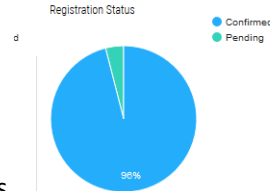
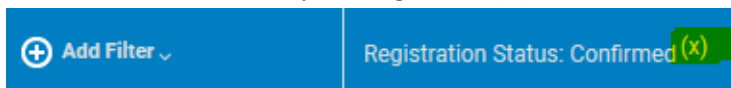


# How to Email Adults (that have not yet Completed all Requirements) in Association Connect

1. Log into your Administrative URL
2. From your League Connect account, click "Tools" then select "Go to Association Connect"
3. Click on the COACHES & VOLUNTEERS Tab



4. Click on one of the pies, I click on the Registration Status
5. Next, click off all filters by clicking on the (x) across from the Add Filter button.



6. Then you click on a filter, Photo, Concussion, or Abuse Prevention, then Draft, as it means that there is not an uploaded document.

Filter menu options:

- Program Type
- Member Cards
- Registration Status
- Background Check ID
- Role
  - Affiliate Coach
  - Assistant Coach
  - Board Member
  - Director
  - Head Coach
  - Manager
  - Team Parent
- Background Check Status
- ICORI Status
- ICORI Expiration
- Gender
- Team Name
- Team ID
- Is Assigned to Team
- Age Group
- Coach Photo
- Coach Fees
- Safety Certificate
  - Draft
  - Submitted Pending Approval
  - Action Required
  - Approved
  - Rejected
- Concussion Document
- Abuse Prevention Certificate

Email this list

7. Once you have your filters set, click "email this list" at the bottom of the screen.