

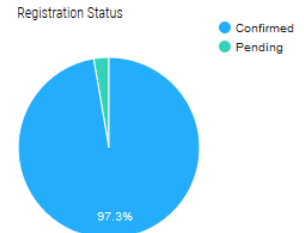
How to Print [Adult Credentials](#) From **Association** Connect using Chrome

1. Log into your organization's U.S. Soccer Connect administrative URL website.
2. Click on the, "Tools" tab located at the top right-hand side of the page.

File Edit Admin Communications **Tools**

3. Click on, "Go to Association Connect"
4. Click on the, "COACHES & VOLUNTEERS" tab

COACHES & VOLUNTEERS



5. Select the, "Registration Status" pie, and click on the blue, "Confirmed" status.
6. Select up to 40 adult registrants by clicking on the box next to their name, or click on the top box, "Name" to

2019-2020

<input type="checkbox"/>	Name
<input type="checkbox"/>	██████████ An

include all adult registrants if under 40

7. At the bottom of the page you will then see, "Print selected cards" highlighted, click on it.

Print selected cards now

Add selected coaches to print queue

Print selected cards Email this list

8. Next click on, "Print selected cards now".
9. A pop-up box will open, "Choose a Template, choose "2019 Adult Credentials" and press, "Print".

Print Coaches

2019 Adult Credentials

Top Margin (inches) 0

Left Margin (inches) 0

Print Cancel

10. Next you will see, "View Cards", click on it. This will bring you to a new browser window that shows the Adult

Print Checked Individuals

View Cards

Cancel

Credentials that are available for printing.

11. To print the available Adult Credentials, click on the print function located on the top right of the page. This is



accessed by clicking on the three dots

12. Adult Credentials can also be saved by clicking on the, "Print" button and changing the, "Destination" to, "Save as PDF".
13. Then click on the save button to save to your computer or external drive. **NOTE: You may need to change the paper layout to, "Portrait" for the credentials to print correctly.**

Note:

- Adult Credential will not print until all [requirements are met](#). For the list of all requirements, the **preprinting check list**, and more, visit the [Adult Credential webpage](#) on the Mass Youth Soccer website. Contact Mass Youth for **Under 18 Approved instructions**.
- Paper type to use - perforated paper or card stock.

- Must be printed in color, not black and white.