

Contact MTS Customer Support: myteamshop@bsnsports.com Team Coordinator Kathi Bowers: kbowers@pausd.org

No orders will be accepted after the deadline.



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# **FREQUENTLY ASKED QUESTIONS**

### WHEN WILL MY ORDER SHIP?

Once the shop closes, all blank items will ship to the decorator to be printed. Generally, the decoration process for orders takes approximately 3-4 weeks from the time the Team Shop closes.

### CAN I PURCHASE AN ITEM NOT OFFERED ON THE SHOP?

We are unable to add items to individual orders that are not offered on the shop. The items offered on the shop are carefully chosen by the coach and sales pro based on need and availability.

#### HOW CAN I TELL IF THE ITEM IS FOR MEN OR WOMEN?

Youth and Women's sizes are listed in the name of the product. If no gender is specified, the item is an adult men's size. If a specific size is not offered, it was not available.

### WHO SHOULD I CONTACT IF I ENCOUNTER A PROBLEM WITH MY ORDER?

Communicate your concern to the shop coordinator or coach. They can get with the sales pro to ensure the problem is resolved as soon as possible. <u>Once items have been decorated, screen printed or embroidered, returns or credits cannot be issued</u>. Please make sure you have ordered the correct size and color. Undecorated items can be exchanged or returned for damaged product only.

#### WHEN IS MY PAYMENT CARD CHARGED?

Payment cards will be charged immediately upon check out.

### HOW WILL I KNOW THAT MY ORDER HAS BEEN PLACED?

An email confirmation of your purchase will go out shortly after the order has been submitted. This will assure you that the order has been placed and provide a copy of the order for your records.

### **CAN I PLACE MY ORDER LATE?**

No orders can be accepted after the shop close date.

### THE SHOP WILL NOT ACCEPT MY DISCOVER CARD, DO I HAVE TO USE A DIFFERENT CARD?

Only MasterCard and Visa are accepted.

#### WHY ISN'T MY ACCESS CODE WORKING?

The access code is case sensitive. Also, the access code will no longer work once the shop closes. Please double check your shop close date.

#### WHAT IF I DO NOT KNOW WHAT SIZE MY STUDENT WEARS?

At the top right of the My Team Shop, beneath the shop close date, there is a sizing chart link that will provide sizing information specific per brand.

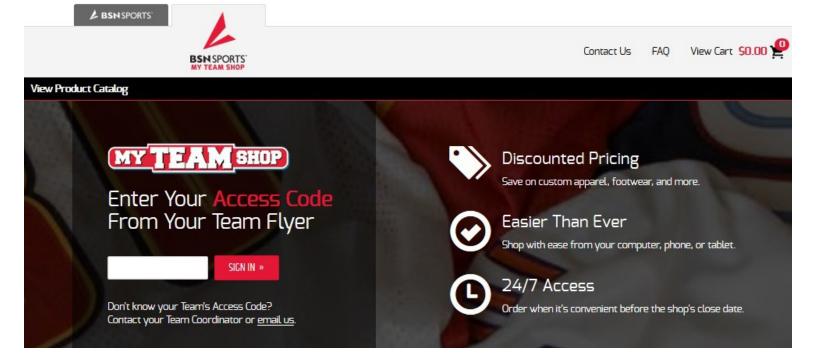
If your question was not listed, please call 1-800-749-3813

### Thank you for choosing BSN SPORTS!





# **ORDERING INSTRUCTIONS**



- **Step 1** Go to <u>www.bsnteamsports.com</u> on your computer, phone, or tablet.
- **Step 2** Enter the Access Code located on your team flyer and click "Sign In".
- **Step 3 Shopping:** Add items to your cart and checkout when ready. *Click "View Cart" at the top right of the page to start the checkout process.*
- **Step 4 View Cart:** After reviewing your cart, click "Check Out" to proceed to the next step. *If available, you will be prompted for personalization options on the next screen.*
- Step 5 Player/Student Info: Enter the contact name of the player/student the order is for to ensure proper delivery. Note: Please enter a parent's or guardian's email address and phone number. The email address will be used for the order confirmation and any additional updates.
- **Step 6 Place Order:** Enter your Payment Information and click "Place Order". Note: The site accepts Visa or MasterCard only.

#### Questions? myteamshop@bsnsports.com

#### **IMPORTANT INFORMATION**

For all decorated items, returns are accepted for damaged or defective items only.
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For non-decorated items, there is a \$20 fee for exchanging sizes after delivery.
The delivery estimates a statement of the delivery estimates and the delivery of the delivery estimates are accepted for damaged or defective items only.

Debit and credit cards will be processed at the time of order as payment.

The delivery estimate is 3-4 weeks after the shop closing date. All items will be shipped to your team coordinator for distribution.

## Thank you for shopping with BSN SPORTS!