

How to Print Adult Credentials

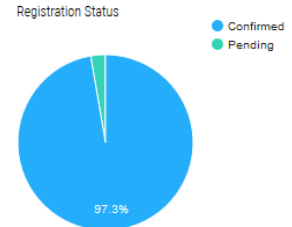
From **Association** Connect using Mozilla Firefox

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 



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

Name

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 lines 

12. Adult Credentials can also be saved by clicking on the, "Print" button on the left side of the page and

Print

General

Select Printer

Microsoft Print to PDF

changing the, "Select Printer" to, "Microsoft Print to PDF".

13. Then save the, "Print Output As" to your computer or external drive.

Note:

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

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