

How to Run Reports Lesson 2: Administrative Reports

Reports

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This guide will show you how to use the most common reports and then save them as a template for quick access.

Team Admin Detail with All Fields - How to run the report and save that information in an excel file (list of your organization’s affiliated members).

This report provides you with most of your adult members registration information. If you combined this report with the Admin Credential Print Status report, you would be covered for all your Risk Management informational needs.

1. Hover over Player/Admins (on top of page)
2. Select Admin Lookup
3. Press the small “Reset” button on the top center of the Administrator Lookup page. This way you will have all fields clear and are ready to start a new search
4. Select Club (your organization’s name)
5. Select Program (your organization’s name)
 - a. Click Search – **(All adults listed in the lower section of the screen are registered)**
 - b. Go back to the top of the page and next to the Reset button is **Report: Select Team Admin Detail with All Fields**
 - c. Click on the little printer button
 - d. Select download format – Excel
 - e. Click on **Export**

- f. Save as (this report will have all your members information including their Risk Status and Risk Expire Date)

Admin Credential Print Status or Admin Credentials | Dynamic Certificate Data –

These reports will let you know who you have SafeSport, Concussion (CDC) and CORI Verified. You will also see your adult members Risk Status and Risk Expire date information.

1. Log into U.S. Soccer Connect
2. Hover over Reports (top of screen)
3. Click on Counts Reports
4. Select Club (your organization’s name)
5. Select a Program, (your organization’s name)
6. Select Report Type as Admin Credentials Print Status Report or Admin Credentials | Dynamic Certificate Data
7. Click on the Generate Report button.

Admin Count with Risk Status Report - ↑ - You do not need to go into every one of your member's registration accounts to find their Risk Status; you can run the Admin Count with Risk Status report. You can then, download the report and it will give you that information.

1. Go to Reports on the top of the Affinity website
2. Choose the Counts report and
 - a. Run it with your organization's name in the **Select a Club** and again in the **Select a Program** dropdown boxes.
 - b. Then choose the Admin Count with Risk Status Report.
 - c. Click on Generate Report
 - d. Next click on **select a format** and choose CSV Comma Delimited.
 - i. This has merged cells, so it is best to Download/Export the counts report as a CSV Comma Delimited.
 - ii. Column J is Risk Expire Date and has the merged cells.
 1. Right Click
 2. Choose Format Cells
 3. Choose **Date**
 4. Click ok and it will delete the time stamp

Security Role Report - The security tab is used to provide your organization's administrators access to your registration data, via user permissions. This report will help you manage who has access to your registration data.

1. Log into U.S. Soccer Connect
2. Hover over Reports
3. Click on Team Reports
4. Select your Club
5. Select your Program
6. Select Report Type as Security Roles
7. Click on Generate Report
8. Next, choose how you would like to export the report, i.e., Excel or CSV
9. Click Export and save to your computer.

Once an administrator has been provided user permissions on the security tab, they stay on that tab until removed. When your organization has a changeover in any role that has user permissions tied to it, you should remove the administrator that is no longer actively participating from the security tab. This does not delete them from the registration system, only from the security tab.

How to Remove Admins from the Security Tab

1. Log into U.S. Soccer Connect
2. Hover over “Setup” at the top of your Dashboard
3. Click on Config.
4. Select the Security tab
5. Click on the “delete” tab across from their name; this does not remove them from the system.

How to Add Admins to the Security Tab is covered in Lesson 4, “How to Provide Security User Permissions to your Organization’s Administrators”. And is located on the right-hand side of the Risk Manager Information webpage.

Save and View My Reports - This is an especially useful tool. Connect users can quickly save reports and bookmark the reports they use most often with the Save Report feature. This feature creates a link to the reports you use the most and eliminates the clicks needed to find those reports. Click on the link below to take you to those instructions.

1. [Saving and Viewing My Reports](#)