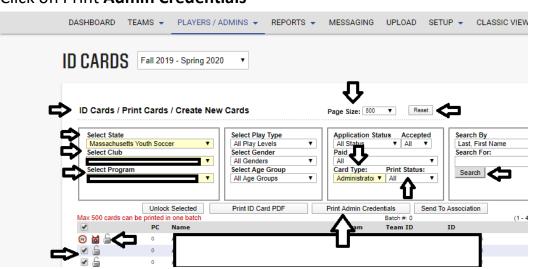


## How to Print Your Adult Members Mass Youth Soccer Adult Credentials

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
- 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



 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
- 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