Administrator Self-Guided Learning: U.S. Soccer Connect
Lesson 4: Providing/Removing Admin Permissions

This document will guide you on how to grant your organization's Administrators club level security/user permissions. Permissions are provided generally for the roles of President, Risk Manager (previously CORI Submitter), and Registrar. If you would like, you can also grant permissions to Board Members, Directors, etc.

- All administrators 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 role, you are required to complete and send the CORI Submitter Agreement form and a copy of your government issued photo ID to the Mass Youth Soccer Association Risk Manager (this is Commonwealth of MA 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.

How to Assign User Permissions:

1. Make sure the adult is registered for the current registration year in U.S. Soccer Connect with an approved risk status. This is done by:
    a. Logging into U.S. Soccer Connect
    b. Click on Admin Lookup
    c. Add your Club and Program name.
    d. Add the adult's name in the search box and click search.
        i. If they are not in the system, direct them to complete their Mass Youth Soccer Adult Registration.
    e. *Once the adult is found in the system,* click on the adult's name to enter their profile/account and verify risk status.
2. Copy their ID Number.

3. Hover over "Setup**" and click on** "Config."

4. Select the "Security" tab.

5. In the "Security" tab you will have a button to Look Up contact; click this button.

Find Contact   Close

Search By*   Search For*
Last, FirstName   ⌄
Last, FirstName   Search
ID Num

6. Click on Search by "ID Num" and paste the ID number in the "Search For" box and click Search.
   a. *If you search by Last, First Name* you may choose the wrong person/account.

7. Once you locate the individual, click the "Select" button across from their name.

8. Then, select a user type. User Type * [--- select one --- ⌄]; this indicates the user's role within your organization and does not provide the permissions. Checking the box as noted in number 9 provides the level of permissions for the adult.

9. Scroll down and place a checkbox in the level of access you would like to give them.

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

→ 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 in this section. **Most other roles have viewing privileges only.**

10. Select "Add Contact" located at the bottom of the page.

11. To remove the Administrator, click on the "delete" tab across from their name; this does not remove them from the system but clears their administrative permissions.