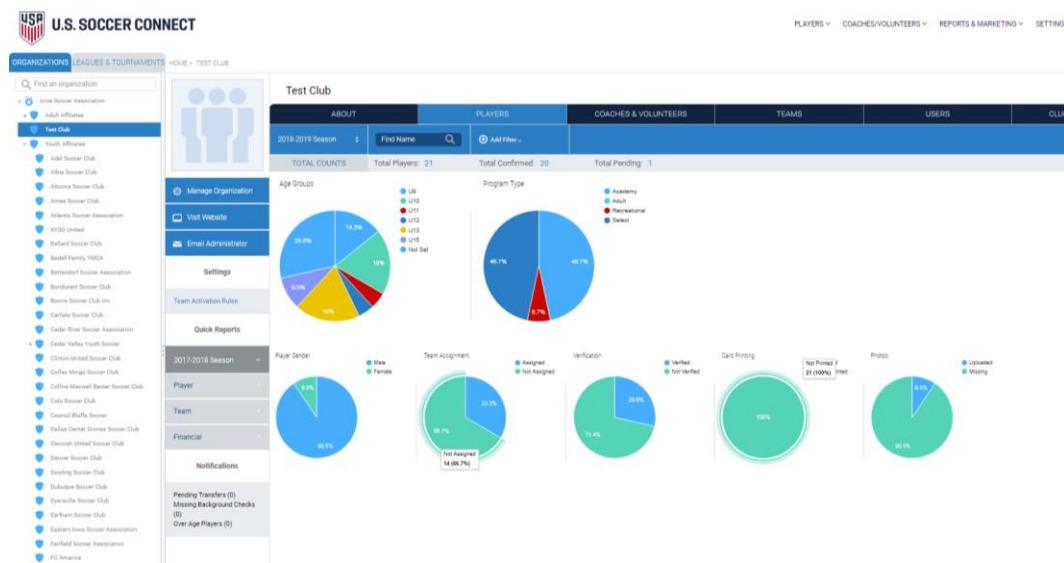




You should have received an email (or in the very near future) to accept an invitation for the user permissions for Association Connect. Association Connect is the state’s registration management platform where you as the club will have access to the pie chart data (players, coaches and teams) and the required process of verifying each player’s date of birth (*seen in screenshot A*).

Screenshot A



The screenshot shows the 'TOOLS' menu in the Association Connect interface. The menu items are: File, Edit, Admin, Communications, Tools, Clubs, Members, Registration, Reports. A dropdown menu is open under 'Tools', showing options: Go to Archives, Go to Association Connect, and Go to Scheduler.

Below the menu, there is a 'RELEASE NOTES' section with the text: 'The latest upgrades and features'. Below that is a table with columns: Confirmed, Pending, Rejected. The data in the table is: Confirmed: 312, Pending: 0, Rejected: 1.

After accepting your Association Connect user invite, can move between your club level platform and state association level in two ways:

- 1) When in club & league (the product you are used to logging in to) – ‘TOOLS’ in menu bar > ‘Go to Association Connect’.
- 2) When in the Association Connect – highlight your club name in the folder tree on the left and click the ‘MANAGE ORGANIZATION’ blue button. This takes you back into the club & league product to set up your registrations and manage players, coaches, teams, etc.



To view data:

Change the seasonal year to 2018-2019 and apply filters as you desire on each of the tabs. If you ever filter and want to go back to the pie chart data, click the 'VIEW STATISTICS' button at the bottom of your screen (seen in screenshot B). You may also email from these charts and reports, but filtering data, choosing some or all rows, and click 'Email this List' (seen in screenshot B).

Screenshot B – Red boxes indicate the two buttons mentioned above

The screenshot shows the NNECT web application interface for a 'Test Club'. The main content area displays a table of players for the 2018-2019 season. The table has columns for Connect ID, FIFA ID, Name, Birthdate, Member T, Gender, Age Group, Program Type, Reporting To, ITC, Organization, Team Name, and Registration Status. The first few rows of data are visible, including 'Test_Player_1', 'Test_Player_2', and 'CHLD_118_TEST'. At the bottom of the table, there are two buttons highlighted with red boxes: 'View Statistics' and 'Email this list'. The 'Email this list' button is accompanied by a 'Print selected records' button. The interface also includes a sidebar with navigation options like 'Manage Organization', 'Visit Website', and 'Email Administrator', and a top navigation bar with options like 'PLAYERS', 'COACHES/VOLUNTEERS', and 'REPORTS & MARKETING'.

Connect ID	FIFA ID	Name	Birthdate	Member T	Gender	Age Group	Program Type	Reporting To	ITC	Organization	Team Name	Registration Status
		link-admin_Player	05/25/2009	Academy	M	U10	Academy			Test Club	Team Three	Confirmed
		Test_Player_1	01/01/2006	Select	M	U13	Select			Test Club	Test Club 13U Boys	Confirmed
		Test_Player_2	01/02/2006	Select	M	U13	Select			Test Club	Test Club 13U Boys	Confirmed
		Test_Player_3	01/03/2006	Select	M	U13	Select			Test Club	Test Club 13U Boys	Confirmed
		CHLD_118_TEST	01/01/2008	Select	M	U12	Select			Test Club	12u boys	Confirmed
		CHLD_150_TEST_2	01/01/2004	Select	F	U15	Select			Test Club	TEST Club 15U Girls Black	Confirmed
		CHLD_150_TEST	01/01/2004	Select	F	U15	Select			Test Club	TEST Club 15U Girls Black	Confirmed



To verify players with an upload (see next page for those that do NOT have an upload):

Under the 'PLAYERS' menu at the top, choose 'AGE/ID VERIFICATION'. This will pull up all players that need to have their date of birth (DOB) verify.

Bulk Verification:

If you have players that you know you already verified, you can bulk verify by checking the box to each of those players, and then on the UPDATE STATUS button at the bottom and choose VERIFY to update the status for all players with their box checked to the left.

New Player Verification:

To verify new players, you'll click the PREVIEW link to the far right (may need to scroll) to view the document.

If DOB matches, check the box to the left of their name and click UPDATE STATUS verify.

If the DOB does not match, follow directions for editing below.

If the document is not a valid proof of age, please click, remove birth certificate and contact your member to re-enter the document in their member account.

IF THE DATE OF BIRTH IS INCORRECT:

Change the Association ID first, before making a name or DOB change. Click the pencil icon to the right to edit. Once edited, check box next to player name, and use the UPDATE STATUS button at the bottom to verify age.

If you have questions or are unsure, contact Candice at cfabry@iowasoccer.org.



To verify players without an upload:

In the screenshot below, you'll see the filter in the blue header line 'Birth Certificate: Uploaded (x)'. Click on the x and that filter requiring the birth certificate to be uploaded will be removed and it will show all players that need to be verified but not have a birth certificate uploaded. Then complete the same steps above to verify.

The screenshot shows the NECT web application interface. At the top, there are navigation menus for PLAYERS, COACHES/VOLUNTEERS, REPORTS & MARKETING, SETTINGS, USER, and HELP. Below this is a breadcrumb trail: HOME > YOUTH AFFILIATES > GLENWOOD SOCCER CLUB > AGE / ID VERIFICATION. The main heading is "Age / ID Verification". Below the heading is a blue filter bar containing a search box labeled "Find name", an "Add Filter" button, and two active filters: "Birth Certificate: Uploaded (x)" (highlighted with a red box) and "Age/ID Verified: Not Verified (x)". Below the filter bar is a table with columns: First Name, Last Name, Club Name, Team Name, Association ID, and Birth Date. The table is currently empty. At the bottom of the page, there is a pagination control showing "1" of "1" results, "25 results per page", and "0 results". There are also buttons for "Update status...", "Download this list", and "Choose an organization". A vertical "Feedback" button is located on the right side of the table.