

Club Connect Partner Success Guide

Mass Youth Soccer Specific

1. Getting Started With Club Connect- Info you will need to begin.

- Activation email, Username, Organization Name and all banking information, EIN (Employer Identification Number), as well as the Account Contact information

2. Building a Registration Form

Always Save throughout this process

- Step 1- Program Information
 - Once you add a new program, name it, and select the registration type, you will want to select **US Youth Soccer** as the **National Affiliation**.
 - Select **Massachusetts Youth Soccer Association** as the **Organization**.
 - Select your **Club**.
 - ***Once Step 1 has been saved, you will only be able to edit the Program Name and Program Description. This is done to prevent any confusion caused by disabling affiliation settings from switching out information.*****
- Step 2- Division Settings
- Step 3- Registration Questions
- Step 4- Discounts and Fees
- Step 5- Team Staff
- Step 6- Confirmation Notes

3. Update Your HomePage

- Selecting a Website Theme
- Adjust Home Page Settings
- Adding Content to your Rotator
- Adding your Social Media Accounts
- Highlighting your Sponsors
- Make an announcement on your Homepage

4. Adding Content To Your Website

- In adding a new page to your website, choose a type of 'Inner' page - 'Parent' or 'Sub'
- Building a Page- Adjust visibility setting to hide from public view as you work
- A useful page to create is a Registration Resource page which describes and provides details of the program.

5. Tips For Going Live

- ❑ DNS Guide - Purchase of Domain Name is recommended but not required.
- ❑ Opening Registration
 - ❑ Program name and description should be clear to avoid confusion.
 - ❑ **IMPORTANT:** Adult Registration is a two-step process.
 - ❑ Adults will register at the club level with your organization:
 - ❑ And annually, they must complete their Mass Youth Soccer Adult Registration via U.S. Soccer Connect (USSC); this is where their Risk Management requirements are monitored, all background checks are processed, and their Adult Credential is printed from.
 - ❑ To help **eliminate duplicate registrations** make sure your adult members use the same first and last name to complete both the Club Connect and USSC registrations. Prior **to opening** programs up for registration, you should review your orgs adult registration data in USSC (Association level that has data going back to 2015). This **will allow you to inform the adult on how to register** (first name - Dave vs David, or new or returning user).
 - ❑ Adults that have previously registered with Mass Youth Soccer online are returning users and will connect to their previous year(s) registration history.
 - ❑ Adult Registration U.S. Soccer Support Team- **(855) 703-2558**.
 - ❑ Club Connect members do not upload player registration data in USSC.
- ❑ Registration Listing/Registration Listing Email
 - ❑ Adding a new registration webpage to your site weeks prior to opening is recommended. Registrants will see a countdown timer and a descriptive overview of your program.