

Tips

Lesson 5: Efficiently Navigate the System

Tips

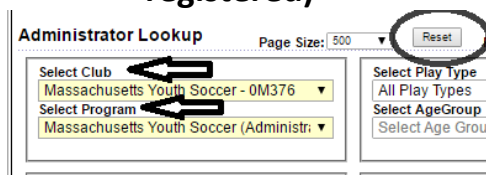
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This lesson will provide you with useful tips to help with your U.S. Soccer Connect experience.

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: 500 ▼

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”
5. Below you will see all your adult members. The header row is linked as a sorting tool.
6. 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:

1. Risk Filter – Use this filter to search for all your approved or expired adults.
2. Application Date – Use this filter to find newly registered adults.
3. 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.
4. 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 [Reset] 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

Risk Exp Date:

To

Season

Selected Season

Search By

Last, First Name

Last, First Name

Admin ID

Drivers License

Email

Phone

Missing Pictures

Search For:

Search

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Admin Name	League	Num of Teams	Admin ID	Risk Status	Risk Exp Date	Home Phone
					12/13/2023	

Compliance Widgets

The Compliance Widget will display on the League and Club level dashboards They provide a quick view of Photo Uploads, Certificates, Electronic Legal Agreement Status (if applicable) and Risk Status. Administrators Users can view a detailed list of individuals with the various compliance types/status and email them from a summary screen.

1. **Note: Only Club Connect users will show ELAs as completed.**
2. Some organizations use different naming conventions (i.e., Club level and Program level).

The screenshot displays a dashboard with four main sections:

- Player Counts:** Shows 0 Players Assigned, 1034 Players Pending, and 0 Players Activated. A link to "View All Players" is present.
- Admin Counts:** Shows 0 Admins Assigned, 276 Admins Pending, and 0 Admins Activated. A link to "View All Admins" is present.
- Team Counts:** Shows 0 Total Teams, 0 Teams Inactive, and 0 Teams Active. A link to "View All Teams" is present.
- Compliance Table:** A table with columns: Compliance Type, Player/Admin, Total, Complete, Incomplete, and View.

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. Note, if a player/ admin has multiple applications they may display multiple times within the compliance type.

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

Incomplete: will indicate 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

On the summary page you can view the individuals who are incomplete, complete and the total of both.



1. All Summary Page content can be filtered by header column.
2. The Summary Page content may display across multiple pages.

Summary Page Email Feature – **VERY USEFUL**

1. The summary pages also allow you to send an email to the player's parents or admins/adults listed on the page.
2. To send an email, check the boxes of those individuals you would like to email, then choose "Email selected members".
3. You will then be taken to an email editor where you will compose your custom message. This may include a reminder to complete the missing requirement or send them the next steps for the season.

Email Administrators

To complete your email please proceed by inputing

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From Name

From Email Address

Subject

CC (If Any, emails must be separated by ;). If the CC email is not in Affinity system, then the macros won't get replaced.

Body (text)

To the left of the email form is a list of macros. You can insert these into the body of your email . place your cursor in the body area and then click on the macro you want to insert into the email body. The system will add this information to your email. You may not use any part of the word "truncate" or "script" in the email body. Please review your message and substitute any words that contain this word or sequence of letters for another word.

{FirstName}
{MiddleInitial}
{LastName}
{Suffix}
{Alias}
{Email}

{Address1}
{Address2}
{City}
{StateCode}
{PostalCode}
{HomePhone}
{WorkPhone}
{CellPhone}

{Season}
{LeagueName}
{ClubName}
{TeamName}
{TeamNumber}
{AgeGroup}

From Name*

Demo Registrar

From Email Address*

DemoReg@Democlub.com

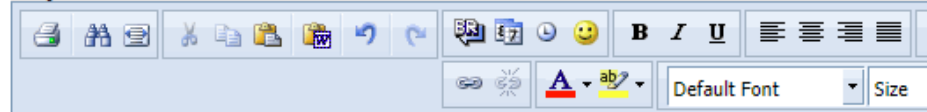
CC Email

Subject*

IMPORTANT: Incomplete Risk Status

Attachment **File name with letters and numbers only and no space**

Body*



Hello,

You are receiving the following message due to a missing or incomplete risk status for the upcoming season. Please submit your application ASAP as rosters will need to be finalized within the next two weeks. If you are having trouble submitting your application or have questions with this process please reach out to the Risk Management Coordinator.

Thank you

Normal HTML Preview <div>

Words:61 Characters:1000

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Send

Please wait 2-5 seconds until words and characters count is displayed then click send.

*Required

Place a check next to each recipient that should receive a copy of the e-mail.

Send To



When finished composing your message, choose Send.

- A summary of Users receiving the email will display directly below the content editor.
- SafeSport and Concussion training email templates are shown below this help guide on the Risk Manager Information webpage