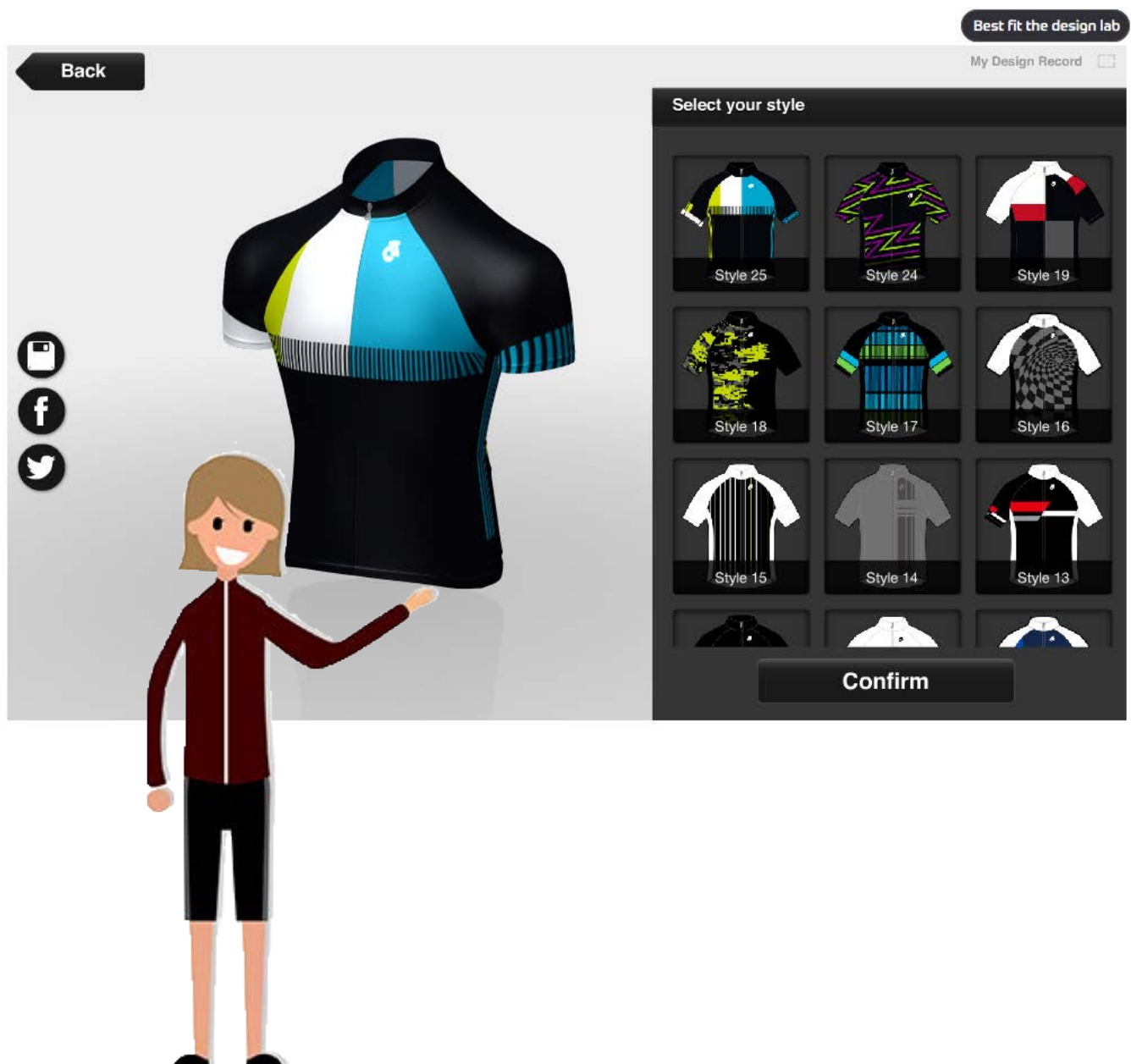
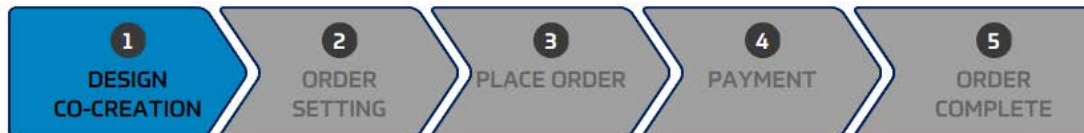




Champion System

KIT MANAGER USER MANUAL

#beyourownbrand



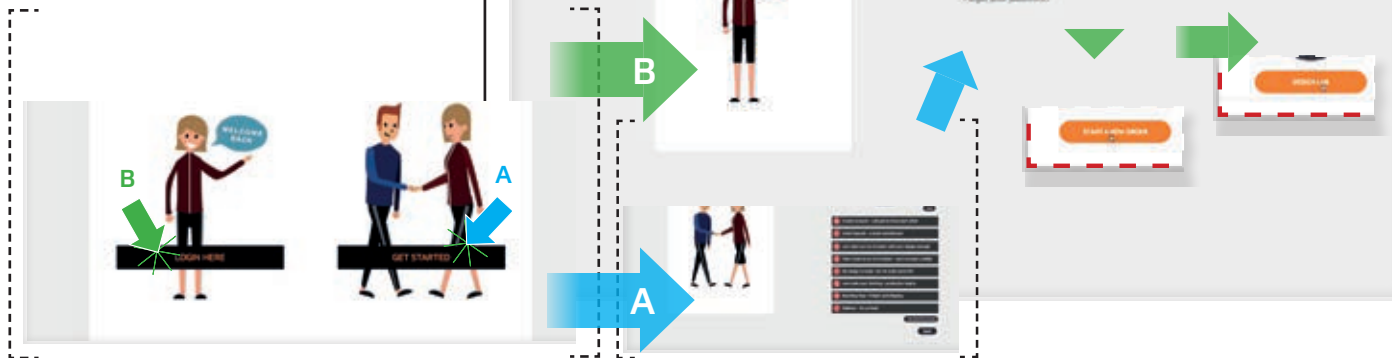
A step-by-step guide to submitting your designs and placing orders

[1] Getting Started: Using CS Design Lab to create your designs

If you already have a design go to section [2]

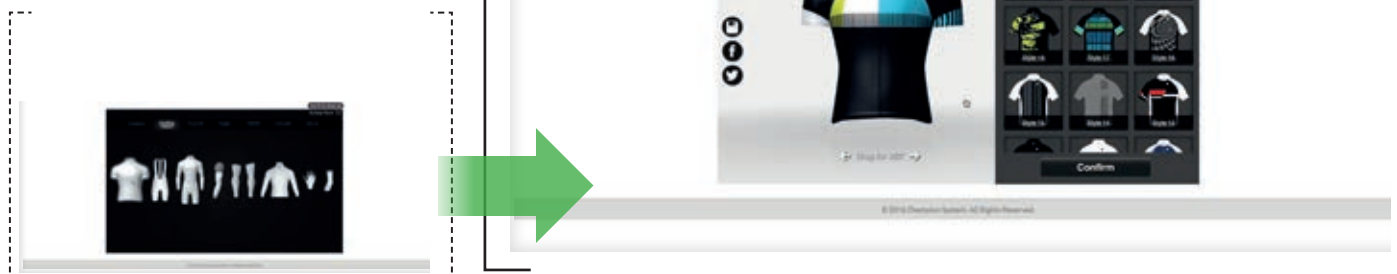
1. Sign up and log in

Sign up as a **NEW CUSTOMER (A)**.
Alternatively if you already have a login enter your details under **RETURNING CUSTOMER (B)**.
You will now be taken to the design portal.
Click on **START A NEW ORDER** then click on **DESIGN LAB**.



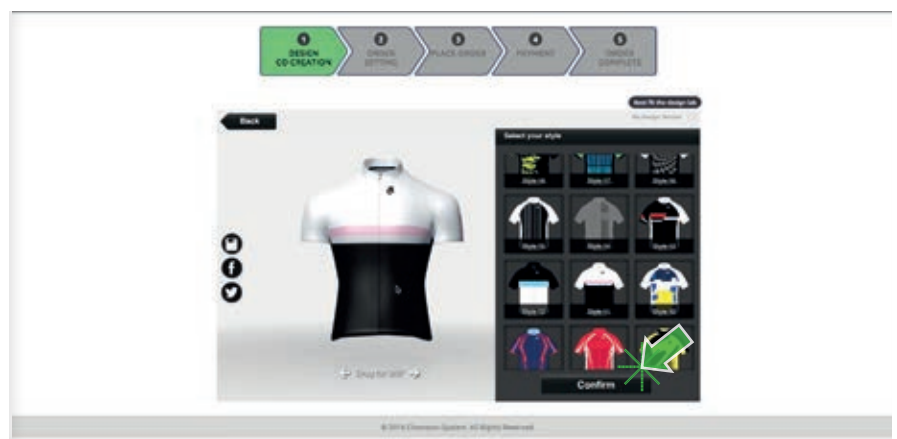
2. Choose garment

You will now be taken to the Design Labs garment choice screen. Click on your desired sport and then the first garment you wish to design. You are now ready to start creating in the **DESIGN LAB**. It's a good idea to start with the jersey if you are ordering a complete ensemble. Our design team can then take your design and apply it across the entire range.



3. Choose design template

You are now ready to choose a design template to design your garment. **Click on the design template gallery** on the right side of the screen and **move the gallery up and down while holding down your mouse button** to display the various design templates on offer. Here you can choose from pre-prepared templates or scroll down to the blank garment template at the bottom to start your design from scratch. **Click on a template** and it will display a 3D representation of the garment in the display window on the left. You can rotate the 3D image in any direction by **clicking on the garment and moving your mouse**. Now rotate your garment and **click confirm** to select the template.



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Using Design Lab: Customise

4. Start Customising

Click on a part of the garment to start customising it. Here the back of the jersey has been chosen to edit. Click on the various regions within the panel to change the colour with the colour palette on the right.

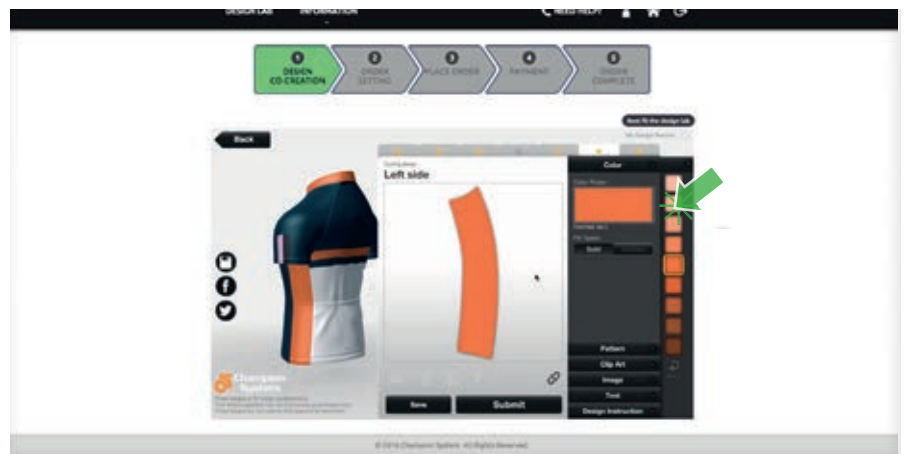


5. Re-colour

Now you are familiar with changing colours you can work your way around the garment changing the colours of all the panels to match your colour theme.

If there is a specific colour which is not in the palette don't worry, you can choose the closest colour and add a note with instructions on what colour you would prefer. These changes will be added to your design at the end of the design process. Use **PANTONE COLOUR NUMBERS** ideally but if you can't, try to make your instructions as clear as possible and use examples if you can i.e. I'd like a red similar to Ferrari red.

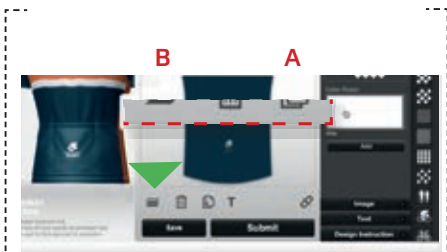
Our designers will apply the colour to your design once you have submitted it and you will be able to check it on your final proof before ordering.



6. Clip Art & Patterns

In the **Design Lab** we have a collection of clip art and patterns to further customise your garment design and make it truly your own.

Click on the **CLIP ART** or **Pattern** button in the design pallet on the right. Here you can scroll down and select from a range of clip art and patterns. These can be moved, scaled, rotated and duplicated (A). Items including graphics can be moved to the top layer with the layers tool (B).



continued next page

Using Design Lab: Vector vs Raster (Logos & graphics)

7. Upload logos/graphics

When you are creating in the **Design Lab** you can upload logos and graphics to your image library. In the **Design Lab** you can use **PNG** or **JPG** files. These will only be used while you are in the Design Lab. However, for the final proof, you will need to upload Vector files (Adobe Illustrator or EPS files). **See 8 & 9** for an explanation of these files and why they are needed.

Note: A **PNG** file will allow you to have a transparent background but a **JPG** will not but both are easily uploaded to design lab.

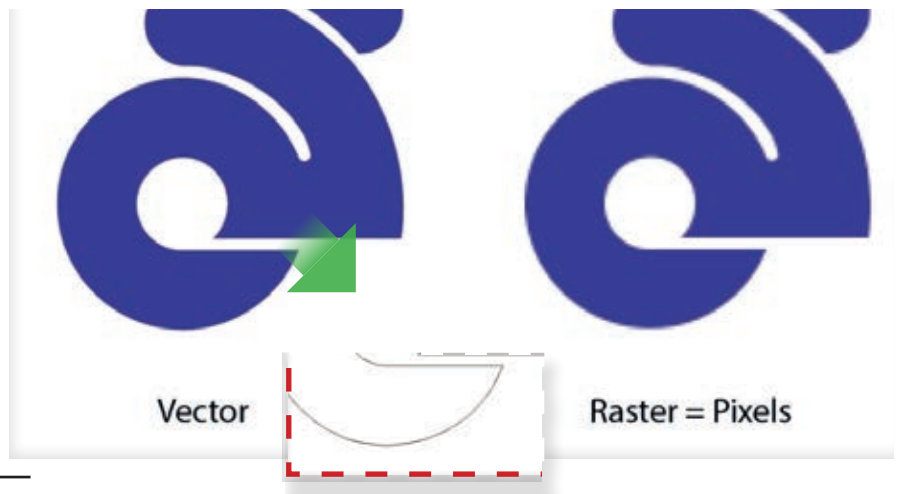
Click on **IMPORT IMAGE** and select your graphic/logo from your files.



8. Vector

A **vector** file (Illustrator file or EPS) is comprised of lines, curved and straight that draw your graphic/logo and are then filled with colour. There are two main advantages to this kind of file.

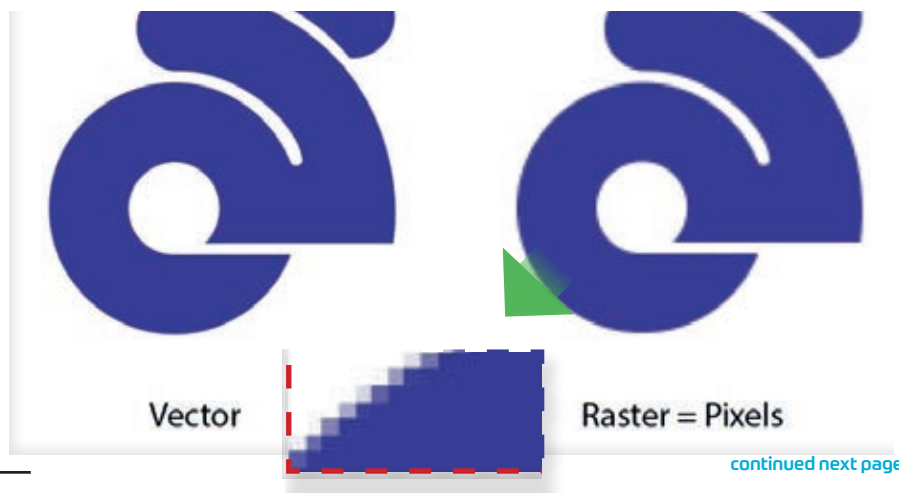
1. The file can be scaled up or down as much as required without loss of quality as the resolution is not dependant on pixel dimensions.
2. The colour selected as the fill can be an exact corporate colour or a **Pantone colour (PMS Colour)**.



9. Raster

A raster file is comprised of pixels. These are the most common image files used on the internet. They are JPG, PNG, GIF, TIF file formats.

PNG's and JPG's can be used in the **Design Lab** to get your design the way you want it to look but **vector files must be uploaded for final output** so our team can provide you with the best quality print possible.



continued next page



Using Design Lab: make it your own

10. Place Art

Once you have imported your logo/graphic it will appear in your image library in the design palette on the right.

Click and drag your imported graphic to a panel and there you can scale and rotate it to achieve the desired result.



11. Text

Text can be added in the **Design Lab** and then manipulated in the same way as a graphic.

Click on the **TEXT** button in the design palette on the right. Here you can scroll down, enter text and choose a font then customise its colour. **Click add** and your text will appear on the panel where you can manipulate it in the same way as any other graphic.

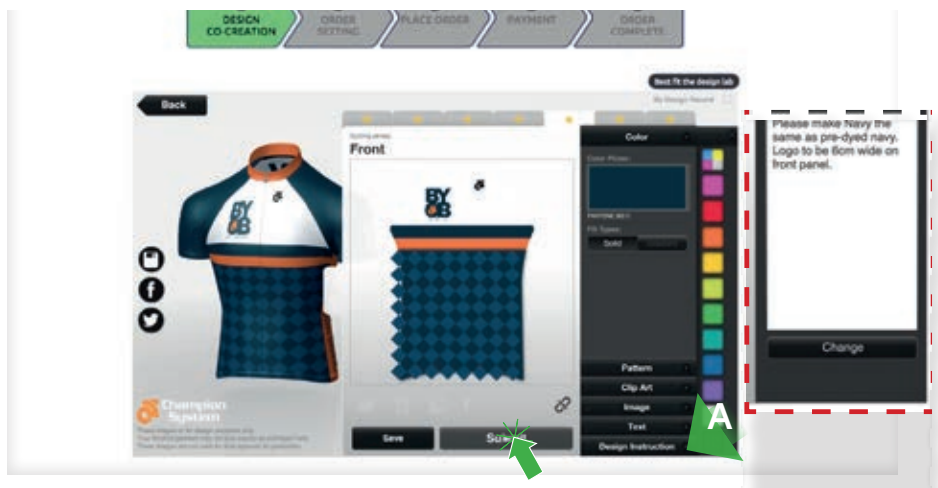


12. Submit your design

Now that you have created your design it's time to **submit it to our design team**. If there are any small inconsistencies in your design don't worry, our design team will fix them for you. Write any special instructions in the **DESIGN INSTRUCTIONS** panel (A) at the bottom of the design palette. If you still need to change something after you receive your proof the design team can still make amendments, so don't be afraid to **CLICK SUBMIT**, your design is not set in stone.

Click on the **SUBMIT** button in the design palette on the right and get ready to **BE YOUR OWN BRAND**.

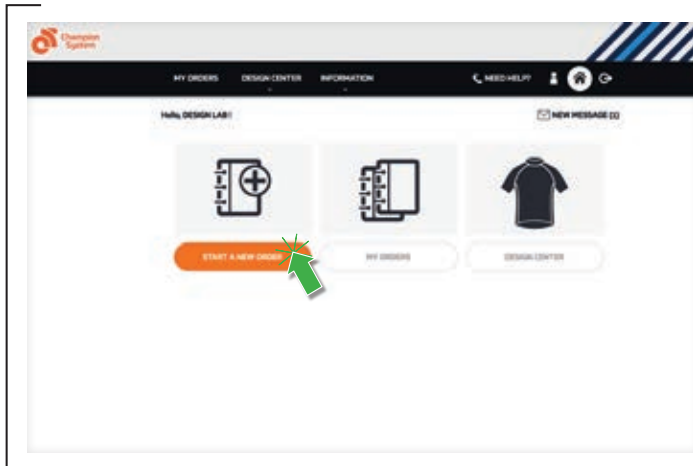
(Note: Your saved designs will appear in your account under 'My Design Record' where you can open and continue to edit your design.)



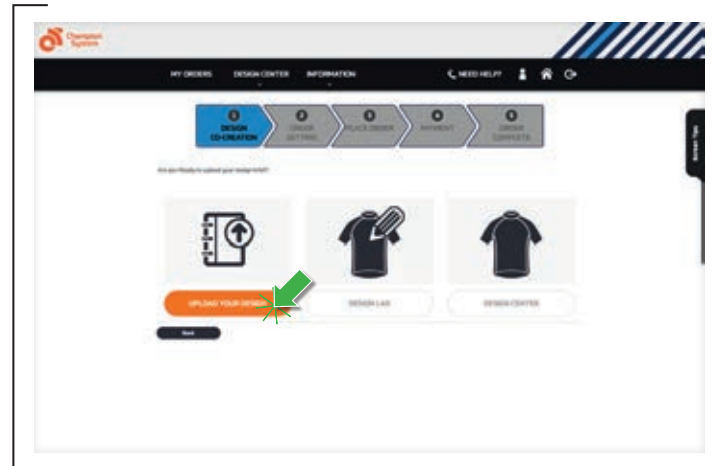
Uploading Your Own Artwork

If you already have your own design on a template, instructions or images and do not wish to use the Design Lab please see the following instructions on how to upload your designs.

Go to <https://eucustom.champ-sys.com/Login/en-GB/default.aspx>



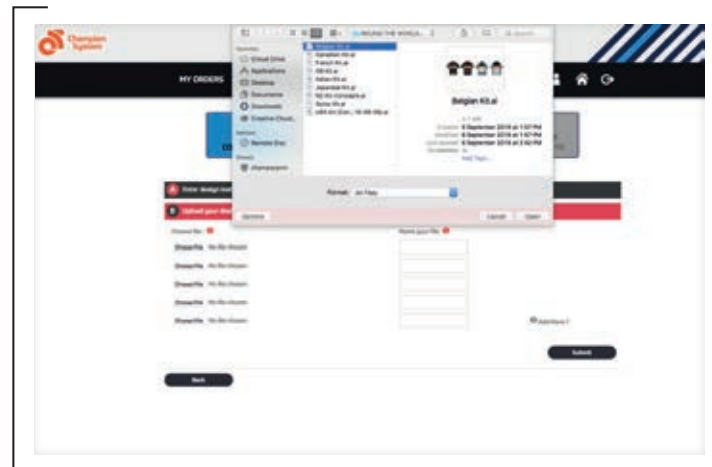
1. Login to your account under **Returning Customer** and select **Start a New Order**.



2. Select **Upload Your Design**.



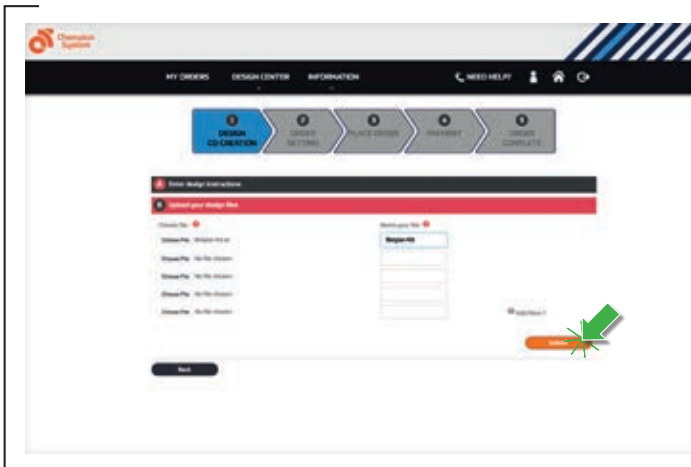
3. This is where you upload your artwork and design instructions. Be as clear and concise as you can, stating design and colour references where possible. Instructions with the inclusion of Pantone (PMS) colours (Pantone Chart - [champ-sys.com.au/pages/pantone-chart/](https://www.champ-sys.com.au/pages/pantone-chart/)) will ensure you get the colours you're looking for.



4. Remember to check the quality of your logos and images before uploading them. Vector eps or Ai files are recommended. **note:** jpg, gif or png files saved from websites are usually too small and low quality for output on garments.

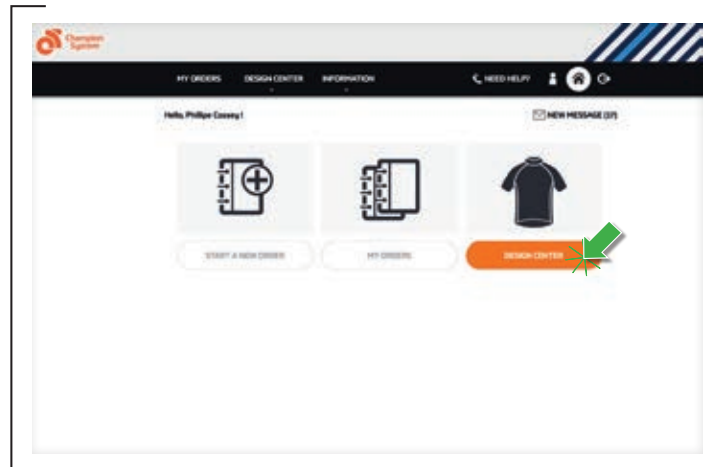
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Uploading New Artwork



5. Once you have uploaded all your artwork and design instructions click the **submit** button.

6. If you are requesting a new design the first proofs will take 72hours to generate, you will receive a automated email when your proofs are ready.



7. New Designs can be found in **Design Center** and under the sub folder **unapproved proofs: Pending approval**.

8. Once you have received your first proofs back and you want to make some changes use the following steps.



9. In **Design Center** under **Proofs Pending approval** you will find your proofs. On the proof you will see a **Pencil** symbol on the bottom left corner when you hover over the proof icon. **Click on the Pencil symbol**.



10. Here you can type instructions for your change or upload additional imagery or logos. Click **Submit Proof Changes or Approval**. You will receive an email when you new proof is ready and can be viewed/approved.

If you require further assistance with artwork please contact the friendly office staff contact us at email : infouk@champ-sys.com or Phone **0208 915 1070**.

Placing An Order

Once your designs are in place and you have approved your proofs you can move forward with placing an order.



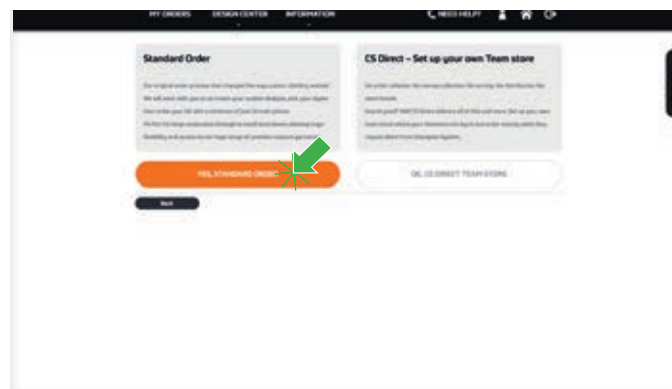
1. Go to the following webpage
<https://eucustom.champ-sys.com/Login/en-GB/default.aspx>
2. Select **Login Here** under **Returning Customer** and enter your login details.



3. Once you have logged in you will arrive at your home page – this is where you can create new designs, view current proofs and manage orders.
4. If you have approved proofs and wish to start an order, select **Design Center**.



5. Once you have clicked on **Design Center** you may see the following tabs – Pending Approval / Approved Proofs / Proofs List by Order ID.
6. Under the **Approved Proofs** tab you are going to select the proofs you want to use in your new order. Once you have selected all the proofs you want to use click **Add to Order**.



7. You will then come to the order page where you will be presented with two options. Option 1 is **Standard order**. Here you can place your order for your design and add additional garments to your order.
- Option 2 is **CS Direct**. This time we will select **Standard order** (CS Direct allows you to set up your own store which you control for your members to order from, details on [page 17](#)).

continued next page



8. Name your order then fill in your shipping address and click **next**.



9. On this screen you can add additional proofs you may want to add. When you are ready to proceed hover over your chosen proof and select **click to order**.



10. Select the garment you wish to order.



11. If you need additional garment styles, these can be ordered at this stage. Your selected proof design will form the basis of any garment style you order. You will receive an additional proof with the design adapted for the garment style which you will **need to approve**.



12. Select the garment then the proof to be used, desired features and then sizes. Click **Add to Cart**.



13. Your order has now been saved. From here you can choose to continue to shop or go to the checkout.

[continued next page](#)

Order Process



15. If you select the option to keep shopping you can check out any time by clicking **My Cart**.



16. If you have selected less than 5 main units in the order your pricing structure will be **CS1**. If you have 5 to 9 units you will be charged at the **CS5** level. If you have 10+ main units you will be charged at our **CS10** level.

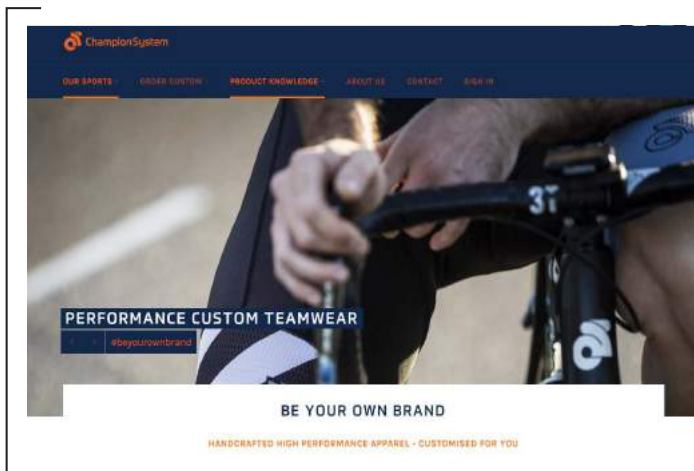


17. If you are ready to complete your order click on **Checkout.**



19. Review your order and once you are happy to proceed click on **confirm order**. Enter your payment details and accept the T&Cs. Your Order is now in progress.

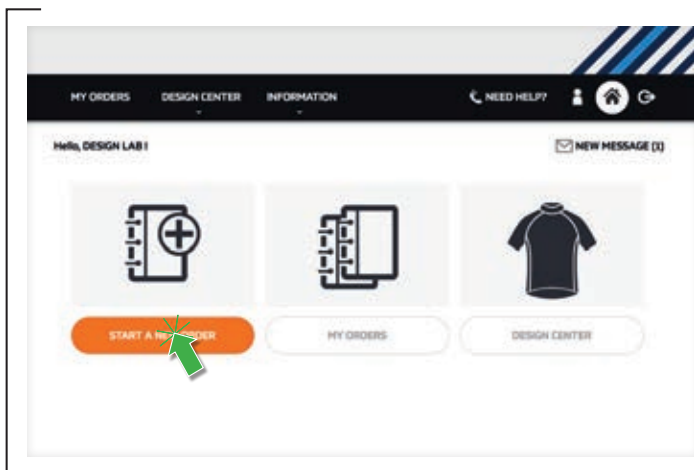
Setting Up A CS Direct TEAM STORE



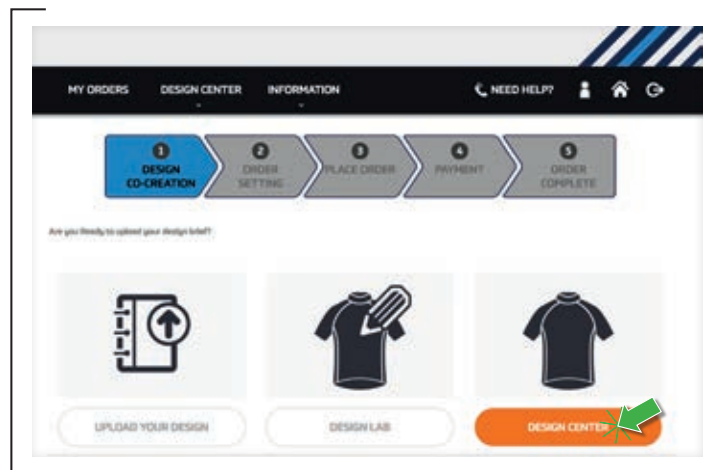
1. Jump on our webpage to get started
www.champsys.uk
2. Click on Sign In on the Right hand side of the page.



3. You will be presented with a login page.
Click on **Returning Customer** and enter your login details.



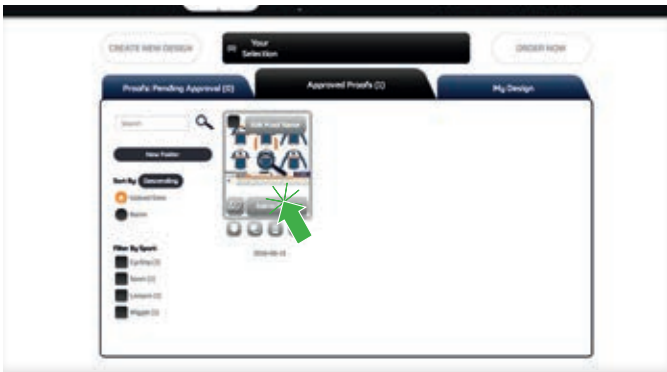
4. Once you have logged in you will be greeted by the following options.
5. Click on **Start a New Order**.



6. After clicking on start a new order you will be taken to the following page where you select the proofs you would like in the order.
7. If you have approved your artwork and are all ready to proceed click on **Design Centre**. This is where all your approved proofs are kept. The other 2 options are to request new artwork which we will cover in another presentation. If you need assistance with artwork, please contact the Champion System office.

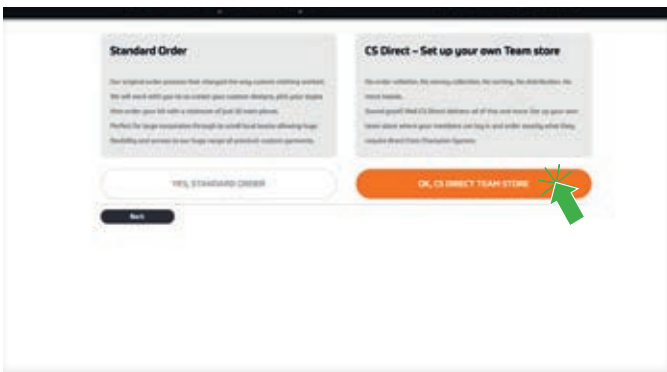
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Setting Up A CS Direct TEAM STORE



8. Once you have clicked on Design Centre, this will take you to the following page where you will see all your approved proofs.
9. To add a proof to your CS direct order, simply hover over the proof you wish to add and you will see an option Add to Basket. You can also name your proofs and view them in 3D.

10. Once you have clicked on Add to Basket you will see your proof in the small box labelled Your Selection. Follow these steps to add the proofs you would like your team members to order from.
11. Once you have added your proofs you would like to use in your order, click on **ORDER NOW**.



12. Once you have clicked on **ORDER NOW** you will be presented with the page to set up your order. This time around we want to set up a **CS Direct Team Store** so click that option on the right hand side.
13. You will now see the set up page for your CS Direct page. The first option is to set up a URL (web link). This is what you will send out to your team so they can order their gear.

14. Now you will be guided through the process of creating your team ID. Here you can personalise your team store, decide the length of time your store is open, set custom pricing and and shipping information. Once you are happy with your store click on the T&Cs then click **Submit**.
15. Your CS Direct store is now setup and ready to go. You can preview your store or review your store settings.
16. Now you just need to **send the URL link out to your team** and they will be able to place their orders. If you have forgotten the URL link, just click on CS Direct settings and this will take you back to the page to view the link.



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