

Tips

Lesson 5: Efficiently Navigate the System

Tips

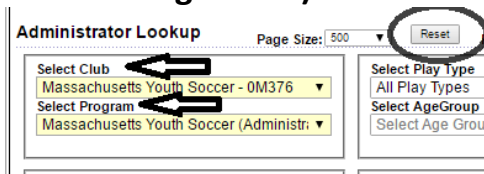
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This lesson will provide you with useful tips to help with your U.S. Soccer Connect experience.

Reset button

The reset button will restore all your settings back to their 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. Usually this is because we set a filter set and did not remember, or we accidentally set it.

1. Hover over Player/Admins (on top of page)
2. Select Admin Lookup
3. Press the small Reset button on the top center of the Administrator Lookup page. This way you will have all fields clear and are ready to start a new search
4. Select Club (your organization’s name)
5. Select Program (your organization’s name)
 - a. 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. Soccer Connect
2. Hover over Players/Admins (top of screen)
3. Click on Admin Lookup
4. Across from Administrator Lookup you will see “Page Size”. Click on the arrow and expand to a count that includes all your adult members.

Administrator Lookup Page Size:

Arrows >><<

When looking through your adult members to verify certain account information, you can use the arrows located at the top right of the page. These arrows will help you move through all your adult member account very quickly. When using the arrows, it always goes to that tab in the next adults account.

1. Log into U.S. Soccer Connect
2. Hover over Players/Admins (top of screen)
3. Click on Admin Lookup
4. Click on the first adult whose account you would like to enter
5. Click on the tab that you would like to look at
6. Click on the arrows at the top to move through your adult members 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 and their Risk Status and Risk Expire date. After you use the sort function you can click on the box next to the adult’s name and email them if you wish.

1. Log into U.S. Soccer Connect
2. Hover over Players/Admins (top of screen)
3. Click on Admin Lookup
4. Add your search criteria and click “Search”

- 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

U.S. Soccer has many useful filters on the Admin Lookup page. Please take your time to review these filters as they may make navigating the registration system much easier.

Log into U.S. Soccer Connect to review some of the most useful search filters. You can also email after using the search functions by clicking on the box next to the adult’s name, see below:

- Risk Filter – Use this filter to search for all your approved or expired adults.
- Application Date – Use this filter to find newly registered adults.
- Season – Use the season drop down to select “All Seasons”. This will help when trying to find an adult in the system from a previous registration year.
- Search By – Lets you search by adults, “Last, First Name”, “Admin ID”, “Driver’s License”, “Email Address”, “Phone”, and “Missing Pictures”.

Administrator Lookup Page Size: 500 Report: --Choose Report--

Select Club

All Clubs

Select Program

All Programs

Select Play Type

All Play Types

Select Age Group

All Age Groups

Select Admin Type

All Team Admins

or Select User Type

Select Type

Select Certification

All Certifications

Status Filter By

No Application Status

Risk Filter By

No Risk Filter

Media Type

All

Disciplinary Filter By

No Disciplinary

Disciplinary Status

All

Application Date:

To

To

Risk Exp Date:

To

To

Season

Selected Season

Search By

Last, First Name

Last, First Name

Admin ID

Drivers License

Email

Phone

Missing Pictures

Search For:

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Admin Name	League	Num of Teams	Ad	Email	Risk Exp Date	Home Phone
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