

How to Email Your Adult Members

Lesson 3: Emailing and Verifying Sent Emails

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This will guide will not only show you how to email your adult members but will also show you how to find those sent emails and resend them if need be.

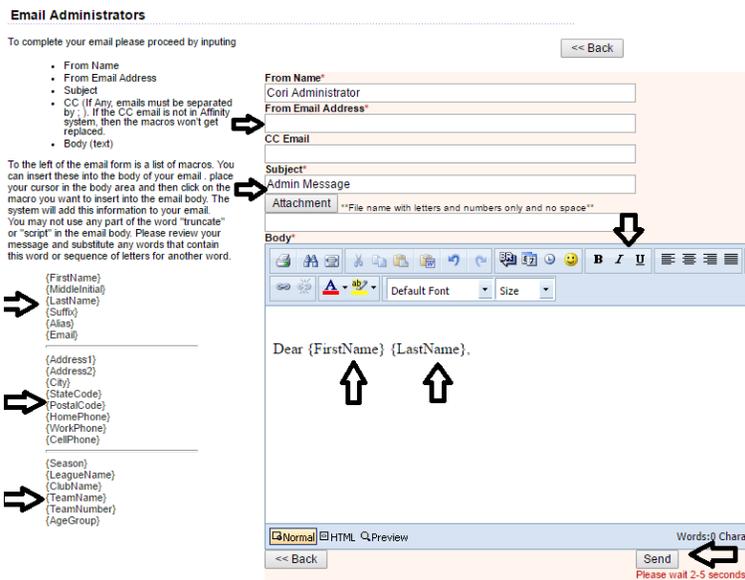
Using Admin Look-up

In the Administrator Lookup function in U.S. Soccer Connect you can email all selected Administrators.

1. Log into U.S. Soccer Connect. User Login Link: [U.S. Soccer Connect User Login Portal](#)
2. Be sure that you are in the current season (**Fall 2020– Spring 2021**) when performing **any** functions.
3. Hover over Players/Admins (at the top of the page)
4. Select Admin Lookup
5. 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 search
6. Expand page size to fit all your members.
7. Select Club (your organization’s name)
8. Select Program (your organization’s name)
9. Click Search – **(All adults listed in the lower section of the screen are registered)**
10. You will see an envelope to the left if clicked on, it checks all the boxes to the left of your members. You can either keep all checked or you can check selected individuals that you would like to email.



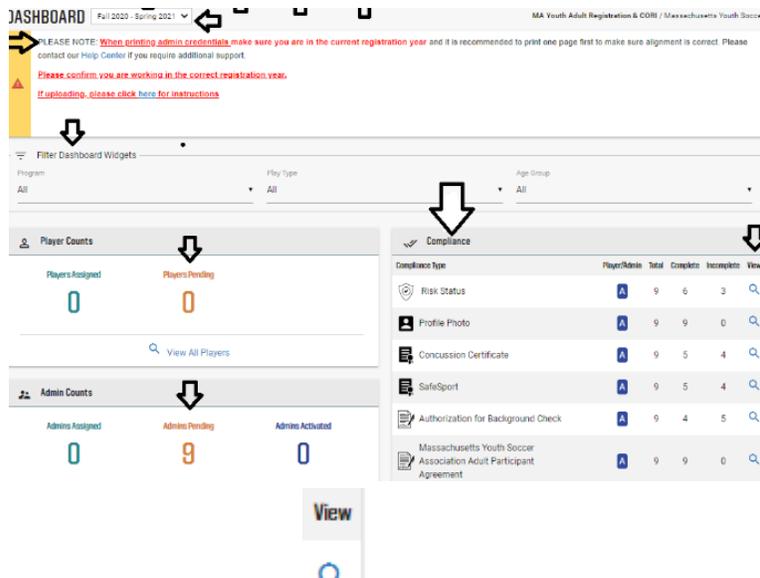
11. Once you check the individuals that you would like to email, click on “**Email Selected Admins**” at the bottom of the page. This will bring you to the email function in U.S. Soccer Connect where you can choose from the macros on the left side of the page to place in the email. You will have to **manually cc** yourself if you would like a copy of what you sent in your inbox, see below.



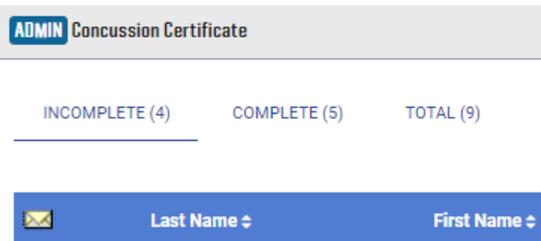
Using the Compliance Widgets

From your Dashboard, you can email your adult members based on the completion of their Risk Management Requirements.

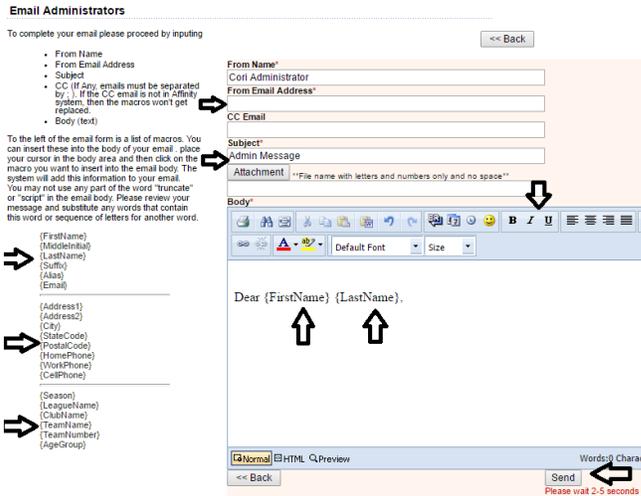
1. Log into U.S. Soccer Connect. User Login Link: [U.S. Soccer Connect User Login Portal](#).
2. Be sure that you are in the current season (**Fall 2020– Spring 2021**) when performing **any** functions.
3. Make sure you are in the Dashboard mode, not Classic View.
4. Look to the right side of your Dashboard and you will see “✓ Compliance”



5. Click on the “view”  link of the risk management compliance requirement you would like to review.
6. One inside that field you will see, “INCOMPLETE”, “COMPLETE”, and “TOTAL”; they are hyperlinked to the adults that meet that criteria.



7. Next, you will see the email envelope on the left side. You can click on the envelope itself or check each adult separately to email them.
8. Once you check the individuals that you would like to email, click on “**Email Selected Admins**” at the bottom of the page. This will bring you to the email function in U.S. Soccer Connect where you can choose from the macros on the left side of the page to place in the email. You will have to **manually cc** yourself if you would like a copy of what you sent in your inbox, see below.



Verifying emails sent through Affinity

1. Log into your U.S. Soccer Connect Dashboard
2. Hover over Setup (top of page).
3. Select CONFIG
4. Select the Messaging tab in the upper far right.
5. Select Route Request
6. Select the Sent tab. You are also presented with an "Unsent" tab.

You can click on any of the messages and see who the recipients were and resend the email if need be.



As always, thank you and stay safe!