



Updating/Editing Club Board Member Information for 2018/19 in US Soccer Connect

Welcome to the 2018-19 Season! Have there been changes to your club's board members and staff? Follow the instructions below to update the information in US Soccer Connect. Maintaining current board and staff information will ensure your club receives information from NJ Youth Soccer and Stack Sports timely.

Club Board Members & Staff in US Soccer Connect (2018-19)

Initial Set-Up of Board Members

Setting up and updating the board members for your club in Connect Club & League.

Solution

When you first log in to Connect Club & League you will notice this alert:

This notice is telling you that you need to enter your **Board & Staff member** information.

This information can be made available to others using the Connect software, providing an internal directory, and the email information is used by Connect to send out important notices regarding the software and its use.

These email addresses are never used for purposes other than to communicate customer service information, and they are not shared with other organizations.

Adding Board or Staff Member

- Click the blue link in the pop-up that displays each time you log in.
- Go to the Main Menu and select **Admin > Org Info > Board Members & Staff**

The Add/Edit Board Member & Staff wizard will open.

Note: In order for the Pop-up to go away you need to make sure that you enter the three mandatory roles that Connect Club & League requires:



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- President
- Treasurer
- Registrar

At the bottom of the form **click Add** to begin entering your board member information:

The Board Member Information Form

- Enter the Board Member's Name and Contact info
- Enter the Title of the Board Member
- Enter a Description (optional)
- Attach a Photo (optional)

Click **Save** to add the board member.

Once you have added the three mandatory board positions with the correct titles, the pop-up alert and reminders will disappear.

Editing/Updating Existing Board Members

Edit, Update or Delete your Board & Staff information

- From the Main Menu select **Admin > Org Info > Board Members & Staff:**
- The Add/Edit Board Member & Staff wizard will open.
- Edit or Delete a board member by **clicking on the Name** and then selecting the **Edit or Delete button:**
- If you wish to Edit the Board Member, **click Edit** and the form will open.
- From here you can update all the information associated with that Board Member.
- Click **Save** to update the record.



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Send an Email to your Board Members & Staff

- From the Main Menu select **Admin > Org Info > Board Members & Staff:**
- The Add/Edit Board Member & Staff wizard will open.
- **Click the Email Board button located on the bottom right of the wizard.**

The Email Board Form will Open

- View who is to receive your email by clicking on the blue link **with Recipients**
- Update the "**From email address**
- Enter an email **Subject**
- Include additional email addresses not included in your current board member list by entering them in the **Additional Emails** box
- Attach a file
- Compose the body of the email message
- Send a test email to review the email before sending
- If you would like to view who will receive the email, you can select the **Recipients** tab to see the list of recipients.
- Uncheck the boxes for any board or staff member who should not receive the email:
- It's a great idea to save the email you are sending as it will save you time in the future.
- Once you have composed your email **click on File > Save Email.**
- Give the email a **Name and click OK.**

Send the Email

- When you are ready to send your email, **click the Send Group Email to All Recipients button**



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Board & Staff Widget

Solution

The Board & Staff Widget is designed to display your board and staff information on your website. In order for your Board & Staff to be displayed in the widget you will need to update Board & Staff back in your Club & League software.

Once you have your Board & Staff set up you can easily add that information to your website by following the steps listed below:

1. Go to your Website Builder and **select the Page from the Folder Tree you wish to include the Board & Staff Widget:**
2. **Click on the Widgets tab:**
3. Locate the **Board & Staff widget**
4. Select the Board & Staff widget and Drag it to the location on the webpage you wish to display your board and staff members.
 - The Yellow bar indicates a suitable place to Drop the Widget:
5. The Board & Staff Widget form will appear.

The Board & Staff Widget affords you two choices:

1. Easy Mode
2. Custom Mode

Easy Mode

Board & staff Widget Easy Mode means that **ALL** of your board members will be displayed.

- You can give the Widget a Title
- Group into Sections (board members and staff sections)



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- Select what information to display - Photos, email address, phone numbers

Custom Mode

Board & Staff Widget Custom Mode means that you can CONTROL which of your Board & Staff that will be displayed.

- Give the Widget a Title
- Then you can add a Section Header title by dragging the Section module to the right-hand side of the form.
- Drag & Drop the board members you wish to display

6. Click Add Widget to save.

Click for Online Support: [Update Board Member Information](#)

If you have any questions, please reach NJ Youth Soccer at 609-490-0725 or call Stacks Sports at Phone [\(866\) 892 - 0777](tel:8668920777) (first press "2" for Support, then press "1" for Support, then press "1" for Connect, then press "3" for NJYS).