



## Club Administrator How-To Guide for the 2018-19 Membership Registration

**Member club information:** Follow the steps below to renew and/or make updates to member club information.

- Step 1: Designated owner/club administrator logs on to the [USA Gymnastics Member Services website](#).
- Step 2: Select the “*Club Administration*” link located on the left side of the screen.
- Step 3: Select “*Club Information*” when drop down menu appears.

### Club information features

- **Edit club information:** edit street address, mailing address, email address, website, and phone number for the club at any point during the season.
- **Renew member club membership:** renew the club’s membership online without faxing or mailing. *Please note: changes in club name and/or owner still need to be faxed or mailed.*
- **Review club purchase history:** review purchase transactions completed via the club administration tool by selecting the “Purchase History” accordion.

**Notifying parents to RENEW for athlete/introductory athlete memberships:** Follow the steps below to send a registration link to parents/guardians of minor athletes/introductory athletes affiliated with the club.

- Step 1: Designated club administrator logs on to the [USA Gymnastics Member Services website](#).
- Step 2: Select the “*Club Administration*” link located on the left side of the screen.
- Step 3: Select “*Parent Roster.*”
  - Review Parent Roster to ensure the correct parent/guardian is listed for each athlete affiliated with the club.
  - To add a parent/guardian, click on the + (plus sign).
  - To remove a parent/guardian, click on the X. There must be an additional parent/guardian on the athlete’s membership to remove a parent/guardian.
  - Once parent/guardian information has been updated, proceed to step 4.
- Step 4: Select the “*Athlete Roster*” from the drop-down menu.
- Step 5: To send a renewal email to parents, click on the “*Renew*” button located next to each athlete that appears on the roster. Once the “renew” button is selected:
  - A screen will appear that populates the athlete’s information, age and requests the parent/guardian email. Confirm the parent/guardian email address that appears is correct.
  - Select the appropriate membership type the parent should purchase.
  - Select the program/discipline.
  - Click the send button.
- Upon hitting the send button, an email will be sent to the parent/guardian with instructions on how to create a user profile and pay for his/her gymnast’s membership.
- Follow steps 1-5 for each athlete/introductory athlete that appears on your roster. When the parent/guardian has paid for the athlete’s membership, the club administrator will receive an email. Once the parent/guardian has finalized the process, the athlete’s name will appear as active on your athlete roster.

Special note regarding adult (18+) athletes; follow the same steps listed above, however the email will be sent directly to the athlete.

**Resending notification email to parent/guardian of RENEWING athletes/introductory athletes:** Follow the steps below to resend a registration link to parents/guardians of any athlete/introductory athletes affiliated with the club.

- Step 1: Designated club administrator logs on to the [USA Gymnastics Member Services website](#).
- Step 2: Select the “Club Administration” link located on the left side of the screen.
- Step 3: Select the “Athlete Roster” from the drop-down menu.
- Step 4: To send a renewal email to parents/guardians, click on the “Renew” button located next to each athlete’s name that appears on the roster. Once the “renew” button is pushed:
  - A screen will appear that will populate the athlete’s information, age and request the parent/guardian email. Please ensure that the parent/guardian email address that appears is correct.
  - Select the appropriate membership type that the parent should purchase.
  - Select the program/discipline.
  - Click the send button.
- Upon hitting the send button, an email will be sent to the parent/guardian with instructions on how to create a user profile and pay for their gymnast membership.
- Follow steps 1-5, for each athlete/introductory athlete that appears on your roster. When parent/guardian has paid for his/her child’s membership, the club administrator will receive an email. Once the parent/guardian has finalized the process, the athlete will appear as active on your athlete roster.

Special note regarding adult (18+) athletes; follow the same steps listed above, however the email will be sent directly to the athlete.

**Creating NEW athlete/introductory athlete membership:** Follow these steps to create and pay for any **NEW** USA Gymnastics athlete/introductory athletes. **Important note:** *If the individual is an existing member or has had a membership number in the past and is only new to this club, the club administrator will need to **transfer** the athlete to the current club. **DO NOT** create a new membership profile. Refer to steps regarding transferring athletes to your club to move the individual to your roster.*

- Step 1: Designated club administrator logs on to the [USA Gymnastics Member Services website](#).
- Step 2: Select the “Club Administration” link located on the left side of the screen.
- Step 3: Select the “Athlete Roster” from the drop-down menu.
- Step 4: Select the “Invite New Intro./Athlete” button at the bottom of screen.
- Step 5: Enter the athlete/intro. athlete and the parent/guardian information, and the appropriate membership type and discipline and click on the “SEND” button.
- Upon hitting the send button, an email will be sent to the parent/guardian with instructions on how to create a user profile and pay for his/her gymnast’s membership.
- Follow steps 1-5 for each athlete/introductory athlete that appears on the roster. When the parent/guardian has paid for the athlete’s membership, the club administrator will receive an email. Once the parent/guardian has finalized the process, the athlete will appear as active on your athlete roster.

**Please note; NEW athletes will not appear on the athlete roster until the membership fee has been paid.**

Special note regarding adult (18+) athletes; follow the same steps listed above, however the email will be sent directly to the athlete.

**Updating athlete levels:** Follow these steps to update/change an athlete's competitive level online at any time during a current season.

- Step 1: Designated club administrator logs on to the [USA Gymnastics Member Services website](#).
- Step 2: Select the "Club Administration" link located on the left side of the screen.
- Step 3: Select the "Athlete Roster" from the drop-down menu.
- Step 4: Select the "Change Level" button.
- Step 5: Use the drop-down menus provided to update athlete levels. Once selection is complete, click on the "done" button.

**Notifying ADULT professional/instructor members to RENEW their membership:** Follow the steps below to send a registration link to any adult professional/instructor member affiliated with the club.

- Step 1: Designated club administrator logs on to the [USA Gymnastics Member Services website](#).
- Step 2: Select the "Club Administration" link located on the left side of the screen.
- Step 3: Select "Professional Roster" from the drop-down menu.
- Step 4: To send the renewal email, click on the "Renew" button located next to each individual's name that appears on the roster. Once the "renew" button is selected:
  - A screen will appear that will populate the individual's information, age and email. Please make sure the email address that appears is correct.
  - Select the appropriate membership type that the individual should purchase.
  - Select the program/discipline.
  - Click the send button.
- Upon hitting the "send" button, an email will be sent to the individual with instruction on how to log in to his/her profile, and pay for his/her membership
- Follow steps 1-4 for each professional/instructor that appears on the roster.

**Please note:** Professional and instructor members do not have to have an email sent from the club to renew. They have the option to visit the USA Gymnastics website and log-in using their existing username and password to renew their membership.

**Notifying PARENT/GUARDIAN to RENEW junior professional/instructor memberships if under 18 years of age:** Follow the steps below to send a registration link to parents/guardians of any junior professional or instructor under the age of 18 affiliated with the club.

- Step 1: Designated club administrator logs on to the [USA Gymnastics Member Services website](#).
- Step 2: Select the "Club Administration" link located on the left side of the screen.
- Step 3: Select "Parent Roster."
  - Review the Parent Roster to make sure the correct parent/guardian is listed for each individual under the age of 18.
  - To add a parent/guardian, click on the + (plus sign).
  - To remove a parent/guardian, click on the X. There must be an additional parent/guardian on the athlete's membership to remove a parent/guardian.
  - Once parent/guardian information has been updated, proceed to step 4.
- Step 4: Select the "Professional Roster" from the club administration drop-down menu.
- Step 5: To send renewal email to parents, click on the "Renew" button located next to each junior professional/instructor who appears on the roster. Once "renew" button is selected:
  - A screen will appear that populates the individual's information, age and requests the parent/guardian email. Please confirm the parent/guardian email address that appears is correct.
  - Select the appropriate membership type the parent should purchase.
  - Select the program/discipline.

- Click the “send” button.
- Upon hitting the “send” button, an email will be sent to the parent/guardian with instructions on how to create a user profile and pay for the junior professional/instructor membership.
- Follow steps 1-5 for each junior professional/instructor (under the age of 18) who appears on your roster. Once the parent/guardian has paid for the membership, the club administrator will receive an email. The junior professional/instructor will also appear as active on the Professional Roster once the parent/guardian has finalized the process.

**Creating NEW professional/junior professional/instructor membership:** Follow these steps to create and pay for any **NEW** USA Gymnastics professional/junior professional/instructors. **Important note:** *If the individual has an existing or expired professional/junior professional or instructor membership and is only new to the club, the club administrator will need to **transfer** the professional/junior professional to the new club. The club administrator **DOES NOT** create a new membership. Refer to steps regarding transferring members into to the club to transfer the individual to the club’s Professional Roster to renew.*

- Step 1: Designated club administrator logs on to the [USA Gymnastics Member Services website](#) .
- Step 2: Select the “Club Administration” link located on the left side of the screen.
- Step 3: Select the “Professional Roster” from the drop down menu.
- Step 4: Select the “Invite New PRO” button at the bottom of screen.
- Step 5: Enter the individual’s information.
  - If the individual is under 18 years of age, the club administrator will be prompted to provide the email address of the parent/guardian.
  - If the individual is over the age of 18, the club administrator will be prompted only to provide the individual’s information.
  - Select the appropriate membership type and discipline.
  - Once information is entered, click on the “send” button.
- Upon hitting the “send” button, an email will be sent to the individual or the parent/guardian with instructions on how to create a user profile and pay for the individual membership.
- Follow steps 1-5 for each new professional/instructor (minor/adult) that needs to become a member. Once the individual/parent/guardian has paid for the membership, the club administrator will receive an email. The individual will also appear as active on the club’s Professional Roster.

**Please note: NEW members will not appear on the Professional Roster until the membership has been paid.**

**Transferring an existing/expired membership from another club:** Follow these steps to transfer an individual who has a USA Gymnastics member number that needs to be transferred from another gymnastics club to the current club.

- Step 1: Designated club administrator logs on to the [USA Gymnastics Member Services website](#).
- Step 2: Select the “Club Administration” link located on the left side of the screen.
- Step 3: Select either “Athlete Roster” or “Professional Roster” from the drop-down menu.
- Step 4: Click on the “Add to Existing Roster” button on either roster page.
- Step 5: Provide the information requested on the screen and click “search.” Select the individual’s name. The individual will now appear on the current club’s roster with its other athletes and/or professional members affiliated with the club.
  - If an individual’s membership needs to be renewed, please proceed with the “renew athlete” and/or “renew professional/jr. professional/instructor” instructions outlined above.

**Group registration processing:** Follow these steps to register a group of members affiliated with the club for educational courses, Congresses, camps and/or competitions.

- Step 1: Designated club administrator logs on to the [USA Gymnastics Member Services website](#).
- Step 2: Select the “*Club Administration*” link located on the left side of the screen.
- Step 3: Select the “*Group Processing*” from the drop-down menu.
- Step 4: Select either a course, event, camp and/or competition from the drop-down menu.
- Step 5: Select the event to attend.
- Step 6: Click on the square box under the registration column for each individual that needs to be registered and click submit.
- Step 7: The registrations will now appear in the shopping cart, located in the top center of the screen next to login information. At this time, the club administrator may proceed to pay/check-out or continue to make other purchases.
- Step 8: To check-out/pay, click on the “*items in cart*” link located in the top center of the screen next to login information. Review the items in the cart and click on the “*check-out*” button. Please note that to delete an item in the cart, click on the trashcan to remove it from cart.
- Step 9: After selecting the check-out button, the club administrator proceeds to a payment screen to submit payment information.
- Step 10: Once the transaction has been completed, the payment will automatically post to the club’s purchase history.

**Remove/delete members from the club roster:** Follow these steps to **remove** members who are no longer participating with the gym from the club’s roster .

- Step 1: Designated club administrator logs on to the [USA Gymnastics Member Services website](#) .
- Step 2: Select the “*Club Administration*” link located on the left side of the screen.
- Step 3: Select either “*Athlete Roster*” or “*Professional Roster*” from the drop-down menu.
- Step 4: To remove an individual, click on the “X” located under the “*Remove*” column next to the individual’s name.

**Add or remove club administrator(s):** Follow these steps to add or remove club administrators for the club. Club administrators DO NOT need to be a member of USA Gymnastics.

- Step 1: Designated club administrator logs on to the [USA Gymnastics Member Services website](#).
- Step 2: Select the “*club administration*” link located on the left side of the screen.
- Step 3: Select “*Club Information*” from the drop-down menu.
  - **To Add** – Click on “*Assign Club Admin*” and enter the individual’s member number or username.
  - **To Remove** – Click on the trash can icon located next to the individual name.