

**Massachusetts Youth Soccer Association**  
**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 various lessons focused on helping you learn and master some of the various responsibilities a member organizations Registrar and/or Risk Manager must perform.

This information was created for you as a tool to navigate the new 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:

- Understand all steps needed to print your adult member's Mass Youth Soccer Adult Credential.
- Create and Run Administrative Reports
- Communicate/message adult members.
- Adding and Deleting Administrator Users in the Security section.
- Tips to move quicker through the system.

### **Introductory Information**

The phrase "Back to the Future" has been mentioned several times regarding the introduction of the NEW version of the U.S. Soccer Connect system. Our move from the Dick's Affinity system to the Stack Sports U.S. Soccer Connect system started last summer. It was also during this time that we saw a lot of new requirements pertaining to the national Abuse Prevention Act. As Stack Sports attempted to modify their system, they realized they would be better off purchasing the Affinity system from Dicks. As we were committed to working with Stack Sports, we made the decision to make this move with them back onto the Affinity system we left. The name for the old-new system is U.S. Soccer Connect or Sports Connect.

For those administrators who have used the original Affinity system, your learning time will be short. More than 80% of what you see will be familiar to you. The new sections have to do with the compliance risk management functions overseeing background checks, CORI, Safe Sport Abuse Prevention training and Concussion education. For those totally new to your role within the past year the look and feel of the new system

will be new to you. 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 #</b>	<b>1</b>
<b>Title</b>	<b>Printing Adult Credentials</b>
<b>Importance</b>	Required
<b>Resources</b>	<a href="#"><u>Risk Manager Responsibilities and Guidelines - How to print Adult Credentials</u></a>
<b>Description</b>	This lesson will introduce you to the steps needed to print adult member Adult Credential.
<b>Lesson will teach you How To:</b>	<ol style="list-style-type: none"> <li>1. Log into the registration system as an Administrator.</li> <li>2. Verify your adult members have completed their online Adult Registration.</li> <li>3. Review and update photo</li> <li>4. Verify Risk Status and Risk Expire Date</li> <li>5. Verify and approve your adult members SafeSport Abuse Prevention training certificates.</li> <li>6. Verify and approve your adult members Centers for Disease Control (CDC) Concussion training certificates.</li> <li>7. Review and verify your adult members CORI Acknowledgement form.</li> <li>8. Print your adult members Adult Credentials.</li> </ol>

<b>Lesson #</b>	<b>2</b>
<b>Title</b>	<b>How to Run Reports</b>
<b>Importance</b>	High
<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</li> <li>• Admin Count with Risk Status Report</li> </ul>
<b>Resources Needed</b>	<p><a href="#"><u><i>Admin – How to Run Reports Guide.</i></u></a></p> <p>Click on title above to access this resource</p>
<b>Lesson will teach you How To:</b>	<ol style="list-style-type: none"> <li>1. Locate the reports section of U.S. Soccer Connect.</li> <li>2. Identify the reports you will need.</li> <li>3. Run and save reports</li> </ol>

<b>Lesson #</b>	<b>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. These include:
<b>Resources Needed</b>	<a href="#"><u><i>How to email your adult members guide</i></u></a> Click on title above to access this resource
<b>Lesson will teach you How To:</b>	<ol style="list-style-type: none"><li>1. Use the Admin Lookup function</li><li>2. Use compliance widgets</li></ol>

<b>Lesson #</b>	<b>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 organizations Administrators.</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>	<p><a href="#"><u><i>Admin User Permissions guide</i></u></a></p> <p>Click on title above to access this resource</p>
<b>Lesson will teach you How To:</b>	<ol style="list-style-type: none"> <li>1. How to access the Security section</li> <li>2. How to identify users, add/delete, identify their permission level and manage.</li> </ol>

<b>Lesson #</b>	<b>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> Click on title above to access this resource
<b>Lesson will teach you How To:</b>	<ol style="list-style-type: none"> <li>1. Reset - Back to default settings.</li> <li>2. Expand page size.</li> <li>3. Use Arrows.</li> <li>4. Use sorting function in Admin Lookup.</li> <li>5. Use filters in Admin Lookup.</li> <li>6. Use Compliance Widgets</li> </ol>

<b>Title</b>	<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> Click on title above to access this resource
<b>Lesson will teach you How To:</b>	NA