



Equipment Tracking Program  
Virtual Locker OEM Web Portal  
2024 Season



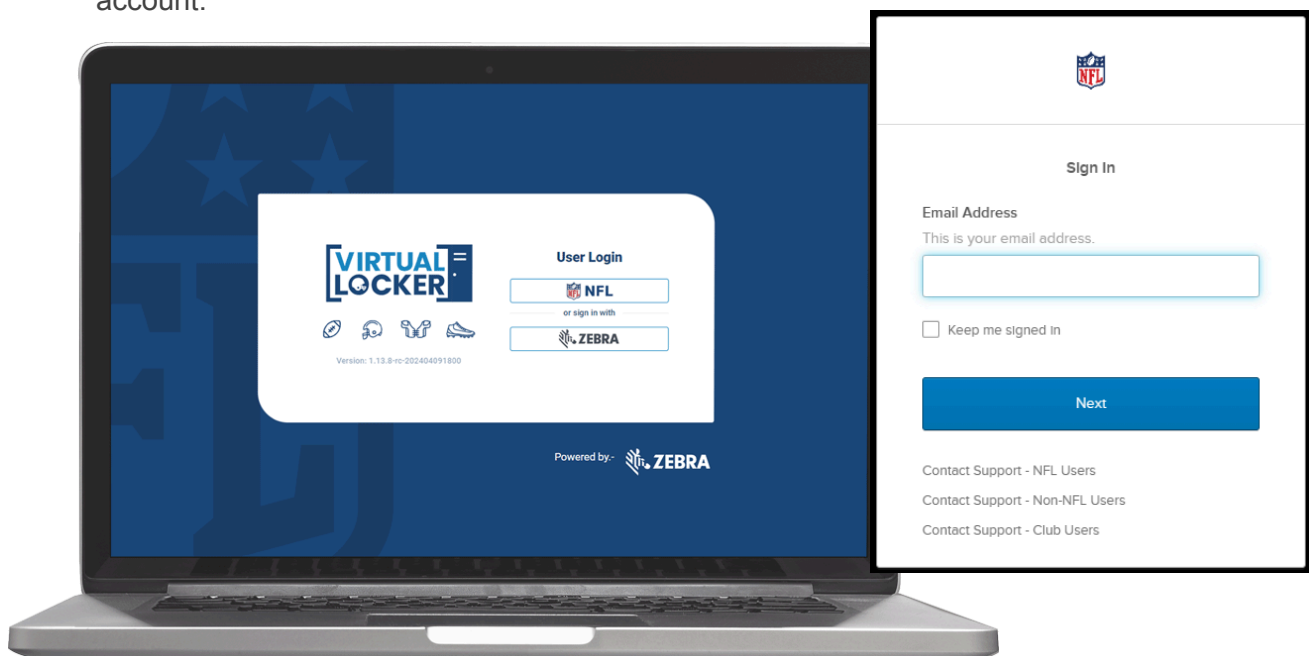
## VIRTUAL LOCKER WEB PORTAL

→ The Virtual Locker web portal allows OEM users the ability to create and upload new player equipment to NFL team's Virtual Locker inventories.

- <https://vl.zebbrasports.com/login>

## LOGGING IN / PROFILE / LOG OUT

- To access the Virtual Locker web portal, users will need to sign with their OKTA credentials.
- Click on the NFL logo and this will redirect users to the OKTA login page.
  - Make sure to reach out to the Zebra support team ([vlsupport@zebra.com](mailto:vlsupport@zebra.com)) when adding new users to Virtual Locker so we can ensure their OKTA credentials are correctly linked to their respective account.



- Individuals will either be assigned as either a team-user or admin-user.
- Only admin-users will have the ability to actively manage all Virtual Locker accounts associated with their company.
- The landing page, upon logging in, will give users insight into the total number of active OEM equipment in Virtual Locker that is being used as well as a breakdown by model name and team.
- Clicking on your username in the top right header will allow you to access the My Profile page and Logout screen.
- The My Profile page will allow users to confirm all account information is accurate.
- Admin-users can manage all Virtual Locker accounts associated with their company by going to the Configuration page and selecting Users.

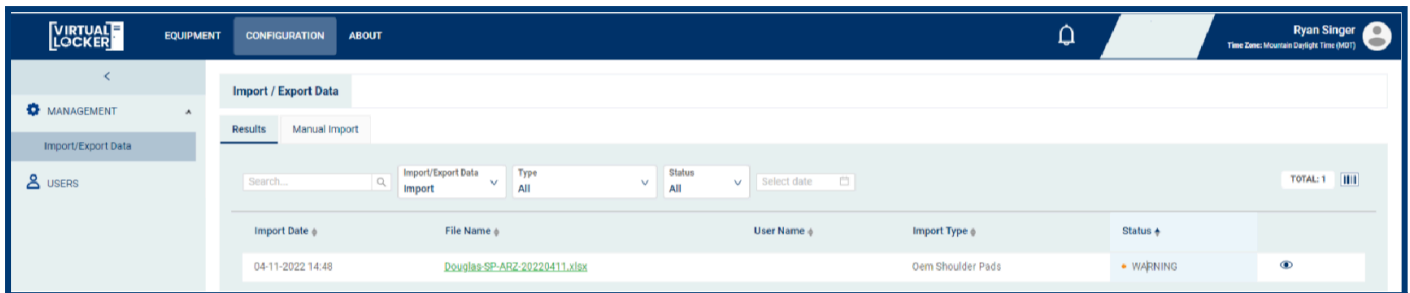
## CREATING AND UPLOADING NEW EQUIPMENT

- OEM users can create and upload multiple sets of equipment at once by downloading a template file and manually entering in all equipment fields.

Note: users can only upload one team's equipment at a time.

- Go to the Configuration page and select Manual Import. Next, select the team you will be creating and uploading equipment for and click Download Template. Note: do not change the file name as this could cause issues when uploading the file to Virtual Locker.
- After downloading the file, fill in all model parts fields for each piece of equipment you are planning to upload to Virtual Locker. Each row corresponds to a new piece of equipment. All fields except Equipment Tag ID and Initial Season have dropdowns so users can easily add in models, parts, and sizes. Users can utilize their DS99 handheld scanners to scan and populate the Equipment Tag ID field.
- When you are done entering all equipment information into the sheet, save the document, select that file in Virtual Locker and click Start Import. You will see COMPLETE when the file has been uploaded successfully. If there are any errors with the file, it will upload all rows that were input correctly, and you will be prompted to manually fix the incorrect rows/cells and re-upload the file to get those updated.
- Once users have uploaded the equipment successfully, teams will see the equipment in their respective inventory the next time they log into Virtual Locker. The equipment will show up as unassigned and the team will have to assign it to the correct player.

- The Results tab will allow users to see all past imports that have been done by all OEM users. There are three different status' users will see when uploading a file:
- **SUCCESS:** The file has been uploaded successfully and all fields were correctly entered.
  - **WARNING:** The file has been uploaded successfully but at least one row was not uploaded because there was a missed or incorrect field entry.
  - **ERROR:** The file was NOT uploaded successfully. The most common reason for this would be an incorrect file name or the user attempted to upload a file to the incorrect team.

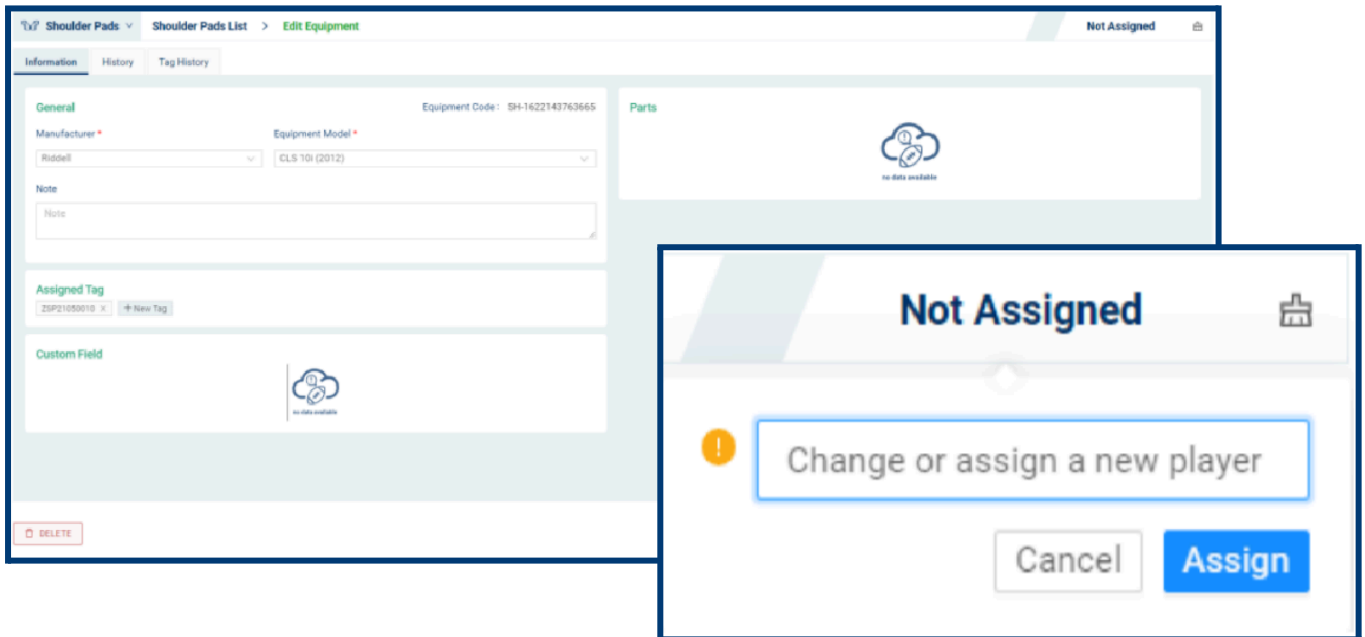


## EQUIPMENT PAGE

- The Equipment page shows all OEM equipment that is active in Virtual Locker.
- Clicking the green **New Equipment +** button in the top right corner will allow users to create new equipment one at a time.
- If creating multiple pieces of equipment at once, it will be quicker and easier to upload equipment through the configuration page.

Assigned	Jersey Number	Team	Team ID	Manufacturer	Manufacturer ID	Model	Model ID	Model Year	Created By
Trey Smith	65	KC	12	5	557	2016	system		
		KC	12	5	557	2016	system		
		KC	12	5	599	2015	system		
		KC	12	5	599	2015	system		
		KC	12	5	600	2016	system		
		KC	12	5	600	2016	system		

- Once new equipment is added, OEMs can assign it to a player by clicking Not Assigned on the top right corner, typing in the player's name, and clicking Assign (teams are not expecting OEMs to perform this step).



- Users can edit equipment and see the equipment history by clicking on the **Pencil** icon on the right side of the equipment row.

- The **Download CSV** button generates a CSV report for filtered equipment currently displaying on the page.

- The **Search** feature allows users to search any equipment that has been created in Virtual Locker by player name or equipment characteristic including manufacturer, model, or model year.



- name. You can also filter equipment by status to display equipment that is assigned, unassigned, and archived. Selecting the filter icon in the top right corner allows users to choose filtering allows users to view all equipment by type, manufacturer, model, or player and rearrange the order of the equipment columns they want to display on the Equipment page.