



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

Lesson 5: Tips to Efficiently Navigate the System

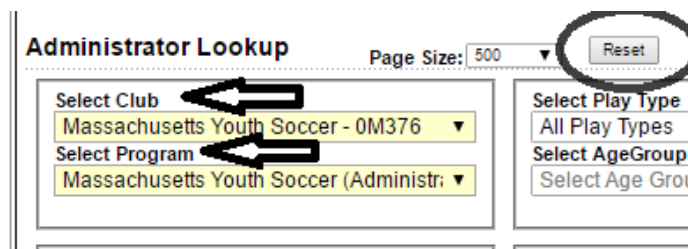
This guide will provide you with tips to help with your U.S. Soccer Connect experience. Click on a topic below to be redirected to detailed instructions.

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RESET BUTTON

Clicking the reset button will restore all settings back to the original default. This is especially useful when you cannot figure out why all your adult members are not visible after a search. At some point, everyone will notice they are missing adults that they know registered. This can be because we accidentally set a filter.

1. Log into [U.S. Sports Connect](#).
2. Hover over Player/Admins on the top of the page.
3. Select “Admin Lookup.”
4. Press the “Reset” button on the top center of the Administrator Lookup page to clear all fields.
5. Select Club and Program name.
6. Click Search. *All adults listed in the lower section of the screen are registered.*



EXPAND PAGE SIZE

This will ensure that all your adult members land on the same page when either searching for them under Admin Look-up, or when printing their required adult credential.

1. Log into [U.S. Sports Connect](#).
2. Hover over Player/Admins on the top of the page.
3. Select “Admin Lookup.”
4. Across from “Admin Lookup” you will see “Page Size.” Click on the arrow to expand to a count that includes all of your members.

Administrator Lookup

Page Size: ▼

5. Don't forget to expand your page size under the ID Cards section too.

ARROWS >><<

The arrows at the top right of the page will help you move through all of your adult members more quickly while staying in the same tab.

1. Log into [U.S. Sports Connect](#).
2. Hover over Player/Admins on the top of the page.
3. Select “Admin Lookup.”
4. Select Club and Program name.
5. Click on the first adult whose account you would like to enter.
6. Click on the tab you would like to look at.

Administrator Info Additional Info Applications Disciplinary Children Events

7. Click on the arrows to move through your adult members while staying on that tab.

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USING THE SORTING FUNCTION IN ADMIN LOOKUP

This gives you a quick look at your registered members, their Risk Status and their Risk Expire date. After you use the sort function you can click on the box next to the adult's name to email them.

1. Log into [U.S. Sports Connect](#).
2. Hover over Player/Admins on the top of the page.
3. Select “Admin Lookup.”
4. Select Club and Program name.
5. Add your search criteria and click “Search.”
6. Below you will see all your adult members. The header row is linked as a sorting tool.

- Click on the “Admin Name” to sort by name, click on “Risk Status” to sort by Risk Status, etc.

Admin Name	League	Num of Teams	Admin ID	Risk Status	Risk Exp Date	Home Phone
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USING FILTERS IN ADMIN LOOKUP

Filters can help you navigate the system more efficiently and effectively.

The screenshot shows the 'Administrator Lookup' interface. At the top, there are controls for 'Page Size' (set to 500) and a 'Report' dropdown. Below this are several filter sections:

- Select Club:** A dropdown menu with 'All Clubs' selected.
- Select Program:** A dropdown menu with 'All Programs' selected.
- Select Play Type:** A dropdown menu with 'All Play Types' selected.
- Select Age Group:** A dropdown menu with 'All Age Groups' selected.
- Select Admin Type:** A dropdown menu with 'All Team Admins' selected.
- or Select User Type:** A radio button labeled 'Select Type' is selected.
- Select Certification:** A dropdown menu with 'All Certifications' selected.
- Status Filter By:** A dropdown menu with 'No Application Status' selected.
- Risk Filter By:** A dropdown menu with 'No Risk Filter' selected.
- Media Type:** A dropdown menu with 'All' selected.
- Disciplinary Filter By:** A dropdown menu with 'No Disciplinary' selected.
- Disciplinary Status:** A dropdown menu with 'All' selected.
- Application Date:** Two date input fields labeled 'To' and 'From'.
- Risk Exp Date:** Two date input fields labeled 'To' and 'From'.
- Season:** A dropdown menu with 'Selected Season' selected.
- Search By:** A dropdown menu with 'Last, First Name' selected.
- Search For:** A text input field with a 'Search' button.

 At the bottom, a table header is visible with columns: Admin Name, League, Num of Teams, Admin ID, Risk Exp Date, and Home Phone. A search dropdown menu is also visible, listing options: Last, First Name, Admin ID, Drivers License, Email, Phone, and Missing Pictures.

- Risk Filter** - Search for all your approved or expired adults.
- Application Date** - Find newly registered adults.
- Season** - Select “All Seasons” from drop down to find an adult in the system from a previous registration year.
- Search By** - Search for adults by “Last, First Name,” “Admin ID,” “Driver’s License,” “Email Address,” “Phone,” and “Missing Pictures.”

COMPLIANCE WIDGET

The Compliance Widget displays on Club and Program level dashboards. The widget provides a quick view of, uploaded photo, adult Risk Management training certificates, Electronic Legal Agreement/Waiver status (if applicable) and Risk Status.

Administrators can view a detailed list of individuals with the various compliance types/status and email them from a summary screen.

- Note:* Only Club Connect users will show Electronic Legal Agreement (ELA)/Waivers as completed.
- If your league uses this registration system for rosters and scheduling, the league name should show in the Club level field and your club will show in the Program level.

Player Counts		
Players Assigned	Players Pending	Players Activated
0	1034	0
View All Players		

Admin Counts		
Admins Assigned	Admins Pending	Admins Activated
0	276	0
View All Admins		

Team Counts		
Total Teams	Teams Inactive	Teams Active
0	0	0
View All Teams		

Compliance					
Compliance Type	Player/Admin	Total	Complete	Incomplete	View
Risk Status	A	276	276	0	View
Profile Photo	A	276	276	0	View
Concussion Certificate	A	276	274	2	View
SafeSport	A	276	275	1	View
ADULT PARTICIPANT REGISTRATION AGREEMENT - 06.10.20	A	288	4	284	View
Massachusetts Youth Soccer Association Adult Participant Agreement	A	288	4	284	View
Massachusetts Youth Soccer Association Player Participant Agreement	P	1034	0	1034	View
Medical Release	P	1034	0	1034	View
PLAYER PARTICIPANT REGISTRATION AGREEMENT - 06.10.2020	P	1034	0	1034	View

Compliance Types: displays the title of the ELAs, certificates, photos, etc. that have been marked as required by a Club, League, State or National Governing Body configuration.

Player/Admin (Adults): **P** icon will display to indicate the compliance type is assigned to Players and an **A** icon will display to indicate the compliance type is assigned to Admins/Adults.

Total: Shows total number of application requirements under this compliance type. If a player/ admin has multiple applications, they may display multiple times within the compliance type.

Complete: indicates the number of individuals who have satisfied the compliance requirement.

Incomplete: indicates the number of individuals who have not satisfied the compliance requirement.

View: by clicking on the magnifying glass, you will be taken to a Summary Page for the respective compliance type.

SUMMARY PAGE & SENDING EMAILS

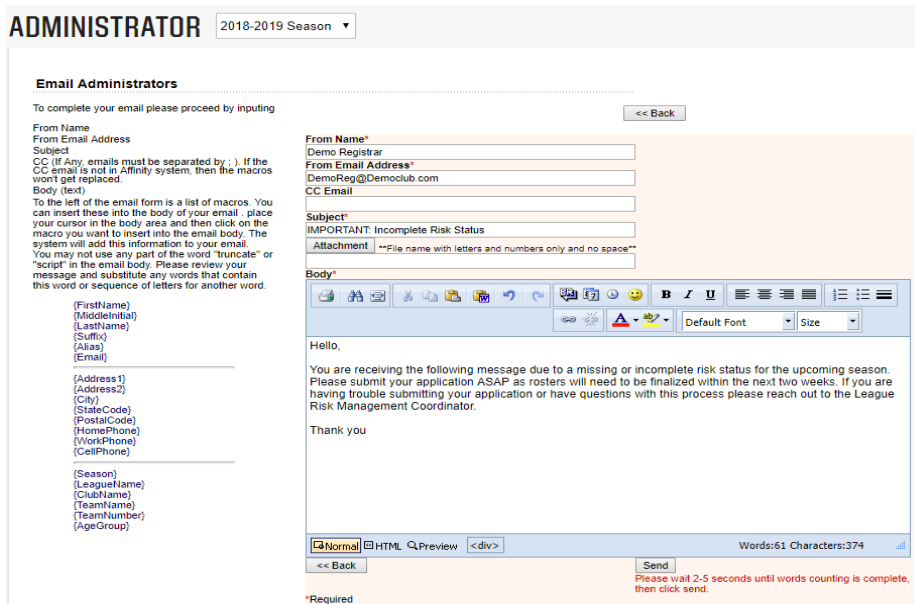
On the summary page you can view the individuals who are incomplete, complete and the total of both. All Summary Page content can be filtered by header column. The Summary Page content may display across multiple pages.



Summary Page Email Feature:

The summary page allows you to easily send an email to the player’s parents or admins/adults.

- To send an email, check the box on the left of the individuals you would like to email, then select “Email selected members.”
- Compose your custom message on the email editor page (*ex: send reminder to complete a missing requirement or send next steps for the season*).



When you finish composing your message, select “Send.”

- A summary of users receiving the email will display directly below the content editor.
- SafeSport and Concussion training email templates are available on [the Risk Manager Information webpage](#).

UPDATE/CHANGE EMAIL ADDRESS FOR AN ADULT MEMBER

1. Log into [U.S. Sports Connect](#).
2. Hover over Player/Admins on the top of the page.
3. Select “Admin Lookup.”
4. Select Club and Select Program name.
5. Add your adult’s name in the “Search For:” box and click “Search.”
 - a. If the adult was registered in a previous season, click on the “All Season” filter.

6. Click on the adult's name to view their account.
7. Highlight the email address and delete and replace.

PASSWORD CREATION FOR AN ADULT MEMBER

1. Log into [U.S. Sports Connect](#).
2. Hover over Player/Admins on the top of the page.
3. Select "Admin Lookup."
4. Select Club Select Program name.
5. Add your adult's name in the "Search For:" box and click "Search."
 - a. If the adult was registered in a previous season, click on the "All Season" filter.
6. Click on the adult's name to view their account. Scroll to the bottom of the page to find the password field.
 - a. Passwords **must be** a minimum of 7 or a maximum of 8 characters and must include one number and one capital letter.
 - b. You will need to enter the password two times, the second is to confirm.
 - c. If you email the adult their password, you will need to include instructions stating for security purposes, the password must be changed once the adult registers.

SUPPORTING RETURNING USERS IN COMPLETING THEIR ANNUAL MASS YOUTH SOCCER REGISTRATION

Individual adult(s):

1. Log into [U.S. Sports Connect](#).
2. Hover over Player/Admins on the top of the page.
3. Select "Admin Lookup."
4. Select Club and Program name.
5. Add your adult's name in the "Search For:" box **Select All Seasons** and click "Search."
6. Click on the adult's name to view their account. Scroll to the bottom of the page to where you see username & password.
 - a. Use the returning user email template in the help guide on the right hand side of the [Risk Manager Information web page](#).
 - b. Include at the minimum, the adult's email address and username.

Multiple adults:

To email more than one adult from a previous year, change your season year and add all required fields and click search. You will see the email box to the left of the adult's name. [Follow the instructions](#) on how to email your adult members.