

How to Provide Security User Permissions to your Organization's Administrators

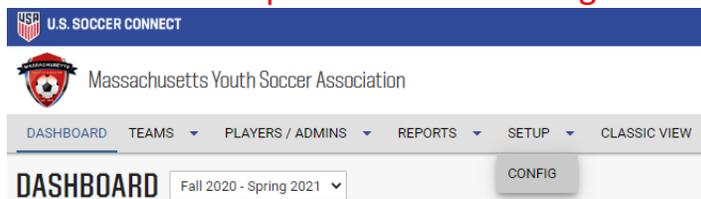
Lesson 4: How to Provide and Remove Administrator User Permissions

This document will guide you on how to grant your organization's Administrators club level security/user permissions. Permissions would be provided for the roles of Presidents, Risk Manager (previously CORI Submitter), Registrars, Board, Members, Directors, etc.

- All adults in the roles mentioned above should be listed on your organization's Mass Youth Soccer [Annual Leadership Report](#) to ensure they receive all communications from the State Office.
 - For the Risk Manager (previously CORI Submitter) role, you are required to complete and send the CORI Submitter Agreement form, along with a copy of your government photo ID ,to the Mass Youth Soccer Association CORI/Risk Administrator (Commonwealth of Mass law). You can send it either USPS to the Mass Youth Soccer Association State Office, or via email to CORI@mayouthsoccer.org. The CORI Agreement Submitter form is located on the right-hand side of the [Risk Manager Information](#) web page.
1. First, you will want to **make sure they are in the registration system**; you do this by logging into US Soccer Connect (login portal is at the bottom of this document) and searching for their record. If they are not in the system, please direct them to complete an **Adult Registration** at the following <https://ma-cori.affinitysoccer.com/> URL.

Once the adult is found in the system:

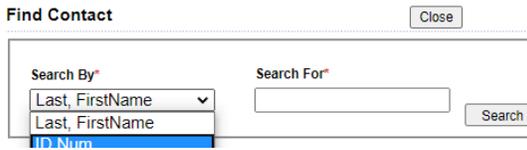
2. Copy their ID Num, make sure you are in your Dashboard and follow the instructions below.
3. Hover over "**Setup**" and click on **Config**



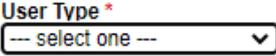
4. Select the **Security** tab



- Now in the security tab you will have a button to Look Up contact; click this button

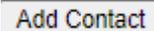


- Preferably **search by ID Num** because you have already verified this is an Admin/Adult Registration account.
- If you search by Last, First Name, the adult may have an Admin account and a parent account. Provide user access to the account with a date of birth attached to it.
- Once you locate the individual, click the **Select** button across from their name .

- After selecting the individual, you want, select a **user type**. 
- Scroll down and place a check box in level of access you would like to give them. Generally, League, Club, and CORI submitters/Risk Managers have the highest level of access. As it goes to other roles they have slightly less. If you have a user whom you want to have full access, select one of the 3 roles listed above. **Most other roles have viewing privileges only.**

Level of Access:

Board Officer / Director
 Club Registrar
 CORI Submitter
 Director
 Director of Coaching / Development
 MA State Only Registrar Test
 Past President
 President
 Referee Assignor
 Secretary
 Treasurer
 Vice President

- Select Add Contact located at the bottom of the page. 
- To remove the Administrator, click on the “delete” tab across from their name; this does not remove them from the system.

US Soccer Connect login portal: <https://mayouthsoccer.sportsaffinity.com/>