



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

Lesson 3: Emailing Adult Members

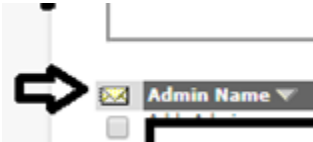
This guide will show you how to email your adult members, and how to find sent emails and resend them if need be. Click on the links below to jump to detailed instructions.

- [Using Admin Look-Up](#)
- [Using the Compliance Widgets](#)
- [Verifying Emails Sent through U.S. Soccer](#)

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](#).
2. Confirm you are in the current season when performing any functions.
3. At the top of the page, hover over Players/Admins and select Admin Lookup.
4. Press the Reset button to clear all fields.
5. Expand page size to fit all your members.
6. Select Club and Program.
7. Click Search. All adults listed in the lower section of the screen are registered.
8. You will see an envelope to the left. If clicked on, it checks all the boxes to the left of your members. Keep all checked or only check selected individuals to email.



9. Once you check the individuals that you would like to email, click on “Email Selected Admins” at the bottom of the page.
 - a. 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.

- b. You will have to manually cc yourself if you would like a copy of what you sent in your inbox.

Email Administrators

To complete your email please proceed by inputting

From Name
From Email Address
Subject
CC (If any emails must be separated by ;). If the CC email is not in Affinity system, then the macros won't get replaced.
Body (text)

To the left of the email form is a list of macros. You can insert these into the body of your email. Place your cursor in the body area and then click on the macro you want to insert into the email body. The system will add this information to your email. You may not use any part of the word "truncate" or "script" in the email body. Please review your message and substitute any words that contain this word or sequence of letters for another word.

(FirstName)
(MiddleInitial)
(LastName)
(UseName)
(Suffix)
(Alias)
(Email)

(Address1)
(Address2)
(City)
(StateCode)
(PostalCode)
(HomePhone)
(WorkPhone)
(CellPhone)

(Season)
(LeagueName)
(ClubName)
(TeamName)
(TeamNumber)
(AgeGroup)
(RegistrantEmail)

From Name*
COR Administrator
From Email Address*
CC Email
Subject
Admin Message
Attachment | *File name with letters and numbers only and no space*

Body

Dear (FirstName) (LastName).

Send

Words:3 Characters:28

Please wait 2-5 seconds until words counting is complete then click send.

USING THE COMPLIANCE WIDGET TO EMAIL YOUR ADULT MEMBERS

See *Lesson 5: Tips for Efficiently Navigating the System* for instructions. This can be found on the right-hand side of the [Risk Manager Information webpage](#).

VERIFYING EMAIL SENT THROUGH U.S. SOCCER CONNECT

1. Log into [U.S. Soccer Connect](#).
2. At the top of the page, hover over "Setup" and select "CONFIG."
3. Select the "Messaging" tab in the upper far right.
4. Select "Route Request."
5. 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.