



# **Administrator Self-Guided Learning**

*Lesson Plans to Help You Master Your Responsibilities with U.S. Soccer Connect*

These documents are your personal curriculum to help guide you through lessons designed to help you learn and master some of the various responsibilities a member organization's Registrar and/or Risk Manager must perform.

This information was created for you as a tool to navigate the [U.S. Soccer Connect](#) member management system with proficiency and ease. After completing the lessons, you will understand how to complete your responsibilities as an administrator and ensure your adult members are risk management compliant.

The ultimate goal at the end of your completing the lessons is for you to understand the tools available in the system, how to use them to perform your requirements and other tasks and to feel comfortable with your proficiency with the new system.

The lessons have been designed to focus on certain operation functions performed by Registrars and Risk Managers. These include:

- Printing your Adult Members' Mass Youth Soccer Adult Credentials
- Creating and Running Administrative Reports
- Communicating/Messaging Adult Members
- Adding and Deleting Administrator Users in the Security Section
- Tips to Move Quicker Through the System

**The lesson plans that follow will help you learn, try, and master the system.**

## **Learning Outline**

- [Lesson 1](#). Steps Needed to Print your adult member's Adult Credential
- [Lesson 2](#). How to Run Reports
- [Lesson 3](#). How to Email your Adult Members
- [Lesson 4](#). How to Provide Security User Permissions to your Organization's Administrators
- [Lesson 5](#). Tips
- [FAQ](#)

<b>Lesson # 1</b>
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<b>Title</b>	<b>Printing Adult Credentials</b>
<b>Importance</b>	<b>Required</b>
<b>Resources Needed</b>	<a href="#">Risk Manager Responsibilities and Guidelines - How to Print Adult Credentials</a>
<b>Description</b>	This lesson will introduce you to the steps needed to print credentials for your adult members.
<b>Lesson will teach you:</b>	<p>How to:</p> <ul style="list-style-type: none"> <li>● Log into the U.S. Soccer Connect registration system as an Administrator.</li> <li>● Verify that your adult members have completed their Annual Online Adult Registration.</li> <li>● Review and update photos.</li> <li>● Verify Risk Statuses and Risk Expire Dates.</li> <li>● Verify and approve your adult members' SafeSport Abuse Prevention training certificates.</li> <li>● Verify and approve your adult members' concussion training certificates.</li> <li>● Review and verify your adult members' CORI Acknowledgement form.</li> <li>● Print required credentials for your adult members.</li> </ul>

<b>Lesson # 2</b>	
<b>Title</b>	<b>How to Run Reports</b>
<b>Importance</b>	<b>High</b>
<b>Description</b>	<p>This lesson will guide you on how to run several of the most used reports. These include:</p> <ul style="list-style-type: none"> <li>● Team Admin Detail with All Fields</li> <li>● Admin Credential Print Status or Admin Credentials   Dynamic Certificate Data</li> <li>● Admin Count with Risk Status Report</li> <li>● Security Role Report</li> <li>● Player Credential   Dynamic Certificate Data</li> </ul>
<b>Resources Needed</b>	<a href="#">Admin – How to Run Reports Guide.</a>

<b>Lesson will teach you:</b>	How to: <ul style="list-style-type: none"> <li>• Locate the reports section of U.S. Soccer Connect.</li> <li>• Identify the reports you will need.</li> <li>• Run and save reports.</li> </ul>
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<b>Lesson # 3</b>	
<b>Title</b>	<b>How to Email Your Adult Members</b>
<b>Importance</b>	Medium
<b>Description</b>	This lesson will show you how you can email all adults, and adults that are not compliant with all risk management requirements.
<b>Resources Needed</b>	<a href="#"><u>How to email your adult members guide</u></a>
<b>Lesson will teach you:</b>	<ul style="list-style-type: none"> <li>• How to use the Admin Lookup function and compliance widgets to email adult members.</li> </ul>

<b>Lesson # 4</b>	
<b>Title</b>	<b>How to Provide Security User Permissions to your Organization's Administrators</b>
<b>Importance</b>	Medium
<b>Description</b>	<p>This lesson will guide you on how to add and delete your member organization's Administrators in the security section of the system.</p> <p><b>Important:</b> Deleting a user that is no longer participating in an administrative role within your organization is especially important; this will not delete the adult from the registration system, only from the security section.</p>

<b>Resources Needed</b>	<a href="#"><u>Admin User Permissions guide</u></a>
<b>Lesson will teach you:</b>	<ul style="list-style-type: none"> <li>• How to access the Security section to identify users, add/delete users, and identify user permission levels; thus, managing the security section access for your organization.</li> </ul>

<b>Lesson # 5</b>	
<b>Title</b>	<b>Tips</b>
<b>Importance</b>	Low
<b>Description</b>	This lesson will provide you with useful tips to help with your U.S. Soccer Connect experience.
<b>Resources Needed</b>	<a href="#"><u>Tips guide</u></a>
<b>Lesson will teach you:</b>	<p>How to use useful functions to help you navigate more quickly and efficiently. For example:</p> <ul style="list-style-type: none"> <li>• Reset button</li> <li>• Expand page size</li> <li>• Arrows &gt;&gt;&lt;&lt;</li> <li>• Using the sorting function in Admin Lookup</li> <li>• Using filters in Admin Lookup</li> <li>• Compliance widgets</li> <li>• Summary page &amp; sending emails</li> <li>• Update/change email address for an adult member</li> <li>• Password creation for an adult member</li> </ul>

<b>FAQ</b>	
<b>Importance</b>	Medium

<b>Description</b>	The FAQ guide is a helpful tool when you have looked at the Mass Youth Soccer website for various resources and have not found what you need.
<b>Resources Needed</b>	<a href="#"><u>FAQ guide</u></a>