

How to Run Reports

Lesson 2: Administrative Reports

Reports

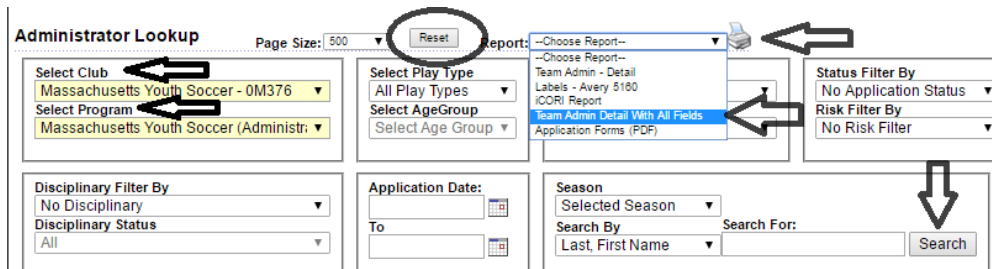
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This guide will show you how to use the most common reports and then save them as a template for quick access.

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).

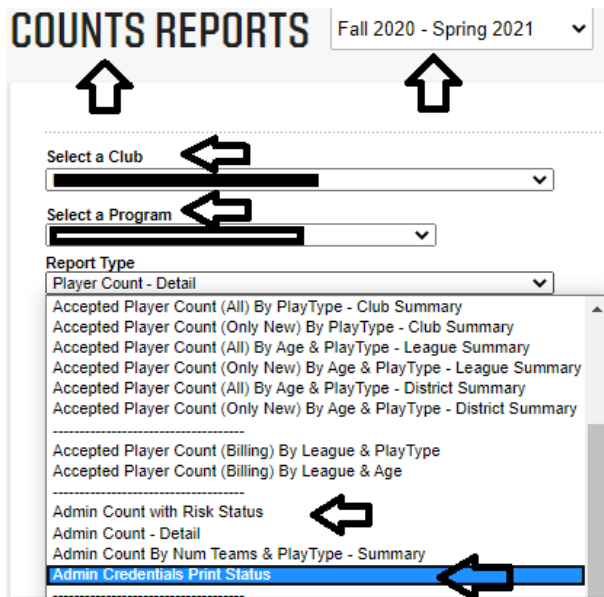
This report provides you with most of your adult members registration information. If you combined this report with the Admin Credential Print Status report, you would be covered for all your Risk Management informational needs.

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 - This report 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
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 Coma Delimited.
 - i. This has merged cells, so it is best to Download/Export the counts report as a CSV Coma 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

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](#)