



2011-2012 Athlete Online Registration “How to Guide”

Creating a USA Gymnastics Online Log In

Step 1: Go to www.usagym.org and click on the “LOG IN” link in the top right corner.

Step 2: Click on “Click Here to Register” Link

Step 3: Enter in your Individual member number (not club number) and complete form.

Step 4: Once returned to the USA Gymnastics homepage click on “Member Services”

Step 5: On the left hand side you will notice white links:

- **“My Membership”:**
 - Will provide access to your personal membership information, renew your membership, print card, register for educational course, and criminal background check screening (Professional Members Only)
- **“Club Administrator”:**
 - Club Administrators are individuals that are able to log in and perform tasks related to the club, such as updating the club's information, renewing athlete memberships, reviewing and printing athlete and professional rosters and printing membership cards.
 - The Club Owner and Primary Contact associated with each club will automatically be designated as a Club Administrator. In addition any Club Administrator can designate other users as Club Administrators. Club Administrators DO NOT have to be current USA Gymnastics members. However they will first need to create a profile on the USA Gymnastics website.

*Add or Remove Club Administrator

Step 1: A current club administrator will log into website

Step 2: Click on Member Services at Club Administrator, then Club Information

- **To Add**-Click on Assign Club Admin and enter the individual member number or username.

To Remove-Click on the trash can icon located next to the individual name

For additional information regarding the new online membership system, please visit <http://www.usa-gymnastics.org/pages/post.html?PostID=7259&prog=> or contact Member Services at 800.345.4719 or membership@usagym.org

How to Register/Renew Athletes

Once an individual has “Logged On” to the USA Gymnastics website, and has been assigned as a club administrator they may now register/renew athletes affiliated with their club.

Step 1: Go to www.usagym.org and click on the “LOG IN” link in the top right corner.

Step 2: Click on “Click Here to Register” Link

Step 3: Enter in your Individual member number (not club number) and complete form.

Step 4: Once returned to the USA Gymnastics homepage click on “Member Services”

Step 5: On the left hand side you will notice white links, click on “Club Administrator” link

Step 6: When drop down menu appears click on “Athlete Roster”

Step 7: Select one of the button choices to proceed with adding, renewing, print athlete cards or rosters.