Design Studio
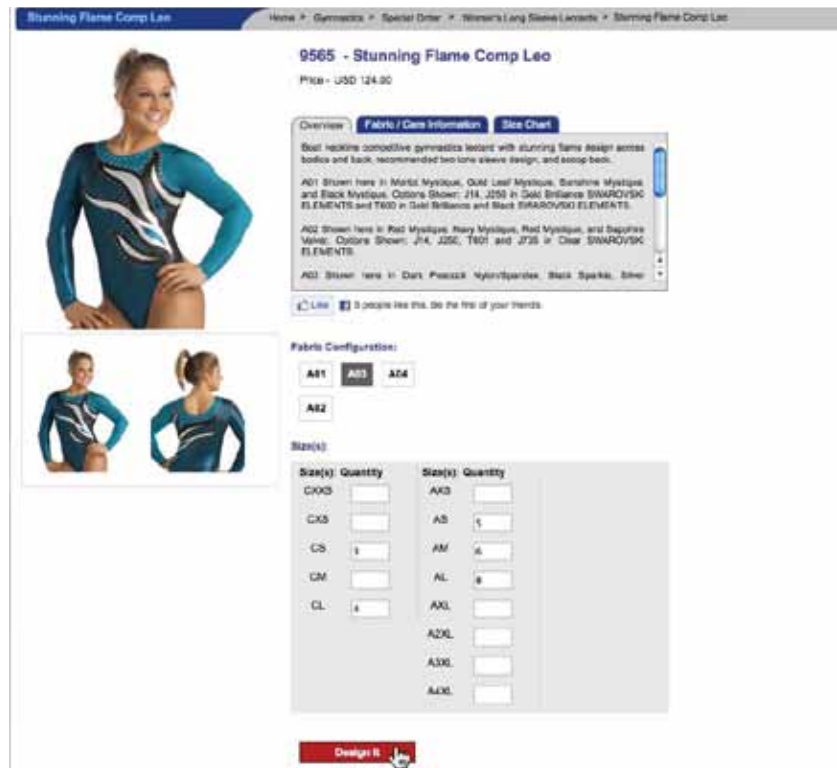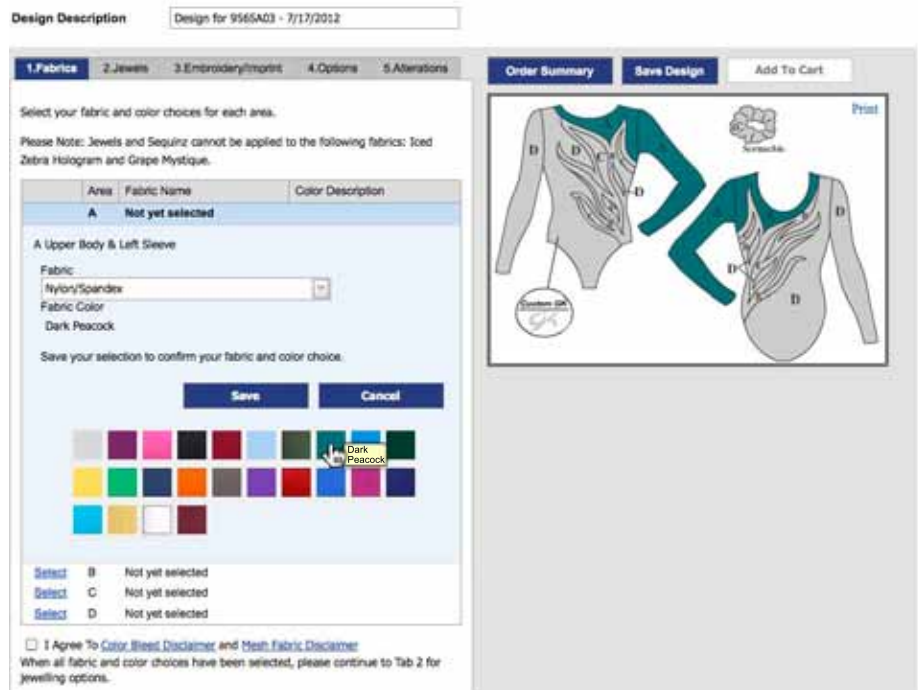
Placing Special Orders on gkelite.com

1 Log In, Find Your Style and Select Your Quantities

1. When you've found the GK style that's perfect for your team's new Competitive Gymnastics Apparel, visit www.gkelite.com to order.
2. Log in to your account by clicking Login in the upper right corner of the site.
3. Type the style number in the Search for Products bar to find the style quickly and easily. If you are looking at 9565A03, you only need to type 9565 into the search bar.
4. When you click through to the desired style, select the fabric configuration of your choice, i.e. A01, A03.
5. Type in the quantities needed by size and click Design It.

2 Design Studio Fabrics Tab

6. On the Fabrics tab, select the appropriate fabric for each section of the garment, then select the fabric color from the swatch palette. The swatches are arranged in alphabetical order. If you are unable to identify the color you are looking for, place your cursor over any swatch and the name of the color will appear.
7. After you've selected the color you want, save the color to that area of the garment by clicking the save button above the color palatte.
8. Repeat steps 5 and 6 for the remaining areas of your garment.
9. Review our Color Bleed & Mesh Disclaimers and agree to them by checking the box to the left. This agreement is required, and you will not be permitted ted to completet your design if it is not checked.
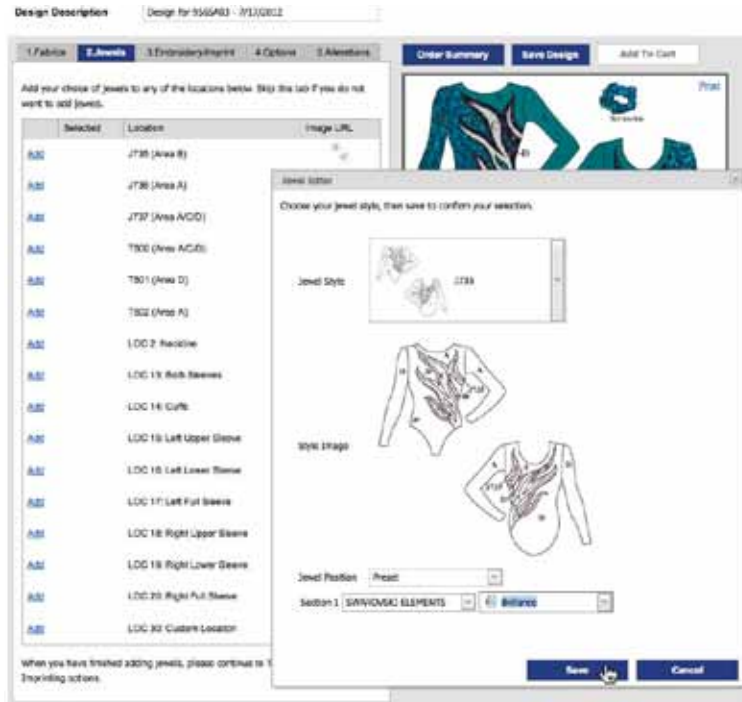
Revised 07/17/2012

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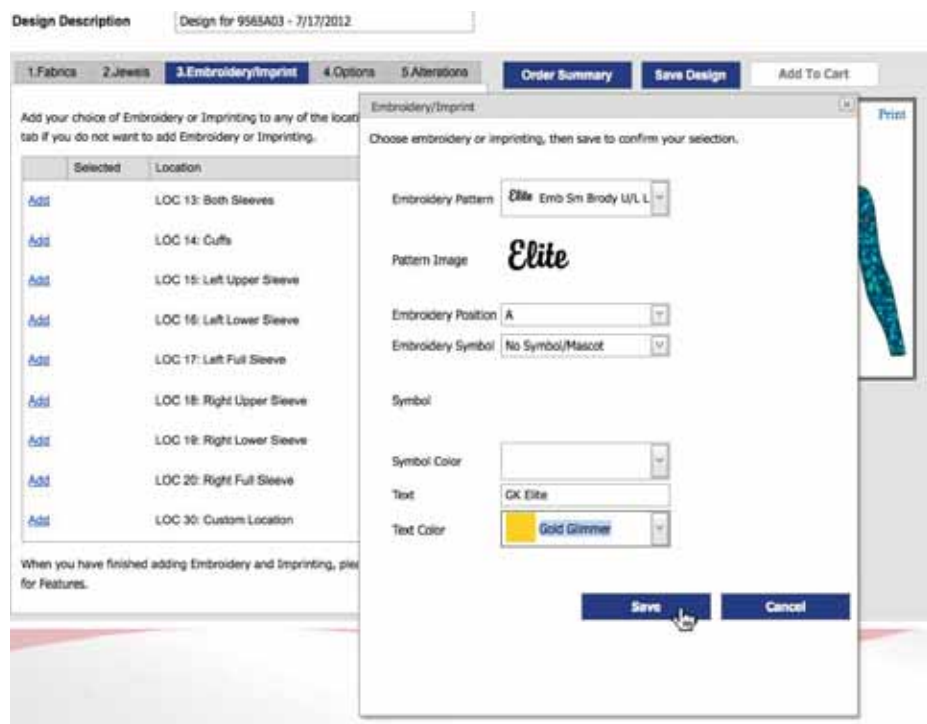## Your Team. Your Look. Your Way.

3 Design Studio Jewels Tab

10. Select Tab 2 to add jewels or sequinz™ to your Special Order garment.
11. Add any Style Specific, Stock or Custom Design Jewel Available for this garment by clicking Add to the left of any of the specified locations.
12. A jewel editor pop-up window will appear. Here you are asked to confirm the jewel style you've selected by choosing it from the drop down box.
13. Also within the jewel editor window, you will choose what color of crystals or sequinz™ you would like.
14. If you select custom jewels or custom sequinz™, all of the fields will automatically populate with either preset or custom. Please remember to enter your HTCD # in the comments section at checkout.
15. Click save to confirm your jewel or sequinz additions.

4 Design Studio Embroidery/ Imprint Tab

16. Select Tab 3 to add embroidery or imprinting to your Special order garment.
17. Add any Stock or Custom Embroidery or Imprinting available for this garment by clicking Add to the left of any of the specified locations.
18. An Embroidery and Imprinting editor pop-up window will appear. Here you are asked to select the embroidery font you would like by choosing it from the first drop down box.
19. If you do not want text, please scroll to the bottom of the drop down and select Embroidered Small Symbol or Embroidered Large Symbol.
20. In the second drop down box, select the position in which you would like your text and symbol to appear together.
21. In the third drop down box, select which embroidery symbol you would like.
22. If you do not want an embroidery symbol, please select No Symbol/Mascot at the top of the list.
23. In the fourth drop down box, please select the embroidery or imprinting color you would like for your symbol/mascot.
24. Type in the text you would like embroidered or imprinted on your garment.
25. Lastly, in the fifth and final drop down box, select the color of your choice for the embroidered or imprinted text.
26. Save your selections by clicking save.

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5 Design Studio Options Tab

27. Select Tab 4 to choose your apparel options.
28. A selection is required for each of the listed options and you will not be able to leave this tab until you have made a selection for each option.
29. An asterisk indicates that an increase or decrease vin price will apply.
30. When selecting your logo option, two drop down boxes will appear. Confirm your choice in the left drop down and select your color from the right drop down.
31. When all options have been selected, you will be able to navigate away from this tab.

6 Design Studio Alterations Tab

32. Select Tab 5 to alter garments and edit quantities.
33. To alter a garment within a particular size range, click the plus sign to the left of the size to view each individual garment within the range.
34. Click Edit next to one of the individual quantities to alter that garment.
35. GK recommends that you Name each altered garment according to the athlete who will be wearing it.
36. Select the appropriate alteration(s) from the Sleeve Length and Torso drop down boxes.
37. Save each athlete's alteration(s) individually.
38. To remove garments, click Delete next to any of the individual quantities.
39. To add additional garments to the order, select the appropriate size range and quantity near the bottom of the tab. Then, click Add Size and Quantity.

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from ELITE
SPORTSWEAR, L.P.

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7 Review Your Order

40. When you feel you have completed the design and necessary alterations, please click the blue Order Summary button above your silhouette to review all details of your Special Order.
41. An Order Summary pop-up window will appear.
42. Review All Details within the summary to confirm your selections: Sizes and Quantities, Alterations, Fabric Selections, Embellishment Selections, Options and Pricing.

    (PLEASE NOTE: We cannot determine custom embellishment pricing online and these charges will be applied to your final invoice after online checkout.)
43. When finished, click the X in the upper right corner to close the Order Summary window.

8 Name Your Design, then Save It or Add to Cart

44. To Name the Design for Future reference, place your cursor in the Design Description Text Box above Tabs 1 – 5. Replace the default text with a description that you will remember, i.e., Level 5 2011 Competitive Leotard.
45. If you are not ready to place your order, click Save Design. This will save the design under your account for future reference. To access this design in the future, simply go to the style number item page. Below the size and quantity chart, a My Styles drop down box will now appear. From there, you can select your saved design from the list.
    (PLEASE NOTE: Saving a design will save your fabric, color, embellishment and option selections, but will <u>not</u> save your quantities and/ or alterations. These will need to be re-entered when ordering.)

46. If you would like to place your order immediately, click the white Add to Cart button in the upper right corner. You will be directed back to the GK website where you will have the option to continue shopping, view your cart or begin the checkout process. To place this order without adding additional styles, please select Begin Checkout.