

USA Gymnastics Online Athlete Registration Instructions

To register online, follow these steps:

You will need:

- 6-digit Club number and Club Password
- A Valid CLUB email address is needed to have Athlete Membership cards created and emailed within 24 hours
- Completed [athlete forms](#) for any athlete that you register online
- Valid credit card

What you need to know before starting:

1. Only clubs may renew or apply for athlete memberships online. Athletes or their parents may not register online without going through the club. There are no exceptions.
2. You will need to have completed athlete forms for any athlete that you register online. In the event of an injury, USA Gymnastics or our insurance company may require you to produce an athlete form. It is of utmost importance that you keep the original athlete applications on file at your club, because this is tied to the secondary insurance coverage. If you choose to register an athlete online without the proper form on file, you are compromising the athlete's medical coverage as well as opening yourself and your business to unwanted liability exposure. **YOU MUST KEEP THE ORIGINAL ATHLETE FORM ON FILE AT YOUR OFFICE. DO NOT SEND FORMS TO USA GYMNASTICS.**
3. A Social Security Number is not required for new members applying online. Please note that ALL information received regarding our athlete members, is kept strictly confidential and our online registration and member searches are secured sites.
4. You must enter your club number as a six digit number, including a leading zero, if necessary.
5. You will need a credit card to apply for or renew membership online. We cannot guarantee successful processing if debit cards are used.
6. If you are registering an athlete who has had any type of past membership with USA Gymnastics but has not competed for one or more seasons, you will need to call Member Services before proceeding with registration. Do not attempt to create a new membership for an athlete until you have contacted Member Services.

7. If you have any questions regarding the membership process, contact Member Services at 1-800-345-4719.

Instructions:

Step 1: Collect completed athlete form for all club athletes. Be sure to keep a copy in your records. [[Athlete Membership form](#)]

Step 2: Divide your athlete forms into four different groups

1. Athletes with past USA Gymnastics memberships in another membership type or inactive status (proceed with Step 3, Option 1)
2. Athletes new to USA Gymnastics (proceed with Step 3, Option 2)
3. Athletes renewing USA Gymnastics memberships, but are new to your club (proceed with Step 3, Option 3)
4. Athletes renewing USA Gymnastics membership and already affiliated with your club (proceed with Step 4)

Step 3: Prepare athlete records for membership renewal

Option 1: Athletes with past USA Gymnastics membership in another membership type or inactive status

1. Contact Member Services (1-800-345-4719) to change athlete status to allow for online membership processing
2. Continue to Step 4 to complete the renewal and payment process

Note: If you have an athlete who was a member in the 06-07 (or previous) season, but not for the 07-08 season, do not attempt to add a new record for this individual. Call member services and have them activate the member.

Option 2: Athletes new to USA Gymnastics

1. Make sure you have all required information for your new athlete
2. [Adding new athlete members](#) – this link allows clubs to add new (never been a member with USA Gymnastics before) athlete members. After entering the athlete information proceed to step 4 for the payment process.

Option 3: Athletes renewing USA Gymnastics membership, but are new to your club

1. [Update personal information](#) – use this link to change an athlete’s club affiliation
2. Log on using the Athlete’s user ID and Password (your club ID and Password will not work)
3. Make necessary address and club affiliation changes. Then click SUBMIT.
4. After the verification page has come up, click on LOGOUT
5. The athlete should now be listed with your club.
6. Proceed to Step 4 to complete the renewal and payment process

Step 4:

Renew membership (For athletes renewing membership and are already affiliated with your club and those completing processes from Step 3 above.)

1. [Register/Renew Athletes in your Club](#) – this link allows you to renew and pay for your athletes’ memberships.



2. Once you are logged in, you will see a listing of your athlete members from last season, plus individuals added/updated through Step 3 above.
3. Click in the box next to the word "renew" to select the athletes on your roster you wish to renew. For each athlete you are renewing, \$48 is added to the running total box in the lower left portion of your screen.

Note: you are indicating "renew" even for the individuals whose data you added in Options 1, 2 and 3. By indicating renew, you are

actually providing them a membership.

4. At this time, you may also change the athlete's level, if necessary
5. Only 5 athletes are listed per page. After completing each page, click on the NEXT PAGE button to move on to the next page of alphabetically listed athletes
6. When finished renewing all your athletes, the running total figure, divided by \$48, should equal the number of athletes you are registering during this session
7. Click the SUBMIT button
8. On the payment screen, fill in all required information and then submit. You should receive a confirmation email with a confirmation or transaction number, the amount charged to your card, and athletes that were renewed. If there is a problem with the credit card transaction, and your payment does not match the amount of athletes processed, the email will alert you with instructions.

Note: Be sure to provide your proper email, or you will not receive the confirmation.

9. The business day following the date of your transaction, USA Gymnastics will review your transaction to make sure there were no problems with either the credit card transaction or the membership information. Once USA Gymnastics verifies that everything is in order the athletes are added to your club roster. The club roster is available for viewing at [Club Roster List](#). The club roster will not be updated with the new athletes or renewals until the next business day when USA Gymnastics posts the records.
10. If you have entered a valid Club email address you may click on the Get Member Card button to print the Athlete Membership cards for those just renewed/registered. This will generate a new Athlete Membership Card for all whom you registered/renewed. The confirmation page will show you the Club Information and the email address where the cards will be sent.
 - o Click on the check box []- I verify the above is correct
 - o Click on the Get Member Card button.
 - o The system will create the cards and send them to you at the CLUB email address found in the system. You should receive the cards within 24 hours.

Note: The email may go to a spam folder or the file size may be too

large for your email system. Athletes will also receive their card in the mail in 6-8 weeks. Each EMAIL will have 1 or more attachments.

- Each Attachment will have up to 6 cards with the Athlete Member information in a color .pdf file
- If, for example, you selected 10 ATHLETES it will send one email with 2 attachments - 6 cards in the first attachment, and 4 cards in the second attachment. The two left over cards in the second file will be blank.
- You can save these attachments to your computer, open them, and print the cards
- It is recommend to use card stock paper for printing cards

11. Membership cards will also be sent to the athlete's mailing address via postal mail within 6-8 weeks following online processing.

12. A club or an individual athlete may print or re-print their membership card from the web by following the instructions of the [Print Membership Card](#) page.