



# Administrator Self-Guided Learning: U.S. Soccer Connect

## Lesson 2: How to Run Reports

This guide will show you how to use the most common reports and then save them as a template for quick access. Click on a link below to be directed to specific instructions.

### Common Reports:

- [Team Admin Detail with All Fields](#)
- [Admin Credential Print Status or Admin Credentials | Dynamic Certificate Data](#)
- [Admin Count with Risk Status Report](#)
- [Security Role Report](#)
- [Player Credential | Dynamic Certificate Data](#)
- [Remove Admins from Security Tab](#)
- [Save and View My Reports](#)

**Team Admin Detail with All Fields** - This report provides you with most of your adult members registration information. If you combined this report with the Admin Credentials | Dynamic Certificate Data report, you would be covered for all your Risk Management informational needs.

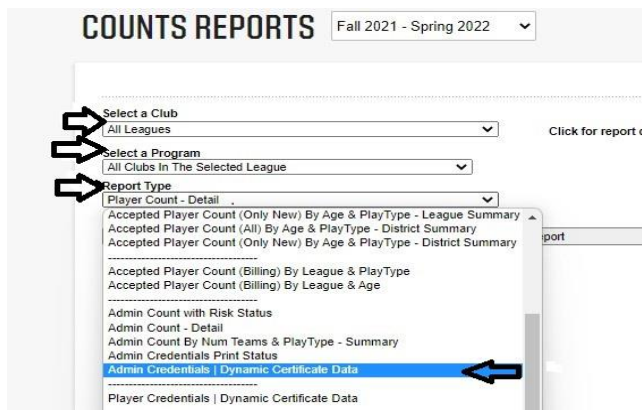
1. Hover over Player/Admins on the top of the page.
2. Select "Admin Lookup."
3. Press the "Reset" button on the top center of the Administrator Lookup page to clear all fields.
4. Select Club and Program name.
5. Click Search. All adults listed in the lower section of the screen are registered.
6. At the top of the page, next to the Reset button, is "Report." Select "Team Admin Detail with All Fields."
  - a. Click on the little printer button.
  - b. Select download format – Excel
  - c. Click "Export."
  - d. Save as (this report will have all your members information including their Risk Status and Risk Expire Date).

The screenshot shows the 'Administrator Lookup' interface. At the top, there is a 'Page Size: 500' dropdown and a 'Reset' button circled in red. To the right is a 'Report:' dropdown menu with a printer icon. Below these are several filter sections: 'Select Club' (Massachusetts Youth Soccer - 0M376), 'Select Program' (Massachusetts Youth Soccer (Administr...)), 'Select Play Type' (All Play Types), 'Select AgeGroup' (Select Age Group), 'Disciplinary Filter By' (No Disciplinary), 'Disciplinary Status' (All), 'Application Date:' (To: , From: ), 'Season' (Selected Season), 'Search By' (Last, First Name), and 'Search For:' ( ). A 'Search' button is at the bottom right. Arrows indicate the following actions: 1. A circle around the 'Reset' button. 2. An arrow pointing to the 'Report:' dropdown menu. 3. An arrow pointing to the 'Team Admin Detail With All Fields' option in the report dropdown. 4. An arrow pointing to the printer icon. 5. An arrow pointing to the 'Search' button.

**Admin Credential Print Status or Admin Credentials | Dynamic Certificate Data** - This report will let you know who you have SafeSport, Concussion, CORI Verified, and printed an Adult Credentials for. You will also see your adult members Risk Status and Risk Expire date information.

A new column named Mass Youth Reg has been added to this report. This field will show the date the adult has gone through the adult registration portal and if the adult completed the registration process. If the field does not have a date, or the adult has a Risk Status of None or Expired, this indicates the adult did not fully complete their registration. The adult must re-register (as a returning user) to the same partial registration making sure to submit their national background check.

1. Log into [U.S. Soccer Connect](#).
2. Hover over Reports on the top of the page.
3. Click on “Counts Reports.”
4. Select Club and Program name.
5. Select Report Type as: Admin Credentials Print Status Report or Admin Credentials | Dynamic Certificate Data.
6. Click on the Generate Report button.



**Player Credentials | Dynamic Certificate Data** - The report will pull in any player enabled certificate fields in U.S. Soccer Connect; most notably, the Safe Sport certificate information that has been uploaded into that field for players that are 17 years of age or older. The report also allows for organizations to assess which players should be SafeSport certified at the time of pulling the report; it has a new field that calculates the players actual age the day of running the report.

1. Log into [U.S. Soccer Connect](#).
2. Hover over Reports on the top of the page.
3. Click on “Counts Reports.”
4. Select Club and Program name.
5. Select Report Type as: Player Credentials | Dynamic Certificate Data.
6. Click on the Generate Report button.

**Admin Count with Risk Status Report** - This report will tell you all of your members’ Risk Statuses.

1. Log into [U.S. Soccer Connect](#).

2. Hover over Reports on the top of the page.
3. Click on “Counts Reports.”
4. Select Club and Program name.
5. Select Report Type as: Admin Count with Risk Status Report.
6. Click on the Generate Report button.
7. Click “Select a format” and choose CSV Comma Delimited (because this report has merged cells, this format is the best).
8. Column J is Risk Expire Date and has the merged cells.
  - a. Right Click
  - b. Choose Format Cells
  - c. Choose **Date**
1. Click ok and it will delete the timestamp

**Security Role Report** - *The security tab is used to provide your organization’s administrators access to your registration data, via user permissions. This report will help you manage who has access to your registration data.*

2. Log into [U.S. Soccer Connect](#).
3. Hover over Reports on the top of the page.
4. Click on “Counts Reports.”
5. Select Club and Program name.
6. Select Report Type as: Security Roles
7. Click on the Generate Report button.
8. Choose how you would like to export the report, i.e., Excel or CSV
9. Click Export and save to your computer.

Once an administrator has been provided user permissions on the security tab, the administrator will stay on that tab until removed. When your organization has a changeover in any role that has user permissions tied to it, you should remove the administrator that is no longer actively participating from the security tab. This does not delete them from the registration system, only from the security tab.

**How to Remove Admins from the Security Tab**

10. Log into U.S. Soccer Connect.
11. Hover over “Setup” at the top of your Dashboard
12. Click on Config.
13. Select the Security tab.
14. Click on the “delete” tab across from their name; this does not remove them from the system.

***How to Add Admins to the Security Tab*** is covered in Lesson #4: How to Provide Security User Permissions to Your Organization's Administrators. Accessible via the right-hand side of the [Risk Manager Information webpage](#).

**Save and View My Reports** - This is an especially useful tool. Connect users can quickly save reports and bookmark the reports they use most often with the Save Report feature. This feature creates a link to the reports you use the most and eliminates the clicks needed to find those reports. [Click here](#) for instructions.