



## How to Print Your Adult Members Mass Youth Soccer Adult Credentials

All Mass Youth Soccer member adults are required to have a current Mass Youth Soccer Adult Credential with them while participating in any Mass Youth Soccer sanctioned activity. Adult Credentials are valid for one Mass Youth Soccer registration year, September 1<sup>st</sup> to August 31<sup>st</sup> of the soccer registration year the adult is registering to.

1. Log into U.S. Soccer Connect
2. Verify you are working in the current registration year
3. Hover over Players/Admins
4. Click on ID Cards
5. Select State (Massachusetts Youth Soccer)
6. Select Club (your organization's name)
7. Select Program (your organization's name)
8. Click on Card Type and choose **Administrator**
9. Click on the Search Button
10. Click on Print **Admin Credentials**

The screenshot shows the 'ID CARDS' interface for the Fall 2019 - Spring 2020 season. The navigation menu includes DASHBOARD, TEAMS, PLAYERS / ADMINs, REPORTS, MESSAGING, UPLOAD, SETUP, and CLASSIC VIEW. The main content area has a title 'ID CARDS' and a dropdown for the season. Below this are several filter sections: 'ID Cards / Print Cards / Create New Cards' with a 'Page Size' dropdown (500) and a 'Reset' button; 'Select State' (Massachusetts Youth Soccer), 'Select Club', and 'Select Program'; 'Select Play Type' (All Play Levels), 'Select Gender' (All Genders), and 'Select Age Group' (All Age Groups); 'Application Status' (Paid) and 'Card Type' (Administrator); and 'Print Status' (All). A 'Search By' section on the right allows searching by 'Last, First Name' with a 'Search For:' field and a 'Search' button. Below the filters are buttons for 'Unlock Selected', 'Print ID Card PDF', 'Print Admin Credentials', and 'Send To Association'. A table below shows columns for 'PC', 'Name', 'Team', 'Team ID', and 'ID'. The first row has a red circle around an 'R' in the PC column. A red arrow points to the 'Print Admin Credentials' button.

- a. You may see an R with a **red circle** around it or an **unlocked lock without the check box** to the left of some of your members. This

means a Credential will not print for them. A Credential **will only print if all** Risk Management requirements are met:

- i. There is a picture attached to their registration
- ii. If they are in a Risk Status of:
  - iii. Approved with a current Risk Expire Date
  - iv. Conditional with a current Risk Expire Date
  - v. Under 18 Approved with a current Risk Expire Date
  - vi. If the adult is SafeSport Verified/Approved
  - vii. If the adult is Concussion (CDC) Verified/Approved
- b. All requirements met and still Unable to Print Credentials – The Credentials download as pop-up PDF's. Most computers will not allow pop-ups, so you need to adjust your settings to allow pop-ups.
  - i. For all Pop-up Blocker information refer to the Pop-Up Blockers PDF located on the [Adult Credentials webpage](#)
  - ii. [or Block or allow pop-ups in Chrome - Computer](#)