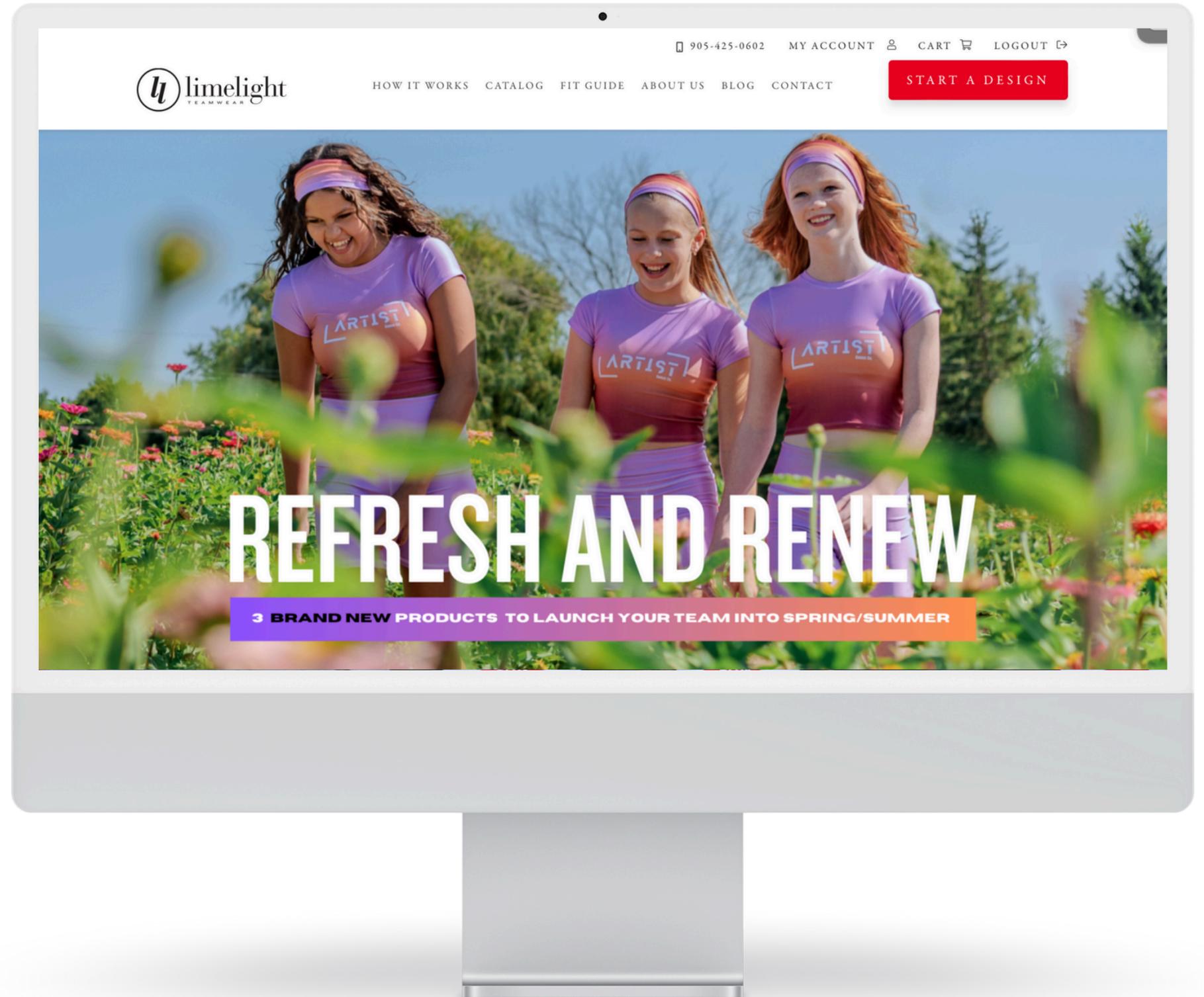




WEBSITE ORDERING GUIDE 2024-2025

LIMELIGHTTEAMWEAR.COM





Steps for Team Bulk Orders



Steps for Team Bulk Orders

01

CREATE AN ACCOUNT

Click "My Account" located at the top right corner of the homepage and follow the steps.

If you are an existing customer logging in for the first time, please use your email address and click forgot password to reset your password.

Note: Account approval can take up to one business day for approval.

[LIMELIGHTTEAMWEAR.COM](https://limelightteamwear.com)

02

FINALIZE YOUR DESIGN

Finalize your design with a Teamwear Specialist for each product you would like to order.

Note: You can only purchase styles you have completed artwork for.

03

ADDING TO CART

While logged into your account, select a product you have a completed design for. Click the "Add this product to your cart" button and select your sizes and quantities.

New feature: You can now find all your designs in your account and can navigate to the product pages from there.

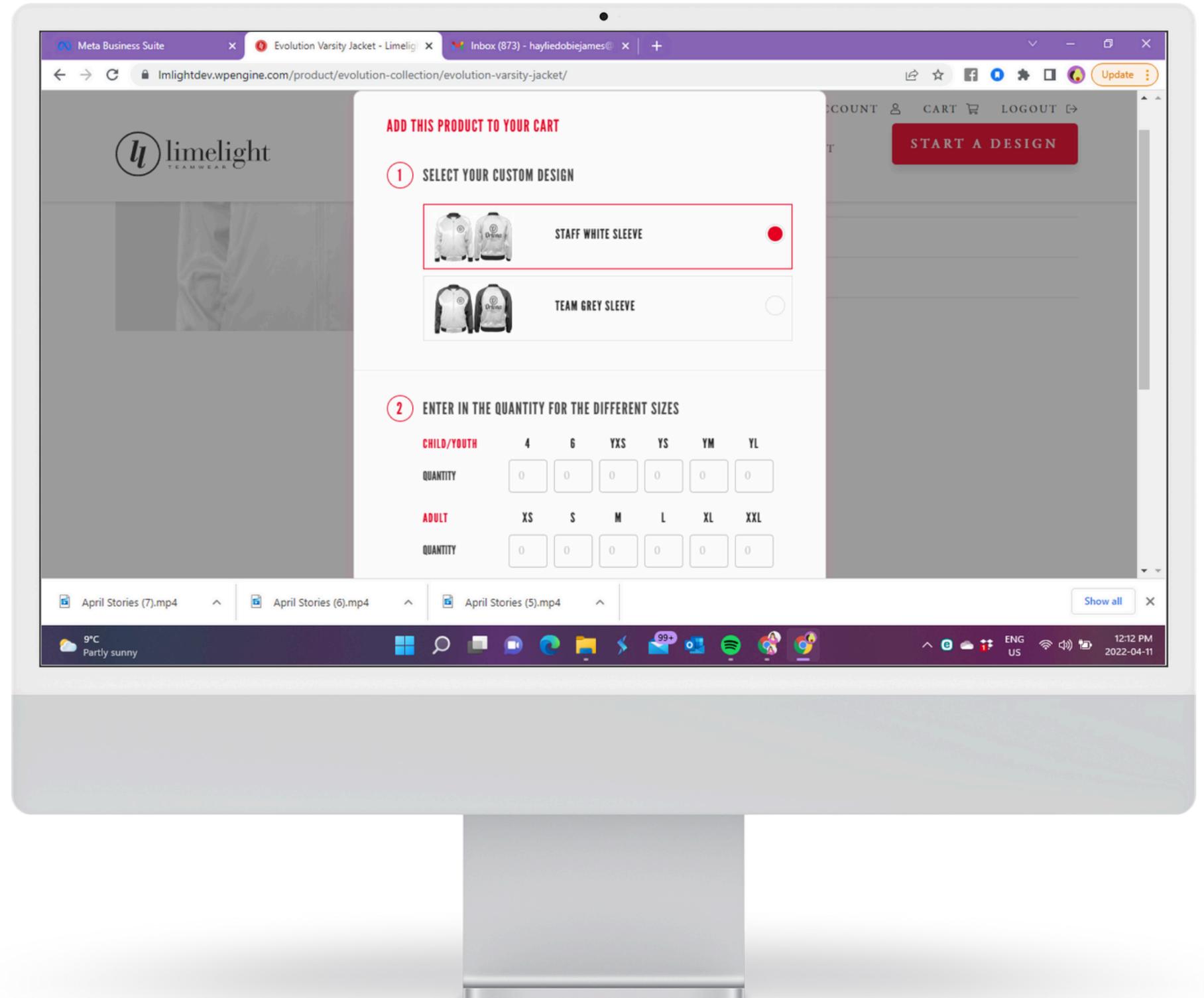
04

CHECK OUT

Once you have added all products to your cart, review the order carefully to ensure all sizes, names (where applicable) and quantities are correct. You can make changes by clicking edit beside the product. Once ready complete the checkout process.

Adding to cart

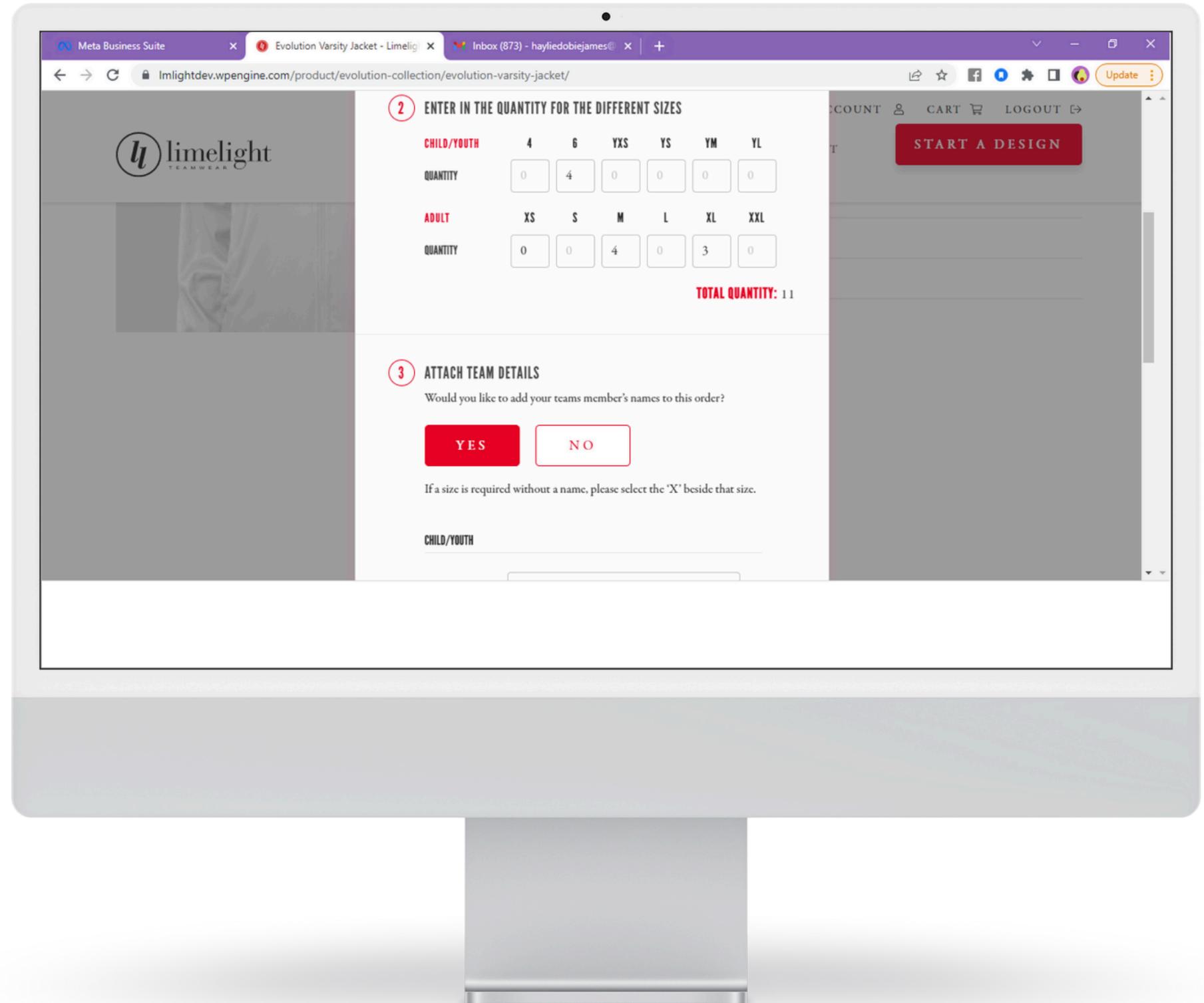
- While logged into your account, select a product you have a completed design for. Click the “Add this product to your cart” button and select your sizes and quantities.
- Select which design you wish to order by clicking the circle on the right.
- Enter the quantities per size you wish to order.





Adding names

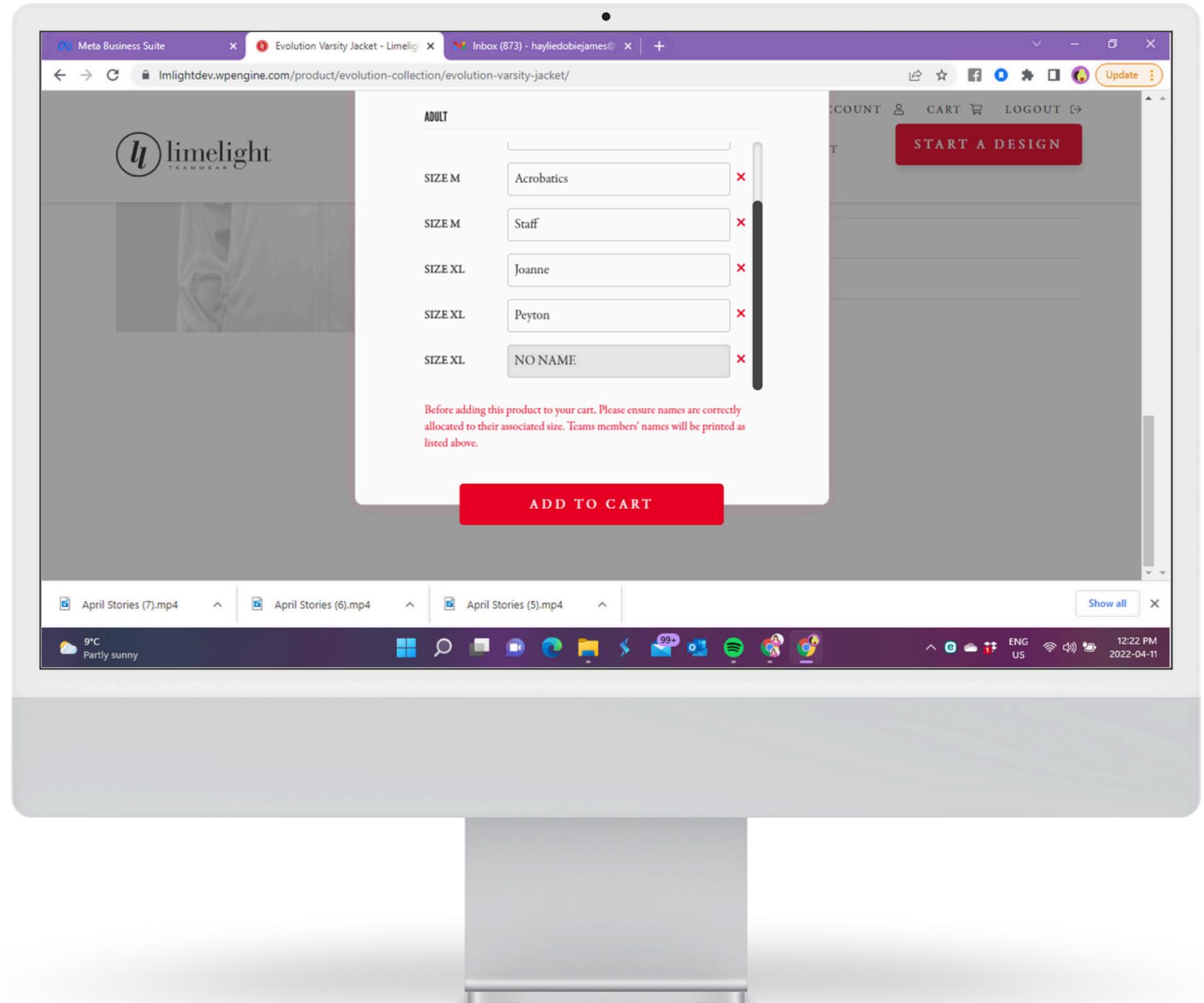
- If it is a product that has the option to add names, you will be able to do so under “Attach Team Details”
- If you have no names at all select NO. If you have a combination of names and no names, select YES.





Adding names

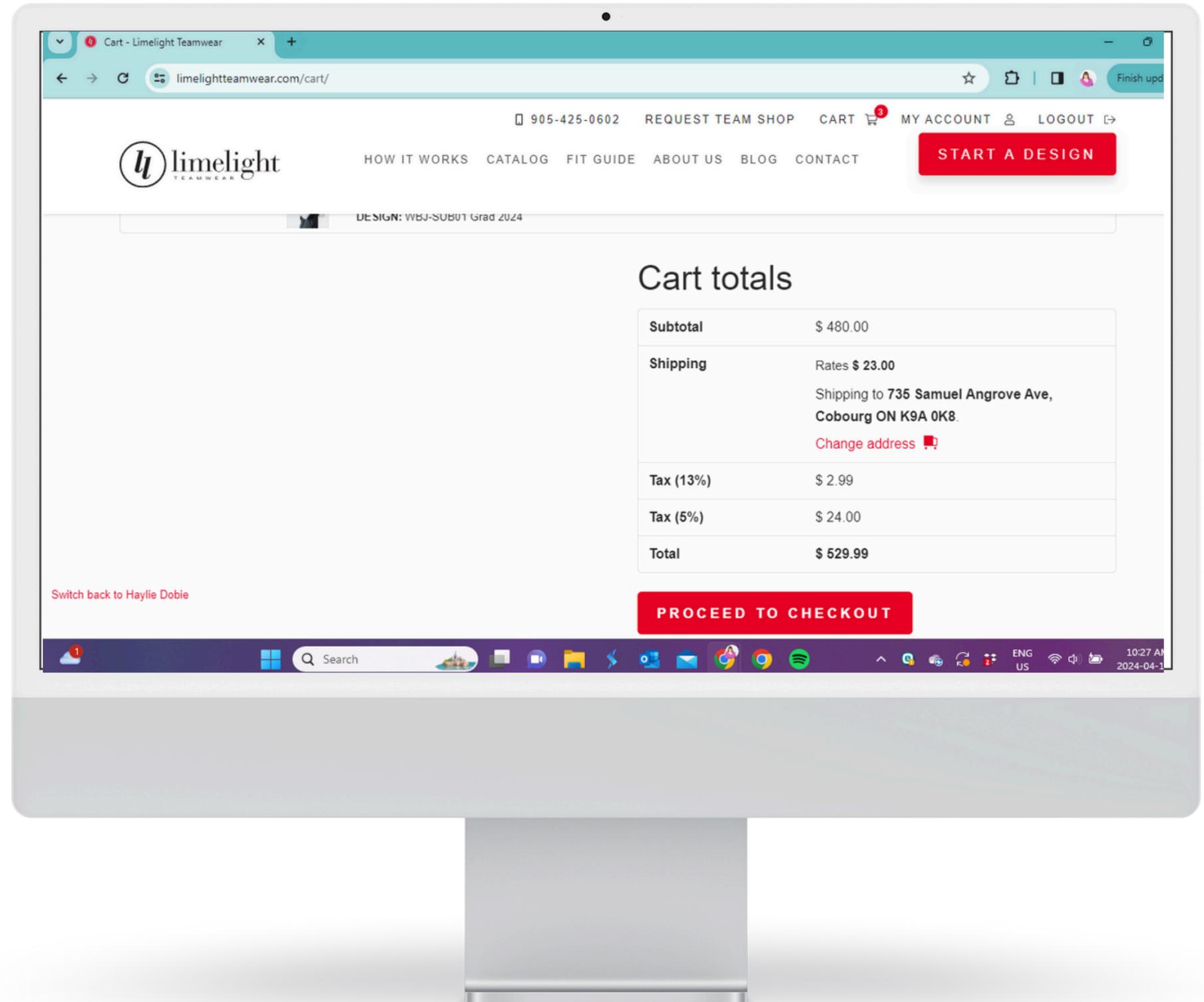
- There will be the same number of spaces available to add names based on the quantities per size selected above.
- If you have an item you want no name for, simply select the red “X” to the right of the text box and it will void names for that particular box/coordinating size.
- Once all styles, sizes, quantities and names are correct, select “Add To Cart”





Adding to cart

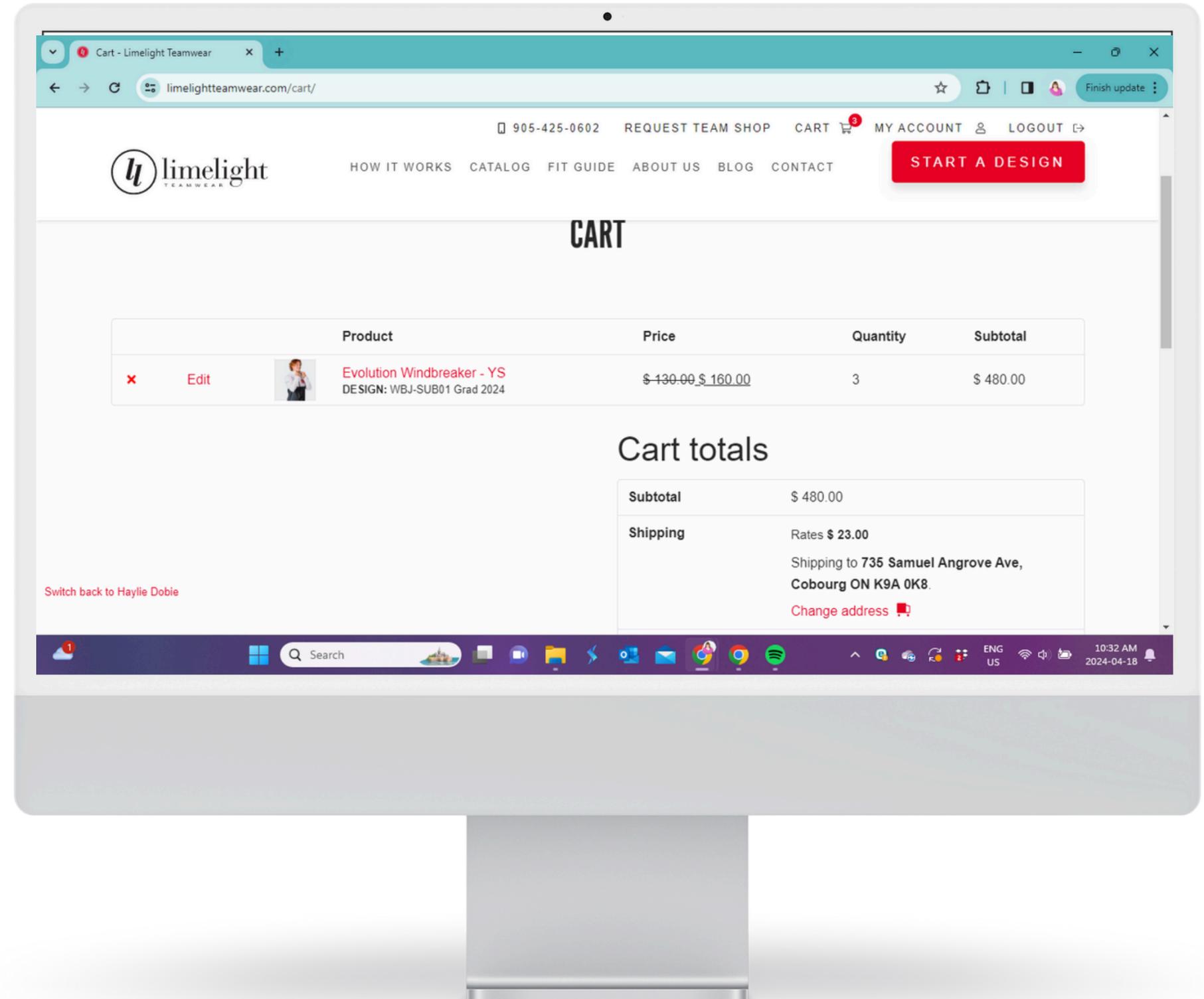
- If you wish to add other products to your order, continue shopping by navigating to additional product pages.
- If you have completed your order select "Proceed to Checkout".





Editing Your Order

- At this stage you will check your order thoroughly to ensure that all products, designs, quantities, sizes and names are correct for your team order. After this stage, you will not be able to make further changes, it is **very important** that you have reviewed carefully.
- If you need to edit the design, quantities, or names please select “edit” beside the product.
- If everything is correct, then click the button to “proceed to checkout.”

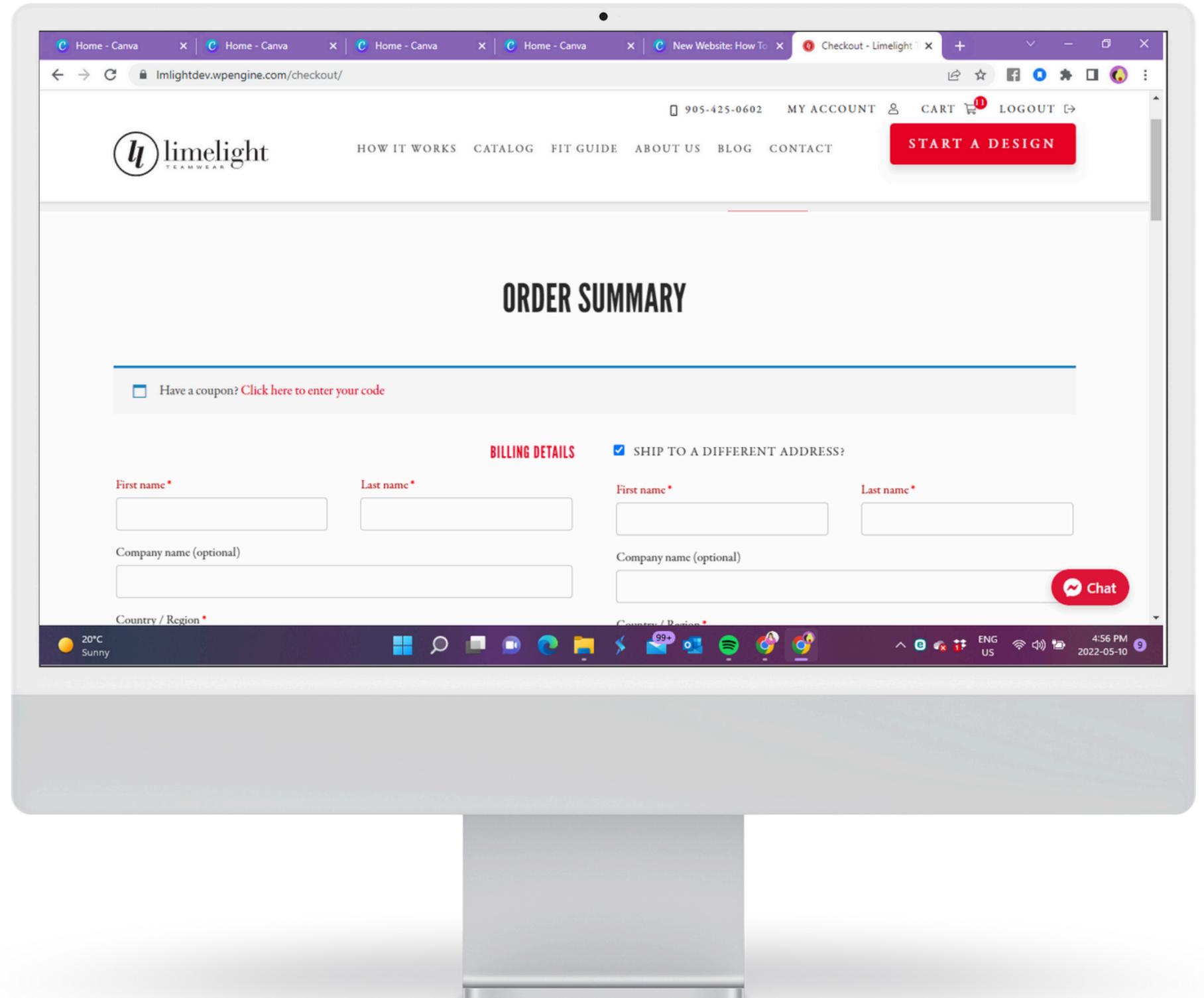




Payment

Fill in all details for the billing address, shipping address, any notes you may have for the order, and credit card details and select “Place Order”

- You will receive an email following this with the details of your order.
- Note: Please enter a shipping address where you are able to receive packages between regular business hours (Monday-Friday 9-5pm). If your business is closed during the day, please use an alternative address where your order can be received.
- Your order is now complete and will arrive within 6-8 weeks from your order date.





Steps for Team Shops Orders



Setting Up Your Team Shop

01

CREATE OR LOGIN TO YOUR ACCOUNT

Click "My Account" located at the top right corner of the homepage and follow the steps.

Note: Account approval can take up to one business day for approval.

02

FINALIZE YOUR DESIGN

Finalize your design with a Teamwear Specialist for each product you would like to order.

Note: You can only put products in your team shop that have a finalized design.

03

REQUEST A TEAM SHOP

While logged into your account, select "Request a Team Shop" from the menu. Scroll to the bottom of the page and fill in the request form.

04

SHOP OPENING

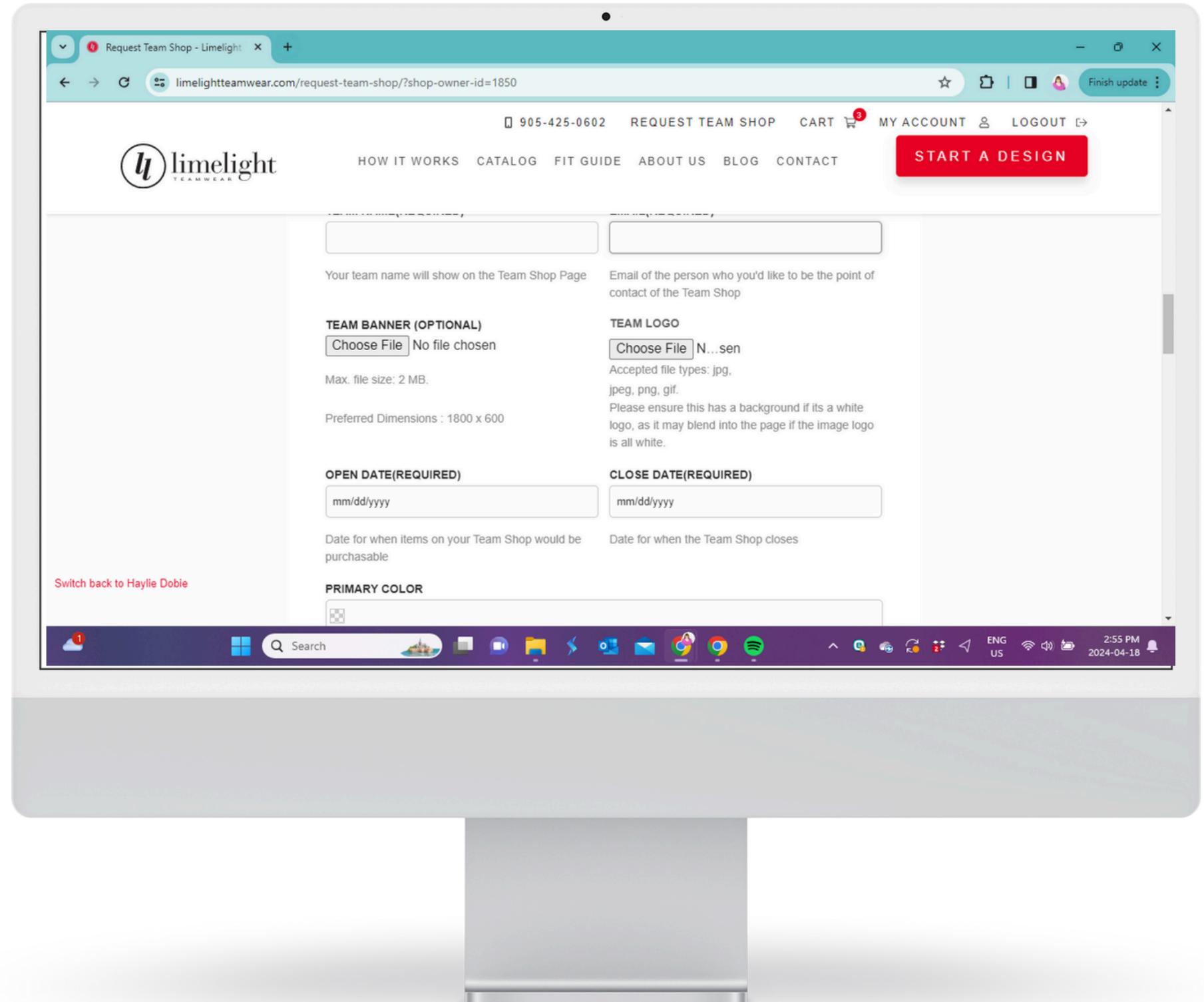
On the morning of your shop opening date you will receive an email with your Team Shop's custom URL.

Your URL will remain the same, when re-opening your shop again in the future.



Request a Team Shop

- While logged into your account, click “Request a Team Shop” in the menu.
- Scroll down and fill in the form.
- You will receive your custom URL via email the day your Team Shop is scheduled to open.
- When you re-open your shop in the future the URL will be the same.

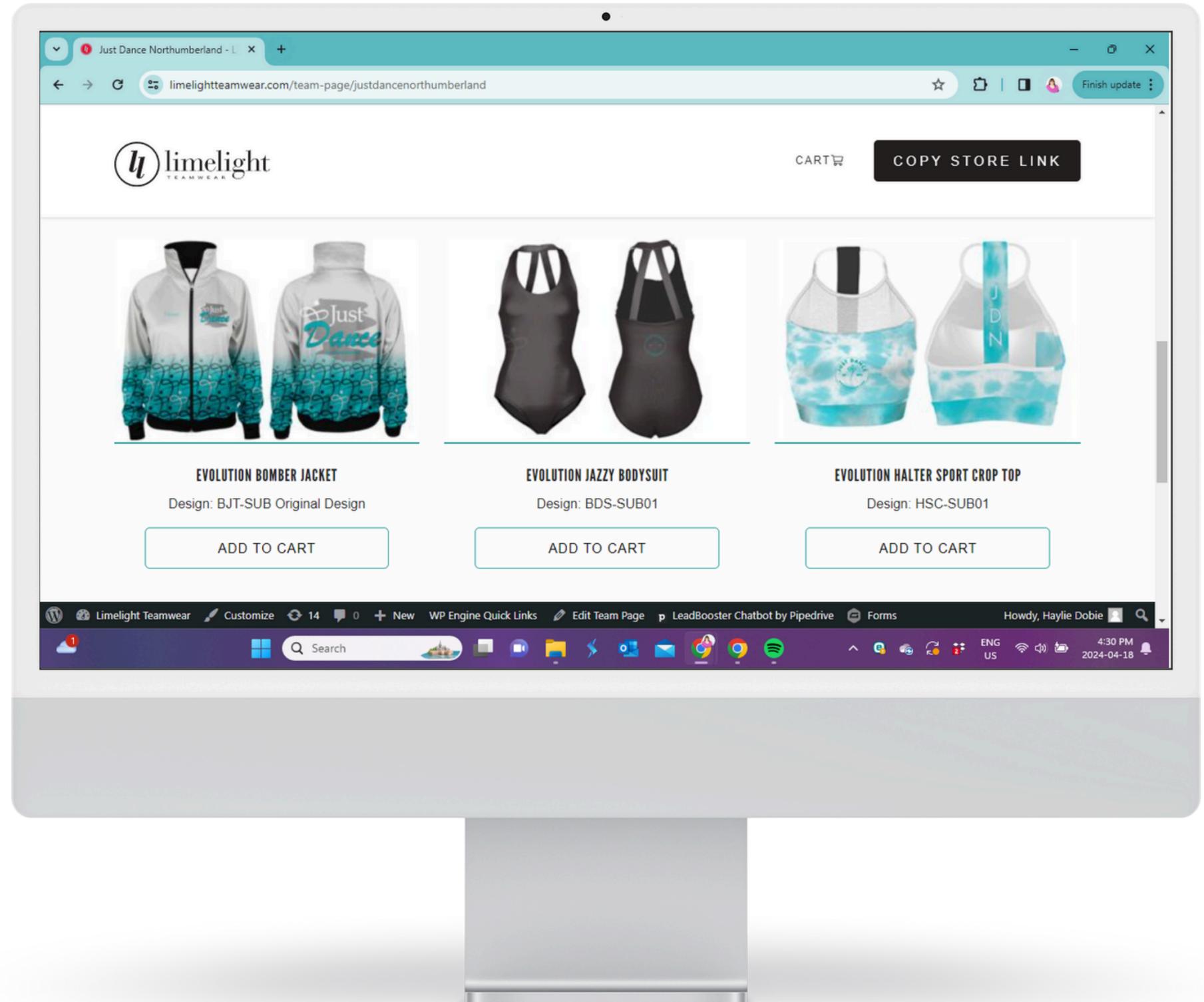




Your Team Shop

- The products and designs you have selected will become available to your families on the date you selected on the “Request a Team Shop” form and will close at 11:59 PM EST on the date your shop is scheduled to close.
- Your families can access your team shop by you sharing the URL with them. They can not access your shop from the Limelight Teamwear website.
- They select their items, quantities, sizes, add names when applicable and proceed to the cart to check out and pay via credit card. Please note all orders placed are final-no edits, changes, refunds or exchanges.
- Please note: Parents are not to create accounts on the Limelight website. They will only need to go to your Team Shop URL to check out. (Accounts are reserved for Team Owners only).

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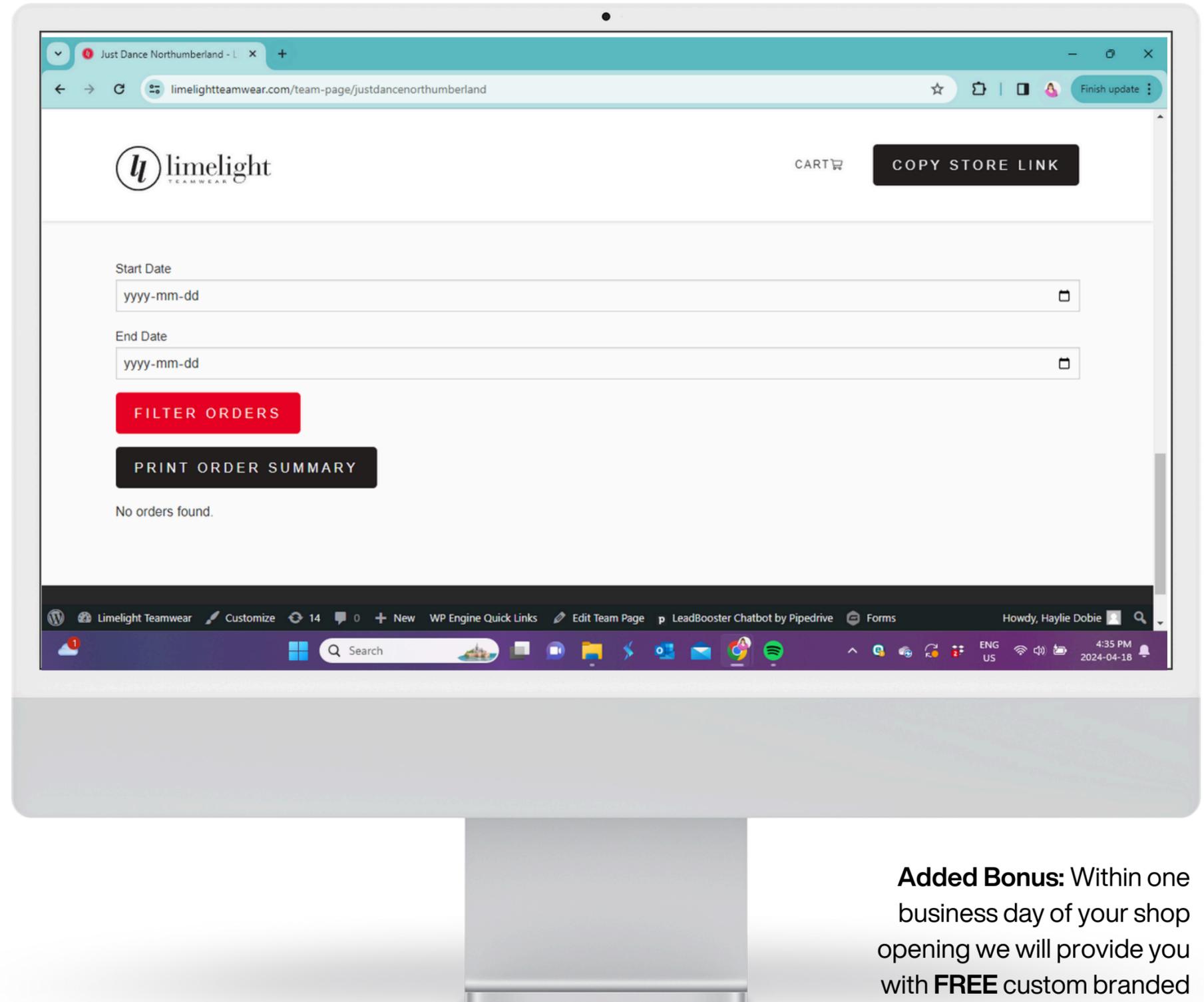




As the Team Shop Owner

- You will have an extra section on your team shop page that your families can not see. This section shows you who has ordered, what they ordered, and how much they paid.
- By default you will see the orders for your current shop opening.
- You can set date filters to see past team shop orders.
- You can also print a copy of the order to help you when handing out the order when it arrives at your studio/club.
- You are responsible for communicating with your clients regarding all aspects of Team Shops. We will not communicate directly with your families. Please ensure they know how to size, use your Team Shop and that all orders are final and can not be altered or changed.

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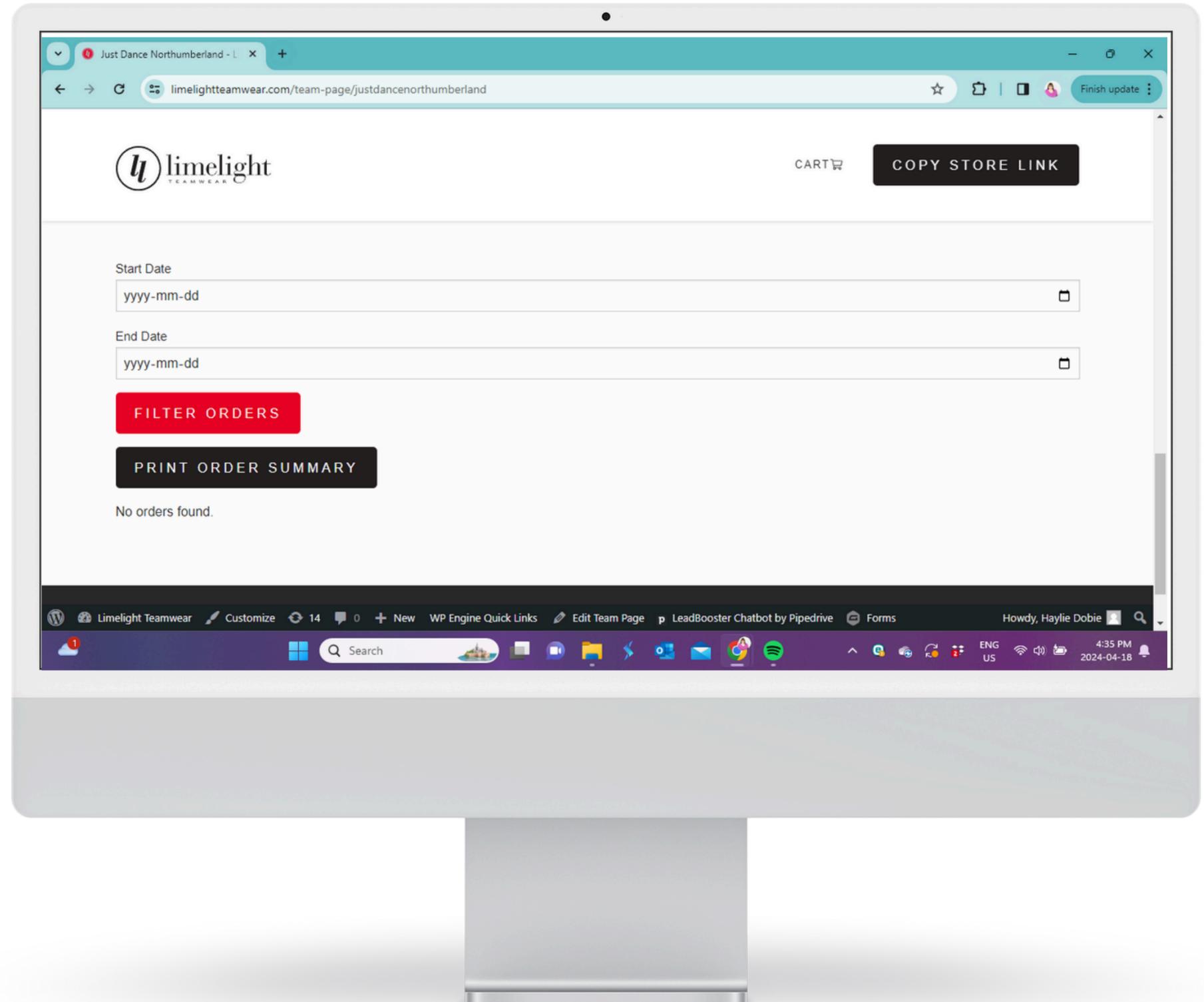
Added Bonus: Within one business day of your shop opening we will provide you with **FREE** custom branded social assets to promote your Team Shop.



Kickback

- Teams will receive a kickback of the difference between the Team Bulk Order price and the Team Shop Price. If you hit the price breaks, as an example 7+ you will receive a bigger kickback.
- Payout of kickbacks will happen monthly on the 15th, following your shipment. Example your order ships to you on October 16- you would receive payment November 15.
- Payments are made via direct bank deposit. Your bank information will be collected as part of the Team Shop Request form.
- **Kickback Exception:** If you choose to put Street Collection products in your Team Shop (which have a minimum of 12) and your shop does not hit the minimum-we will still produce the order for your parents, however no kickback will be given on that specific product.

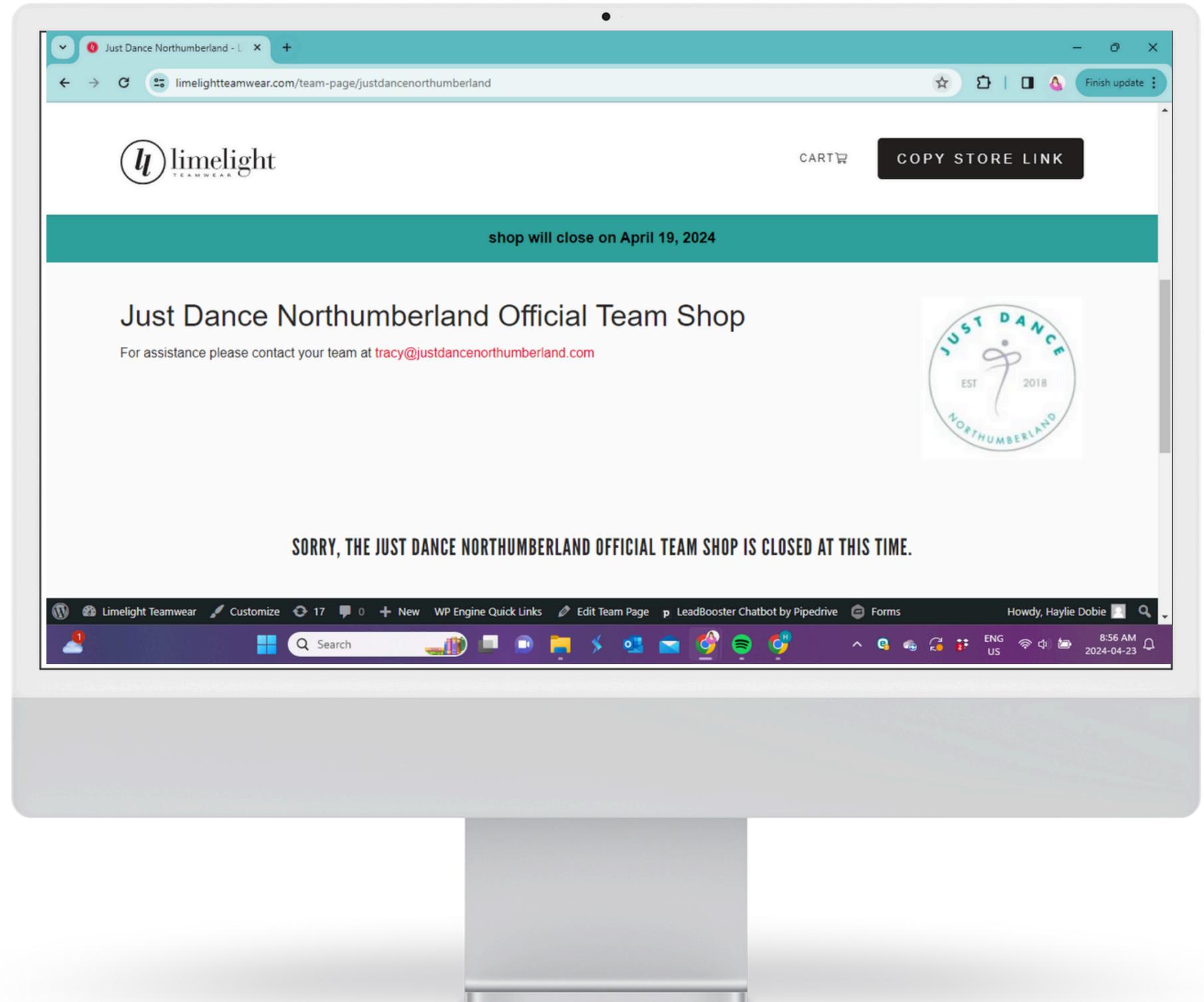
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Production & Shipping

- All Team Shop orders will follow our regular production schedule of 6-8 weeks from the day after your Team Shop closes.
- All Team Shop orders will be sent as one order to your studio/club to be handed out to your families.
- We recommend that you do not leave your Team Shop open for more than 2-3 weeks at a time. You can re-open your shop as many times as you like at no additional cost.





Please contact us
if you have any
questions.

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