

VESEY

CLUBWEBSHOP.COM

UNIQUE - SIMPLE - SPECIALIST - SERVICE

Personalisation How-To Guide

Table of Contents

Introduction	3
Adding Numbers, Player Names or Initials	5
Adding Sponsor Logo.....	9
Adding Standard Text/Club Name	12
Artwork Proofs	15

Introduction

Within this how-to guide, we will provide you with all the guidance and assistance that you may need when looking to place a personalised order on your Club Web Shop.

Please note, as our order system is now automated to provide you a faster, more efficient customer experience, you are unable to make amendments to an order once it has been placed. This includes changing products/sizes and/or making changes or adding of personalisation. **All personalisation must be added at the time of order, it cannot be manually added after the order has been processed.** Therefore, it is absolutely vital that you review your order in detail prior to placing, to ensure everything is correct, present and exactly as required.

If you do have any questions or concerns whatsoever please do not worry, you can still contact us via email to info@clubwebshop.com and we will do our very best to assist.

How to begin

Firstly, you will need to add the garments required to your basket. When you are looking to add personalisation to garments, please ensure that you are adding all quantities and sizes for that particular item at the same time like in the image below:

YOU HAVE SELECTED: NIKE PARK VII LS FOOTBALL SHIRT UNIVERSITY RED/WHITE



CLICK TO ENLARGE

SIZE GUIDE

PRODUCT SIZE	YOUTHS					MENS				
	XSmall 22/24	Small 25/27	Medium 28/30	Large 31/33	XLarge 34/36	Small 36/38	Medium 38/40	Large 41/43	XLarge 44/46	XXLarge 47/49
CLUB PRICE.	£8.96	£8.96	£8.96	£8.96	£10.46	£11.96	£11.96	£11.96	£11.96	£11.96
STOCK AVAILABLE	Low Stock	99+	99+	99+	99+	99+	99+	99+	99+	50+
MORE STOCK DUE ON**	5th May 2021	30th Apr 2021	30th Apr 2021	30th Apr 2021	5th May 2021	31st May 2021	31st May 2021	31st May 2021	-	-
QTY	0	0	0	1	10	4	0	0	0	0

Click for product information

Skip to Next Garment >>

ADD TO BASKET & PERSONALISE

Once you click “ADD TO BASKET & PERSONALISE”, all available options will display underneath (see image below).

Please note, your club shop will most likely have the badge added as mandatory. This will be shown underneath the badge option as “added” already for you.

Please select required personalisation below

Expand

 VESEY FC BADGE from £3.74 ADDED ?	LARGE NUMBERS from £2.62 + CLICK TO ADD	SPONSORS LOGO from £2.99 + CLICK TO ADD	ADDITIONAL SPONSORS LOGO from £2.99 + CLICK TO ADD	SMALL NUMBERS from £2.24 + CLICK TO ADD	YOUR CLUB NAME TEXT PRINTED CLUB NAME from £2.62 + CLICK TO ADD	FA CHARTER BADGE from £2.62 + CLICK TO ADD	 THANK YOU BADGE from £2.26 + CLICK TO ADD
YOUR TEXT EMBROIDERED EMBROIDERY TEXT from £2.99 + CLICK TO ADD	SURNAME PLAYERS NAMES from £3.74 + CLICK TO ADD						

You are now free to add any of the personalisation options that you require. Please read on for a step-by-step guide for each personalisation option.

Adding Numbers, Player Names or Initials

You will first need to click the required option, so for this example, we will select 'Large Numbers'.

On Nike Club Shops, you will be provided with two options (Standard and Nike style) but on most Shops you should just have Standard Numbers as the option.

Please note that Nike Numbers cannot be printed on rainwear due to the material of the garments themselves.

Please select required personalisation below Expand

LARGE NUMBERS > CHOOSE STYLE > CONFIRM LOCATION > CONFIRM COLOUR > CONFIRM NUMBERS > ADD TO ORDER

14	STANDARD NUMBERS £2.62 per garment	0	OFFICIAL NIKE NUMBERS £3.74 per garment
☒	SELECT	☒	SELECT

You will need to select which option you prefer, but for this example, we shall go with Standard.

Once you have clicked 'Select', it will then lead to the choice of location. Large numbers can only really go "Rear of shirt", player names can only go "Top of Rear", but initials and small numbers will have various options as follows:

- Right Breast – This would be on the same side as where the Brand logo is usually located. As a standard location, this would be done below the Brand Logo. However, some garment designs will not allow for this so in those instances, we would move this above automatically instead for you. If you do have a requirement for a specific location, please contact us prior to placing the order to advise so we can ensure this is possible.
- Left Breast – This is the opposite side to where the Brand logo is usually located. Please note, this is where a club badge often goes.
- Centre Breast – This would be in between the Brand logo and the Club badge (where applicable).

There will be a basic image (see below) displayed at this stage showing where the personalisation will go, in case you are unsure.

Please select required personalisation below Expand

LARGE NUMBERS > CHOOSE STYLE > CONFIRM LOCATION > CONFIRM COLOUR > CONFIRM NUMBERS > ADD TO ORDER

 Enlarge image	☒ SELECT
-------------------	--

Please note, we will print exactly as you request on the order so please bear in mind any colour clashes with the garment itself.

Please select required personalisation below

Expand

LARGE NUMBERS

CHOOSE STYLE

CONFIRM LOCATION

CONFIRM COLOUR

CONFIRM NUMBERS

ADD TO ORDER

TEXT COLOURS:

White:

Black:

Royal Blue:

Red:

Navy Blue:

Yellow:

Green:

Sky Blue:

Orange:

✓

SELECT

Once you have selected the colour option and hit “SELECT”, the system will then take you to confirm the numbers/initials/names required. It will list the sizes you have added to your basket so you can assign a number to a particular size if needed.

There will be an option at the top to autofill the numbers in ascending order from a ‘Starting Number’. For example, if you enter “2” and hit the green arrow, this will run all numbers from 2 upwards. Alternatively, you can enter the information manually should you have specific number requests.

With Player Names, we advise adding these after numbers as the system will then allow you to assign the names to particular numbers too.

There will also be a box section next to this to select “Not Required” if certain shirts do not need personalisation.

Please select required personalisation below
Expand

LARGE NUMBERS
CHOOSE STYLE
CONFIRM LOCATION
CONFIRM COLOUR
CONFIRM NUMBERS
ADD TO ORDER

AUTO FILL WITH NUMBER
Starting Number 

SIZE	NUMBERS	NOT REQUIRED	SIZE	NUMBERS	NOT REQUIRED
Nike - Small Mens	2	☐	Nike - Large Youths	6	☐
Nike - Small Mens	3	☐			
Nike - Small Mens	4	☐			
Nike - Small Mens	5	☐			
SIZE	NUMBERS	NOT REQUIRED			
Nike - XLarge Youths	7	☐			
Nike - XLarge Youths	8	☐			
Nike - XLarge Youths	9	☐			
Nike - XLarge Youths	10	☐			
Nike - XLarge Youths	11	☐			
Nike - XLarge Youths	12	☐			
Nike - XLarge Youths	13	☐			
Nike - XLarge Youths	14	☐			
Nike - XLarge Youths	15	☐			
Nike - XLarge Youths	16	☐			


SELECT

Once the numbers are completed, click “SELECT” and it will take you to an overview screen.

This will show a confirmation of the details you have added. Please check this in detail and ensure it is exactly as you require. You then need to ensure that you click “ADD TO ORDER” as otherwise, this will not confirm to your basket.

Please select required personalisation belowExpand

LARGE NUMBERSCHOOSE STYLECONFIRM LOCATIONCONFIRM COLOURCONFIRM NUMBERSADD TO ORDER

CONFIRMATION OF LARGE NUMBERS

✓ Style: STANDARD NUMBERS

✓ Location: Rear of Shirt

✓ Text Colour: White

✓ XLarge Youths: 16,15,14,13,12,11,10,9,8,7

✓ Large Youths: 6

✓ Small Mens: 5,4,3,2

14

additional £2.62 per garment

ADD TO ORDER

Adding Sponsor Logo

Next, we shall look at adding a sponsor logo. If you select the option for sponsor logo, it will provide three options:

- Standard Text Print – This would be specified text to be printed in one of our pre-set fonts.
- 1 Colour Sponsor Logo – This will be a design that you provide us, printed in a single colour.
- 2+ Colour Sponsor Logo – This will be a design that you provide us, printed with more than a single colour involved.

For this example, we shall select the 2+ Colour option first which will be the same process as 1 Colour.

Once you have selected your option, you will be asked to confirm the location as below. Whereby you select Centre Chest, Top of Rear or Bottom of Rear, the logo will be produced to a size of up to 32” squared which is in line with FA regulations. Please note, the actual size can vary due to the design of the specific logo.

Please select required personalisation below Expand

SPONSORS LOGO > CHOOSE STYLE > CONFIRM LOCATION > CONFIRM PERSONALISATION > CONFIRM COLOUR > ADD TO ORDER

Print Location marked with "X"  Enlarge image Centre Chest ☒ SELECT	Print Location marked with "X"  Enlarge image Right Breast ☒ SELECT
Print Location marked with "X"  Enlarge image Top of Rear ☒ SELECT	Print Location marked with "X"  Enlarge image Bottom of Rear ☒ SELECT

Once you have selected the location, you will be asked if we have produced the logo before. If we have not, there will be a one-off setup fee added to the order. This will allow our Artwork team to produce a proof of the logo for you to approve prior to printing taking place. We will go over the proof process later in this guide.

You will then be asked to upload an image of your logo by clicking 'Choose File'. Please note that this is required even if we have done the logo before, so our Personalisation team know what to look for in terms of previous prints produced.

Please select required personalisation below
Expand

SPONSORS LOGO
CHOOSE STYLE
CONFIRM LOCATION
CONFIRM PERSONALISATION
CONFIRM COLOUR
ADD TO ORDER

Have we produced this logo before? :
Yes(£0)
No Setup
No(£20.00)
Artwork Charge

Please note if you select Yes when we have not printed this previously then your order will be placed on hold until the artwork charge has been paid.

Upload Sponsor Logo:
Choose File
discountfoot... OLOUR.pdf
discountfootball_1619086272.pdf

By uploading artwork to the site, the customer confirms that they have permission to use the artwork, and that it does not contravene any copyrights, trade marks or other licences. The company accepts no responsibility for uploaded artwork that does not adhere to these rules.

SELECT

Once you have uploaded the image, you can confirm any final details on how this should be printed. You will be asked if you require a background and/or outline. You can also confirm the colour you need. For 2+ Colour logos, this can be selected "As Image" but on the 1 Colour Option, you will need to specify the exact colour you need.

Please select required personalisation below
Expand

SPONSORS LOGO
CHOOSE STYLE
CONFIRM LOCATION
CONFIRM PERSONALISATION
CONFIRM COLOUR
ADD TO ORDER

Do you require a background:
Yes
No

Do you require a outline:
Yes
No

COLOUR:
AS IMAGE

As Image:
Custom Colour:

SELECT

Once all selected, you will again see an overview of what you are looking to add to your garments. Again, ensure that you click “ADD TO ORDER” so your basket is updated.

Please select required personalisation below

Expand

SPONSORS LOGO

CHOOSE STYLE

CONFIRM LOCATION

CONFIRM PERSONALISATION

CONFIRM COLOUR

ADD TO ORDER

CONFIRMATION OF SPONSORS LOGO

✓ Style: 2+ COLOUR SPONSOR LOGO

✓ Location: Centre Chest

✓ Text Colour: As Image

✓ Background Colour: No

✓ Outline Colour: No

✓ Upload Image:

✓ WEBART - Artwork Not Done Previously

Total for 15 Item: £67.35

ADD TO ORDER

Please note, there will be some instances where your logo cannot be produced as you have requested. This can be for a number of reasons such as:

- We can only print 1 Colour logos on rain wear and outer items such as bags. This is due to the material of the items themselves. If you place an order for these with a 2+ colour logo, the team will be in touch to advise further and to suggest the change to 1 Colour.
- Some logos can have very small and fine details. In these cases, it is not possible to peel the prints correctly and also seal them to the garment securely. When this happens, we would have to add a background. If you have placed the order as a 1 Colour logo, this would then also have to be upgraded to 2+ Colour. This would incur a further charge but your club rep would be in touch to advise on this should this apply to your order.

Adding Standard Text/Club Name

We will now go through the Standard Text sponsor option and Club Name. Please note that these two follow the same process so we will add a Standard Sponsor Text for the purposes of this guide.

Once you have selected this from the Sponsor options, it will provide the same location options as before. We shall go with Top of Rear for this. Once you confirm your location, you will then move to select the colour but also the font you need this in at the same time.

Please select required personalisation below

Expand

SPONSORS LOGO > CHOOSE STYLE > CONFIRM LOCATION > CONFIRM COLOUR > CONFIRM PERSONALISATION > ADD TO ORDER

COLOUR:

White:

☒

Black:

☐

Royal Blue:

☐

Red:

☐

Navy Blue:

☐

Yellow:

☐

Green:

☐

Sky Blue:

☐

Orange:

☐

FONT :

ARIAL
BLACK

☒

COMIC
SANS

☐

LUCIDA
SANS

☐

FRANKLIN
GOTHIC

☐

IMPACT

☐

✓

SELECT

Once you have confirmed these details, you will then need to enter the text you require. Sponsor Text can be up to three lines of text.

Please select required personalisation below

Expand

SPONSORS LOGO > CHOOSE STYLE > CONFIRM LOCATION > CONFIRM COLOUR > CONFIRM PERSONALISATION > ADD TO ORDER

!

Please type your sponsor text below, you can have up to a maximum of 3 lines of text and a maximum of 22 characters including spaces per line. Please note that we will print in upper and lower case as you type below.

Line 1 :

CLUB WEB SHOP

Line 2 :

Line 3 :

✓

SELECT

12

Finally, you will now see the overview of what you are adding. Click “ADD TO ORDER” to make sure your basket is updated. Please note, with standard text we do not offer a proof service. This is because the text is a standard pre-set font and does not require bespoke design confirmation.

Please select required personalisation below

Expand

SPONSORS LOGO

CHOOSE STYLE

CONFIRM LOCATION

CONFIRM COLOUR

CONFIRM PERSONALISATION

ADD TO ORDER

CONFIRMATION OF SPONSORS LOGO

✓ Style: STANDARD TEXT PRINT

✓ Location: Top of Rear

✓ Text Colour: White

✓ Font Name: Arial Black

✓ Line 1: CLUB WEB SHOP

✗ Line 2:

✗ Line 3:

YOUR SPONSOR TEXT
HERE PRINTED

Total for 15 Item: £44.85

 ADD TO ORDER

Now that we have added some of the most common options, we can see all that we have added in the basket. This gives you another opportunity to double check all that you have added so please ensure you read this through before you place your order. There is an example below with the numbers confirmed.

	PRODUCT	ITEM CODE	ITEM PRICE	QUANTITY	LINE TOTAL	
	NIKE PARK VII LS FOOTBALL SHIRT UNIVERSITY RED/WHITE • UNI RED/WHITE • XLARGE YOUTHS • 34/36 IN STOCK	BV6740657XL	£24.30 Including Personalisation	10	£243.00	UPDATE REMOVE
	NIKE PARK VII LS FOOTBALL SHIRT UNIVERSITY RED/WHITE • UNI RED/WHITE • SMALL MENS • 36/36 IN STOCK	BV6706657S	£25.80 Including Personalisation	4	£103.20	UPDATE REMOVE
	NIKE PARK VII LS FOOTBALL SHIRT UNIVERSITY RED/WHITE • UNI RED/WHITE • LARGE YOUTHS • 31/33 IN STOCK	BV6740657L	£22.80 Including Personalisation	1	£22.80	UPDATE REMOVE
14	LARGE NUMBERS - STANDARD NUMBERS	WEBNUMSTDHI		15		
	NIKE PARK VII LS FOOTBALL SHIRT UNIVERSITY RED/WHITE	FREETYPE				
	LOCATION - REAR OF SHIRT	FREETYPE				
	COLOUR - WHITE	FREETYPE				
	LARGE NUMBERS - SMALL MENS - 2, 3, 4, 5	FREETYPE				
	LARGE NUMBERS - LARGE YOUTHS - 6	FREETYPE				
	LARGE NUMBERS - XLARGE YOUTHS - 10, 11, 12, 13, 14, 15, 16, 7, 8, 9	FREETYPE				

Please be aware that the image next to the personalisation will be standard so for example on numbers, you will always see “14” here regardless of what you have entered. However, you will see the breakdown of the numbers you have actually requested next to the sizes in the information below this. This also applies to initials which will always show “RK” within the thumbnail.

Artwork Proofs

If we have not done your artwork before, you will have been asked to pay a setup fee on the order. This means we will then generate a proof of the badge/logo for you to approve prior to personalisation taking place. This section will look at this process for you in more detail.

Once the order is in place, our artwork team should send a proof to you within a few days. This will be emailed to you directly with a link to view the proof.

Please see below for an example of the email you will receive:

From: Proofs - Vesey UK <noreply@veseyuk.com>
Sent: 22 April 2021 14:49
To: info@discountfootballkits.com <info@discountfootballkits.com>
Subject: Your proof is now ready to view

[EXTERNAL]

Thank you for your order.

Your Proof for order 513356 is now ready to approve

Please confirm you are happy with the artwork proof(s) and all details are correct, any changes made may result in additional charges and possible delays.

CLICK HERE TO VIEW YOUR PROOF

Link is valid for 21 days, please follow on-screen instructions to approve

***Please note:** Your approval is required urgently so that we can progress with your order. Any delays in response may result in your order also being delayed.*

Internal Reference: P923246

This is an automatically generated message by an unmonitored e-mail address. Please do not reply.

If you click where instructed, it will take you to our approval portal with the unique code already entered for you.



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APPROVAL PORTAL

PLEASE ENTER UNIQUE CODE

LOG IN

If you now click “LOG IN”, it will take you to view the proof. As standard, this will be shown on a Striped Grey Background. Please note this is not relevant to the garment that you are ordering this for as the proof process is purely for logo design purposes. There is an option to select a background colour though where you can choose a solid background to get a rough idea of the garment style. (Please note that it is not possible to replicate specific designs however, i.e. Striped shirts).

Should our artwork team have any comments, you will see these alongside the proof. This may be relating to the need to change to a 2+ Colour logo and why.

VESEY UK LTD
Established 1979

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the UK's leading teamwear specialist UNIQUE - SIMPLE - SPECIALIST - SERVICE

Order Number:513356 Date Ordered:22/04/2021

APPROVAL PORTAL

 **PROOF 1/1**

Tester.png



Background Represents Garment

VESEY UK LTD
Established 1979

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PLEASE NOTE

PRINTED LOGO SIZE & POSITIONING IS FOR PROOF PURPOSES ONLY. THEREFORE THE FINAL PRINTED GARMENT MAY DIFFER

EMBROIDERY SPEC SHEET MAY DIFFER FROM FINAL EMBROIDERED PRODUCT DUE TO THREAD COLOUR AND THREAD FINISH ETC.

Select Background Colour

Comments

☐ By ticking the 'Approve' box you are agreeing to proceed with the above proof. Any further changes made will result in additional charges and possible delays.

REJECT

APPROVE

You can see from the above that there is the option to either reject or approve the logo. If you approve this, it is sent directly to our artwork team who will then begin to prepare the artwork for your order. You can also reject artwork proofs and there is a comments section to provide any feedback for them to action where possible. Should you take this option, the process will then repeat with a new proof.

Please note that as standard, we do not proof logos on to an image of a shirt. As mentioned, the process is purely for design purposes so any proofs on a shirt are not relevant to the final product in terms of sizing and positioning. Should you need this to go on a shirt image, you will need to contact your club representative via email as there will be a further £20.00 charge for this.