

PLACEMENT GUIDE

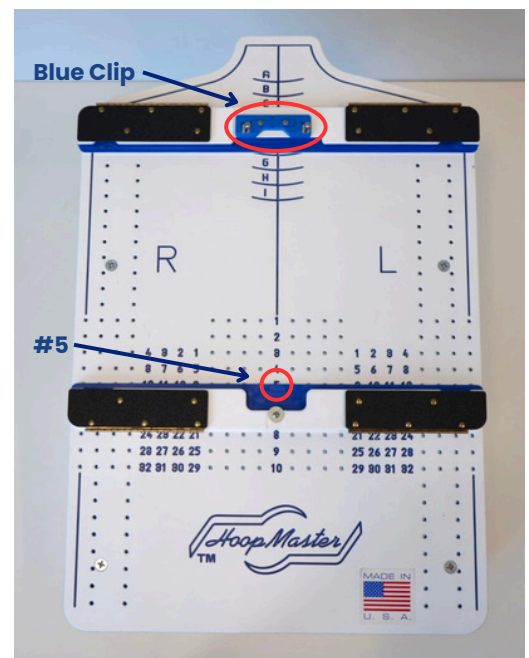
8x13" Mighty Hoop on the Standard HoopMaster Station with the Station Adjustable Fixture

Size **SMALL**

*The T-shirt brand and style used is Gildan Cotton Soft Style. Placement will vary based on the brand and style you use.

Step 1: Place the Adjustable Fixture on the Station

- For **Size Small**, place your Adjustable Fixture on **#5** on the Station.
- Tighten the bottom piece of the Adjustable Fixture to the Station using the thumbscrews located under the magnetic backing holder flaps of the Fixture.
- Once the bottom ring of the 8x13" Mighty Hoop is inserted into the bottom piece of the Fixture, you'll be able to tell exactly where the top piece of the Adjustable Fixture should go. Slide it on the Station until it snugly rests against the bottom ring of the Mighty Hoop, then tighten the screws on the back.
- Tip:** The top piece of the Adjustable Fixture should securely hold the bottom ring of the hoop in place. The bottom ring of the hoop should be tight and square—this ensures accurate placement and hooping.



What's the purpose of this blue clip on the Fixture?

The Blue Clip located at the top of the Fixture helps retain the lower ring of the Mighty Hoop in the Fixture until you are ready to hoop your shirt. Anytime you are hooping a shirt thinner than a sweatshirt, make sure the Blue Clip is in the "Locked" position. To do this, simply slide the clip to the long slots so that it slightly covers the lower ring of the hoop. Using the Blue Clip correctly will keep the top and bottom of the Mighty Hoop from jumping together before you are ready to hoop.



Step 2: Find your Placement

- Lay your crewneck flat and fold it in half vertically to find the centerline. Lightly crease or mark this fold.
- Measure 3 inches down** from the low point of the collar and mark on that centerline using a placement sticker, chalk, or fabric pencil. This 3-inch mark represents the top of your design. You want this to fall nicely inside the hoop—not too close to the top edge—so the presser foot doesn't hit the Mighty Hoop during embroidery.
- Note:** 3-4 inches is an industry standard for adult crewnecks and usually looks best. However, depending on your logo size, design style, or shirt brand, you might prefer it closer or further from the collar. That's completely up to you or your client's preference.



Step 3: Pull the Shirt Onto the Station

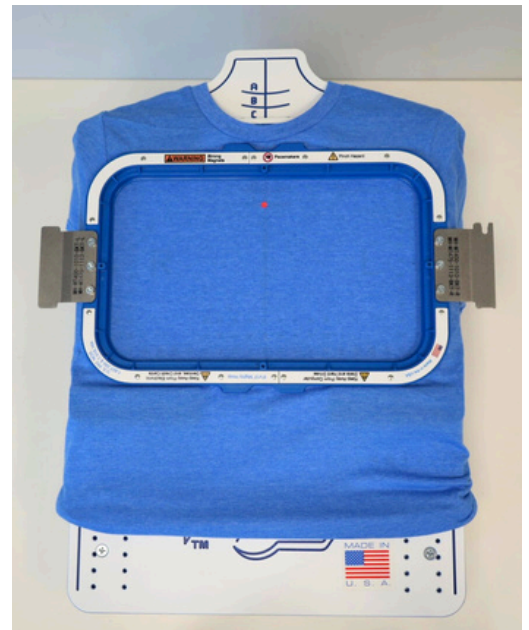
- Slide the crewneck onto the Station from the top, pulling gently from the collar.
- Align the shoulder seams with the shoulder forms of the Station.
- Make sure the collar falls at letter **C** on the Station for a size Small. This may vary slightly depending on the shirt's cut or brand. Adjust as needed to keep your design aligned and balanced.

Step 4: Hoop the Crewneck

- With the placement dot visible in the hoop, place the top ring of the Mighty Hoop into place.
- The magnets will hoop the crewneck securely between the rings.

Pro Tip:

Start a hooping journal, file, or logbook to track your placement. Document: shirt brand, shirt size, logo type/design, letter where the collar of the shirt is placed on the Station, and the number where the Fixture is placed. Doing this makes set up and repeat placement easy, accurate and efficient.



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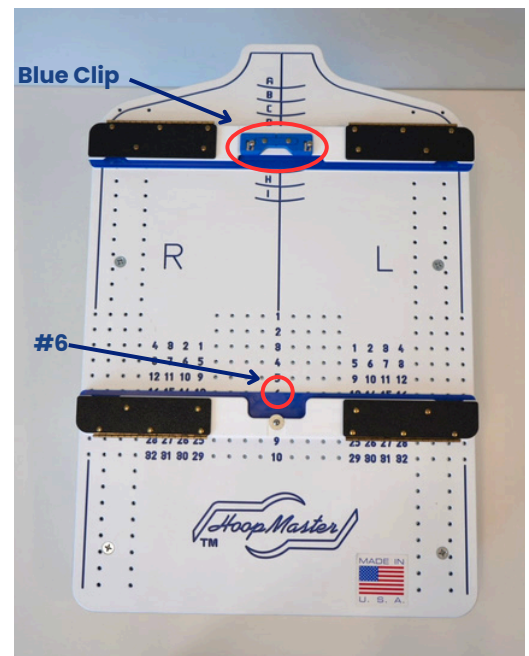
8x13" Mighty Hoop on the
Standard HoopMaster Station
with the **Station Adjustable Fixture**

Size **MEDIUM**

*The T-shirt brand and style used is Gildan Cotton Soft Style.
Placement will vary based on the brand and style you use.

Step 1: Place the Adjustable Fixture on the Station

- For **Size Medium**, place your Adjustable Fixture on **#6** on the Station.
- Tighten the bottom piece of the Adjustable Fixture to the Station using the thumbscrews located under the magnetic backing holder flaps of the Fixture.
- Once the bottom ring of the 8x13" Mighty Hoop is inserted into the bottom piece of the Fixture, you'll be able to tell exactly where the top piece of the Adjustable Fixture should go. Slide it on the Station until it snugly rests against the bottom ring of the Mighty Hoop, then tighten the screws on the back.
- Tip:** The top piece of the Adjustable Fixture should securely hold the bottom ring of the hoop in place. The bottom ring of the hoop should be tight and square—this ensures accurate placement and hooping.



What's the purpose of this blue clip on the Fixture?

The Blue Clip located at the top of the Fixture helps retain the lower ring of the Mighty Hoop in the Fixture until you are ready to hoop your shirt. Anytime you are hooping a shirt thinner than a sweatshirt, make sure the Blue Clip is in the "Locked" position. To do this, simply slide the clip to the long slots so that it slightly covers the lower ring of the hoop. Using the Blue Clip correctly will keep the top and bottom of the Mighty Hoop from jumping together before you are ready to hoop.



Step 2: Find your Placement

- Lay your t-shirt flat and fold it in half vertically to find the centerline. Lightly crease or mark this fold.
- Measure 3 inches down** from the low point of the collar and mark on that centerline using a placement sticker, chalk, or fabric pencil. This 3-inch mark represents the top of your design. You want this to fall nicely inside the hoop—not too close to the top edge—so the presser foot doesn't hit the Mighty Hoop during embroidery.
- Note:** 3-4 inches is an industry standard for adult t-shirts and usually looks best. However, depending on your logo size, design style, or shirt brand, you might prefer it closer or further from the collar. That's completely up to you or your client's preference.



Step 3: Pull the Shirt Onto the Station

- Slide the crewneck onto the Station from the top, pulling gently from the collar.
- Align the shoulder seams with the shoulder forms of the Station.
- Make sure the collar falls at letter **D** on the Station for a size Small. This may vary slightly depending on the shirt's cut or brand. Adjust as needed to keep your design aligned and balanced.

Step 4: Hoop the Crewneck

- With the placement dot visible in the hoop, place the top ring of the Mighty Hoop into place.
- The magnets will hoop the crewneck securely between the rings.

Pro Tip:

Start a hooping journal, file, or logbook to track your placement. Document: shirt brand, shirt size, logo type/design, letter where the collar of the shirt is placed on the Station, and the number where the Fixture is placed. Doing this makes set up and repeat placement easy, accurate and efficient.



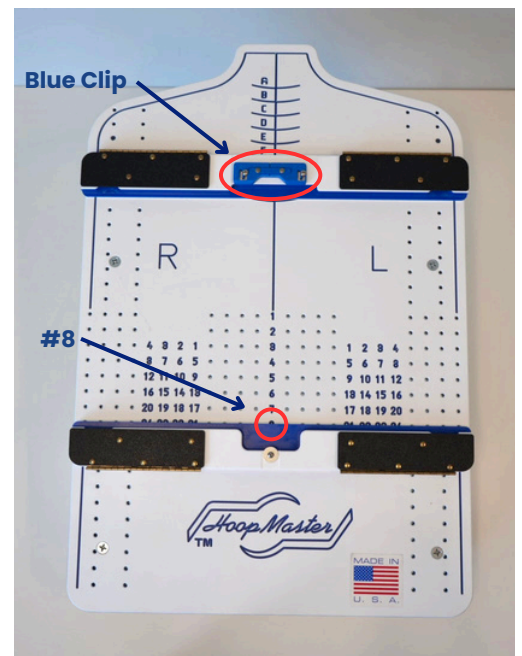
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8x13" Mighty Hoop on the Standard HoopMaster Station with the Station Adjustable Fixture Size **LARGE**

*The T-shirt brand and style used is Gildan Cotton Soft Style. Placement will vary based on the brand and style you use.

Step 1: Place the Adjustable Fixture on the Station

- For **Size Large**, place your Adjustable Fixture on **#8** on the Station.
- Tighten the Fixture to the Station using the thumbscrews located under the magnetic backing holder flaps.
- Once the bottom ring of the 8x13" Mighty Hoop is inserted into the base of the Fixture, you'll be able to tell exactly where the top piece of the Adjustable Fixture should go. Slide it on the Station until it snugly rests against the bottom ring of the Mighty Hoop, then tighten the screws on the back of the Station.
- Tip:** The top Adjustable Fixture should snugly hold the top ring of the hoop in place. Adjust it so it holds the hoop tight and square—this ensures accurate hooping every time.



What's the purpose of this blue clip on the Fixture?

The Blue Clip located at the top of the Fixture helps retain the lower ring of the Mighty Hoop in the Fixture until you are ready to hoop your shirt. Anytime you are hooping a shirt thinner than a sweatshirt, make sure the Blue Clip is in the "Locked" position. To do this, simply slide the clip to the long slots so that it slightly covers the lower ring of the hoop. Using the Blue Clip correctly will keep the top and bottom of the Mighty Hoop from jumping together before you are ready to hoop.



Step 2: Find your Placement

- Lay your crewneck flat and fold it in half vertically to find the centerline. Lightly crease or mark this fold.
- Measure 3.5 inches down** from the low point of the collar and mark on that centerline using a placement sticker, chalk, or fabric pencil. This 3.5-inch mark represents the top of your design. You want this to fall nicely inside the hoop—not too close to the top edge—so the presser foot doesn't hit the Mighty Hoop during embroidery.
- Note:** 3-4 inches is an industry standard for adult crewnecks and usually looks best. However, depending on your logo size, design style, or shirt brand, you might prefer it closer or further from the collar. That's completely up to you or your client's preference.



Step 3: Pull the Shirt Onto the Station

- Slide the crewneck onto the Station from the top, pulling gently from the collar.
- Align the shoulder seams with the shoulder forms of the Station.
- Make sure the collar falls at letter **E** on the Station for a size Small. This may vary slightly depending on the shirt's cut or brand. Adjust as needed to keep your design aligned and balanced.

Step 4: Hoop the Crewneck

- With the placement dot visible in the hoop, place the top ring of the Mighty Hoop into place.
- The magnets will hoop the crewneck securely between the rings.

Pro Tip:

Start a hooping journal, file, or logbook to track your placement. Document: shirt brand, shirt size, logo type/design, letter where the collar of the shirt is placed on the Station, and the number where the Fixture is placed. Doing this makes set up and repeat placement easy, accurate and efficient.



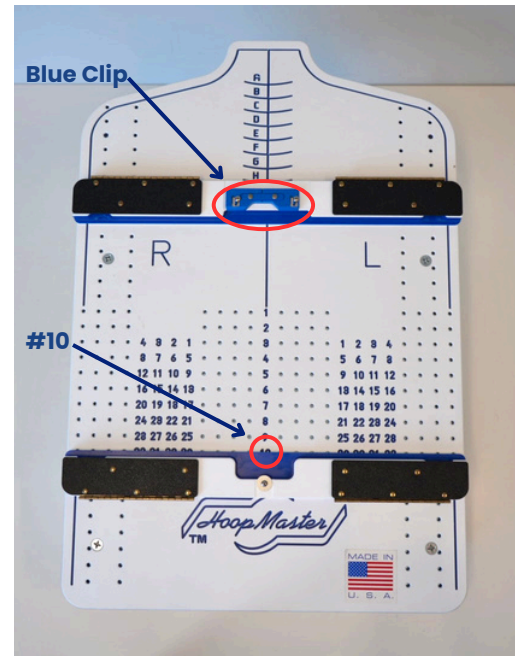
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8x13" Mighty Hoop on the Standard HoopMaster Station with the Station Adjustable Fixture

*The T-shirt brand and style used is Gildan Cotton Soft Style. Placement will vary based on the brand and style you use.

Step 1: Place the Adjustable Fixture on the Station

- For **Size Extra Large**, place your Adjustable Fixture on **#10** on the Station.
- Tighten the Fixture to the Station using the thumbscrews located under the magnetic backing holder flaps.
- Once the bottom ring of the 8x13" Mighty Hoop is inserted into the base of the Fixture, you'll be able to tell exactly where the top piece of the Adjustable Fixture should go. Slide it on the Station until it snugly rests against the bottom ring of the Mighty Hoop, then tighten the screws on the back of the Station.
- Tip:** The top Adjustable Fixture should snugly hold the top ring of the hoop in place. Adjust it so it holds the hoop tight and square—this ensures accurate hooping every time.



What's the purpose of this blue clip on the Fixture?

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Step 2: Find your Placement

- Lay your crewneck flat and fold it in half vertically to find the centerline. Lightly crease or mark this fold.
- Measure 4 inches down** from the low point of the collar and mark on that centerline using a placement sticker, chalk, or fabric pencil. This 4-inch mark represents the top of your design. You want this to fall nicely inside the hoop—not too close to the top edge—so the presser foot doesn't hit the Mighty Hoop during embroidery.
- Note:** 3-4 inches is an industry standard for adult crewnecks and usually looks best. However, depending on your logo size, design style, or shirt brand, you might prefer it closer or further from the collar. That's completely up to you or your client's preference.



Step 3: Pull the Shirt Onto the Station

- Slide the crewneck onto the Station from the top, pulling gently from the collar.
- Align the shoulder seams with the shoulder forms of the Station.
- Make sure the collar falls at letter **F** on the Station for a size Small. This may vary slightly depending on the shirt's cut or brand. Adjust as needed to keep your design aligned and balanced.

Step 4: Hoop the Crewneck

- With the placement dot visible in the hoop, place the top ring of the Mighty Hoop into place.
- The magnets will hoop the crewneck securely between the rings.

Pro Tip:

Start a hooping journal, file, or logbook to track your placement. Document: shirt brand, shirt size, logo type/design, letter where the collar of the shirt is placed on the Station, and the number where the Fixture is placed. Doing this makes set up and repeat placement easy, accurate and efficient.

