



How to Place a Matrix Order

- Log into your account at playrcx.com
- Prior to placing an order your [Season Dates and Location](#) must be set up
- Click on the profile icon
- Click on Place an Order



The screenshot shows the RCX Sports website interface. At the top, the RCX Sports logo and "RCX Sports" text are visible. The navigation bar includes links for Home, Leagues, Seasons (with a warning icon), League Finder, and Insurances (with a warning icon). The main content area features a large image of two children playing flag football. On the right side, the user's profile is displayed with the name "Hi, Suzanne" and a profile icon labeled "SG". A dropdown menu is open, showing options: Locations, Place an Order (highlighted with a red arrow), Discount Code, Profile Settings, and Logout. At the bottom, a "Welcome RCX Sports" message is shown, along with a progress indicator for "Leagues completed in league finder" showing 1/2.



This is a temporary page while we update League Central

- Click **Start Matrix Order** to upload your player data

A screenshot of the 'NFL Flag Matrix - NFL FLAG - Test' web application. The page has a dark blue sidebar on the left with the NFL FLAG logo and a menu of links: Leagues, Place an Order, Inventory, Player Search, Coach Search, Background Check Payment, Background Checks, Affiliate Profile, and Order History. The main content area is white and titled 'NFL Flag Matrix - NFL FLAG - Test' with a user profile 'Hi, Trevor' in the top right. Below the title is a 'Place an Order' section containing three white boxes. The first box, 'Matrix', lists requirements for uploading player data and team creation, and includes a 'Start Matrix Order' button. The second box, 'Bulk Order with Template', lists steps for completing a bulk order template and includes a 'Start Bulk Order with Template' button. The third box, 'Bulk Order', lists steps for selecting teams and entering quantities, and includes a 'Start Bulk Order' button. Red text in the second and third boxes indicates that team building, pack by team, and lettered jerseys are not available through their respective flows.

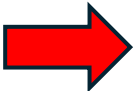


Choose **Active Seasons** and then click **View**

Seasons

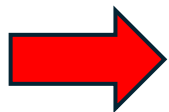
☰
Active Seasons

🕒
Past Seasons

Actions	League	Season	Registration Open	Registration Close	Season Start	Season End
 View	RCX Sports - Sales Team	2025 Spring Test	5/29/25	7/30/25	9/6/25	10/25/25
View	RCX Sports - Sales Team	RCX League Growth - Every Season	12/30/24	3/30/25	4/3/25	6/6/25



Browse and upload your player data and you are ready to start forming your teams



Upload Players	View Uploads	Upload Coaches	View Uploads
Team Form File Browse		Coach File Browse	
Upload		Upload	



- Create your team divisions
 - Choose by grade or age
 - Choose division parameters
- Click Manage to form/organize your teams

NFL Flag Matrix – RCX Sports

Hi, Suzanne



Upload Players

[View Uploads](#)

Team Form File

[Browse](#)

[Upload](#)

Upload Coaches

[View Uploads](#)

Coach File

[Browse](#)

[Upload](#)

Player/Coach Search

[Search](#)

Divisions

	Division	Teams	No Coach Teams	Players	Unassigned Players	Head Coaches	Assistant Coaches	
	10U	6	6	63	0			Manage
	12U	6	6	58	0			Manage
	8U	4	4	85	0			Manage
Totals		16	16	206	0	0	0	



- Click on Change Team Name
- Choose Auto Assign or Custom Team Name to assign your teams

Change Team Name

Assign Club (Required)

Manually assign a club to this team or leave it as Auto-Assign ?

Auto-Assign

Custom Team Name (Optional)

Display a custom name for this team.

Note: This will not assign a club Jersey to your team, please use the Assign Club option above to do so.

Assign
Close

Test - NFL FLAG LSM - Si
Players: 9
Teams: 2

Search Players or Coaches
Go

Division
Test Team

Overview

Test Team - Team 01
Players: 4
Grade: 1.8
Athletic Ability: 4.0

Team Notes
Save

Change Team Name
Change Division
Send Roster Emails
Delete Team
Assign Coaches

	Name	School	Grade	Gender	JS	Order Date	Sibling	Coach	Requests	Request Status	
+ ☐	TONY ARCHER	DOWNY	4TH	M	YM				C: SCOTT LANDBLOM B: JACKSON COOK B: KADEN LANDBLOM	-	☒
+ ☐	BLAKE BERGESON	ESCAPADE	4TH	M	YM				C: FALDI B: HOLDEN B: KANNEN MARSHAL	-	☒
+ ☐	STELLA KASSEN BROCK	BLUE STAR ELEMEN	5TH	F	YS				B: JACK SMITH	-	☒
+ ☐	EMILE VAN HOOREBEKE	LOW VALLEY	3RD	F	YM				B: JOSHUA LOCKWO	-	☒



- Ex: The Team Name is LIONS
- Once you've named all your teams, and confirmed your participants are on the correct team. Send rosters out to all participants by choosing Overview at the top right corner

Test - NFL FLAG LSM - Si Players: 9 Teams: 2 Search Players or Coaches Go Division: Test Team

Overview

Test Team - LIONS Players: 4 Grade: 1.8 Athletic Ability: 4.0

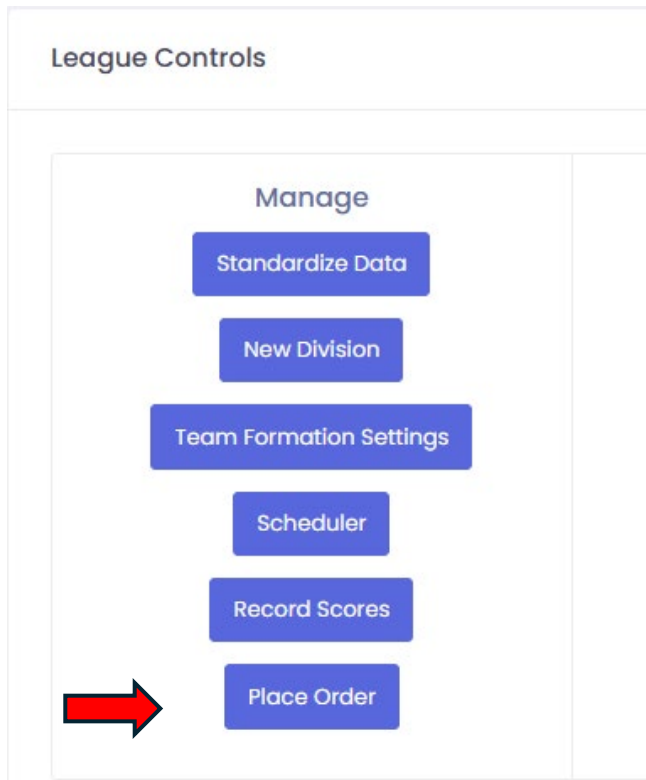
Team Notes Save

Change Team Name Change Division Send Roster Emails Delete Team Assign Coaches

☐	Name	School	Grade	Gender	JS	Order Date	Sibling	Coach	Requests	Request Status
+ ☐	TONY ARCHER	DOWNY	4TH	M	YM				C: SCOTT LANDBLOM B: JACKSON COOK B: KADEN LANDBLOM	- ☐
+ ☐	BLAKE BERGESON	ESCAPADE	4TH	M	YM				C: FALDI B: HOLDEN B: KANNEN MARSHAL	- ☐
+ ☐	STELLA KASSEN BROCK	BLUE STAR ELEMEN	5TH	F	YS				B: JACK SMITH	- ☐
+ ☐	EMILE VAN HOOREBEKE	LOW VALLEY	3RD	F	YM				B: JOSHUA LOCKWO	- ☐



- You are ready to Place Order.



- Ensure your chosen teams are in stock by confirming they are highlighted in green as shown here

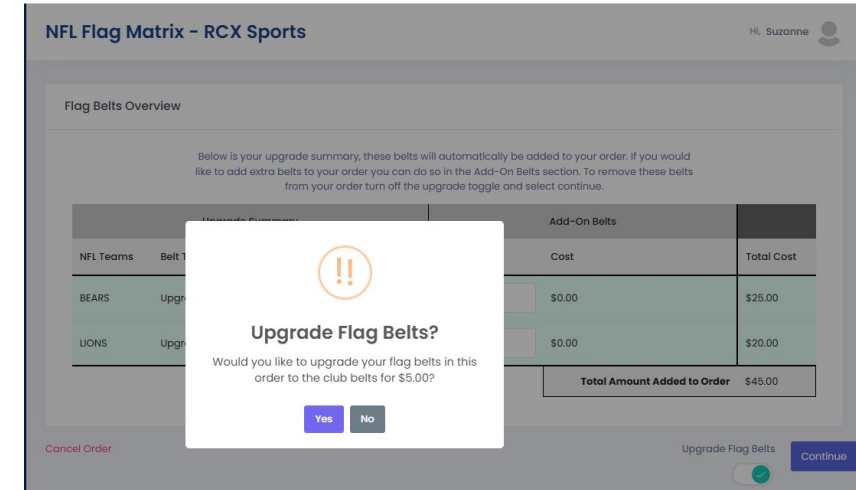
Review Clubs

Division	Team	Club
Test Team	BEARS	Bears ✓
Test Team	LIONS	Lions ✓

Continue Close



- Upgrade your flag belts to Premium NFL Team belts if preferred
- Review your order to include any additional items needed



Flag Belts Overview

Below is your upgrade summary, these belts will automatically be added to your order. If you would like to add extra belts to your order you can do so in the Add-On Belts section. To remove these belts from your order turn off the upgrade toggle and select continue.

Upgrade Summary				Add-On Belts		
NFL Teams	Belt Type	Quantity	Cost	Quantity	Cost	Total Cost
BEARS	Standard	5	\$0.00	5	\$25.00	\$25.00
LIONS	Standard	4	\$0.00	0	\$0.00	\$0.00
		Upgrade Total	\$0.00		Total Amount Added to Order	\$25.00



- Confirm your order is accurate and to your requests
- Choose Team Pack preferences



Pack by team?

Would you like your order to be packed by team?

Final NFL Flag Teams

The team represented in the "Jerseys Ordered" column are the jerseys that will be ordered for each team. If this is incorrect, select Cancel Order and adjust the assigned team, otherwise select continue.

Division	Team Name	Jerseys Ordered
Test Team	LIONS	LIONS
Test Team	BEARS	BEARS

[Cancel Order](#)

Redirecting to Commerce



[Player Gear](#) [Coach Gear](#) [Field Supplies](#) [Rewards](#)



My account

[My Account](#)

[Address Book](#)

[My Orders](#)

[Stored Payment
Methods](#)

[Company Profile](#)

[My Reward Points](#)

[Reward Points History](#)

[Sign Out](#)

Account Information



**Contact
Information**



User Role
Api User

Recent Orders

[View All](#)

Order #	Date	Ship To	Order Total	Status	View / Reorder
1000645	6/12/25	Derek Smith	\$629.27	Paid	View Reorder
2 1000896	6/6/25	Derek Smith	\$38.63	Complete	View Reorder





Once you're in your shopping cart you can make any adjustments needed

- Adjust the quantity ordered
- Click on Player Gear to add additional items
 - Flag Belts
 - Mouth guards
 - Shorts and more
- Click on Coach Gear to order coach's shirts
- Click on Field Supplies for Pylons and more
- Once you're ready, click on Proceed to Checkout



Player Gear

Coach Gear

Field Supplies

Rewards

Reward Points 1700

Search, Account, Cart icons

Shopping Cart

Product	Price	Quantity	Subtotal
NFL FLAG Standard Uniform Kit			
 Club: Baltimore Ravens Size: YM	\$30.00	- 1 + 	\$30.00
 Club: Baltimore Ravens Size: YXL	\$30.00	- 1 + 	\$30.00
 Club: Green Bay Packers Size: YL	\$30.00	- 1 + 	\$30.00
 Club: Indianapolis Colts Size: YL	\$30.00	- 1 + 	\$30.00

Summary

You can earn 140 Reward Points for completing your purchase!

Subtotal	\$540.00
Tax	\$33.82
Order Total	\$597.47

Proceed to Checkout



Address confirmation page

- Click on new address if needed
- Shipping Methods will be chosen

The screenshot shows a two-step checkout process. Step 1, "Shipping", is active and marked with a checkmark. Step 2, "Review & Payments", is indicated by the number "2". The "Shipping Address" section displays a default address for John Smith at 123 Main Street, Roswell, Ga 30076. A "Ship Here" button is located to the right of the address. Below the address, a "+ New Address" button is highlighted with a red rectangle. The "Shipping Methods" section is highlighted with a red arrow. It lists three options: Ground (\$8.97), 2nd Day Air (\$10.77), and Next Day Air (\$35.06), all from UPS. A note at the bottom states "Note : Additional duties and taxes will apply". A "Next" button is located at the bottom right.

Shipping Address

John Smith
123 Main street
Roswell, Ga 30076

John Smith
123 Main Street
Roswell, Ga 30076

Ship Here

+ New Address

Shipping Methods

☒	\$8.97	Ground	UPS
☐	\$10.77	2nd Day Air	UPS
☐	\$35.06	Next Day Air	UPS

Note : Additional duties and taxes will apply

Next



Payment Page!

- Confirm shipping address
- Confirm shipping method
- Confirm order summary
- Add payment or choose saved payment
- Click Place Order

Payment Method

☐ ACH Direct Debit

☒ Credit Card

☒ My billing and shipping address are the same

John Smith
123 Main Street
Roswell, Ga 30076

Credit Card Number

4111 1111 1111 1111

Expiration Date

MM/YYYY

Card Verification Number

123

☒ Save for later use.

protected by reCAPTCHA

[Privacy](#) - [Terms](#)



Place Order

☐  ending 1234 (expires: 03/2028)

Order Summary

Cart Subtotal	\$30.00
Shipping UPS - Ground	\$8.97
Tax	\$2.34
Order Total	\$41.31
2 Items in Cart	▼

Ship To:



John Smith
123 Main Street
Roswell, GA 30076

Shipping Method:



UPS - Ground



Reminder – Prior to placing your order, your shopping cart items will be held for up to 4 hours. You have the option to extend additional time to complete your order

(This process will help to ensure that there are no inventory shortages)

Need More Time



We have reserved the products you have selected. These items will expire in another 3hr 46mins. Please complete your order soon.

[Need more time](#)



Player Gear ▾

Coach Gear ▾

Field Supplies ▾

Rewards ▾

Thank you for your purchase!

Your order number is: **24000567**

We'll email you an order confirmation with details.

[Back to Matrix Portal](#)

We'll email you an order confirmation with details and tracking information



Additional Resources

- [How to set up payments](#)
- [How to use rewards for Footballs](#)
- [How to upload Insurance](#)
- [How to upload tax exempt forms](#)
- [Shipping Timelines](#)
- [NFL FLAG Knowledge Base](#)