



2019/20 Club Administrator How-To Guide

Member Club Information:

Follow the steps below to renew and/or make updates to member club information. *Note: You will be unable to update the club membership if the Owner/Director's membership is pending or expired.*

- 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. *Please note: changes in club name and/or owner still need to fax or mail.*
- **Renew member club membership:** renew the club's membership online without faxing or mailing.
- **Review club purchase history:** review purchase transactions completed via the club administration tool by selecting the "Purchase History" accordion.
- **Meet reservations:** review current and past reservations, or search for new meets.

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: Owner or current 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.

Individual Membership Renewals:

As a reminder, USA Gymnastics now requires that all individual members register independently for membership.

Clubs no longer need to send an emailed invite link to the parents/guardians. Rather, the club administrator will have the ability to click a button via the club roster that will send parents/guardians an email with renewal instructions.

The renewal instructions provide the parent/guardian with his/her username and step-by-step instructions to renew his/her child's membership online.

Individual adult members and parents/guardians of minor members may also use the step-by-step member registration instructions to purchase membership. [Click here](#) to view.

Notifying Members to Renew for the 2019-2020 Season: follow the steps below to send optional renewal instructions to the members or parent/guardian of minor members.

Please note: if club administrator is removing existing parent from roster, they must first add a new parent to the athlete.

- 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 Roster” from the drop-down menu.
- Step 4: To send a renewal instruction email to members, click on the “Renew” button located next to each member that appears on the roster.
 - 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.
- Once the send button is selected, an email will be sent to each member with their username and instructions on how to renew their membership.

Creating NEW Athlete/Introductory Athlete Membership: Follow these steps to create a new USA Gymnastics athlete/introductory athlete.

- Step 1: Owner or 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 “Club Roster” from the drop-down menu.
- Step 4: Select the “Invite New 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 clicking 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.
- When the parent/guardian has paid for the athlete’s membership,
- *Please note, NEW athletes will not appear on the club roster until the membership fee has been paid.*

Creating NEW Professional/Junior Professional/Instructor Membership: Follow these steps to create NEW USA Gymnastics professional/junior professional/instructors. *Please note: these instructions are for anyone who has not held a previous Instructor/Junior Professional/Instructor Membership.*

- Step 1: 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 “Club Roster” from the drop down menu.
- Step 4: Select the “Invite New Professional” 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 name and 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 clicking 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
- *Please note, NEW members will not appear on the Club Roster until the membership has been paid.*

Club Administration Tools

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

- Step 1: 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 "Club 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.

Transferring an Existing/Expired Membership from Another Club: Individuals must send an affiliation request to the new Member Club to be on the club's roster. Members will follow the steps below to request the affiliation.

- Step 1: Individual, or individual's parent/guardian logs on to the [USA Gymnastics Member Services website](#).
- Step 2: Select the "My Profile" link located on the left side of the screen.
- Step 3: Select "Edit" next to organizations.
- Step 4: Search for and select Member Club.
- Step 5: The organization will be added to the individual's profile once the Member Club approves the affiliation.

Approving Club Affiliation Requests: Follow the steps below to approve affiliation requests for your Member Club:

- Step 1: 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 "Club Roster", from the drop-down menu.
- Step 4: Under the Club Affiliation filter, select "Requested"
- Step 5: Approve and/or deny requests for club affiliation.

Affiliating Non-Members

Member Clubs will now have access to view non-USA Gymnastics members on their roster. This will help club administrators monitor if a non-member employee has completed the U110: U.S. Center for SafeSport Core Course. Member Clubs are encouraged to share the instructions below and club name and number to any individual the club wishes to appear on the club roster.

A non-member can add club affiliation by completing the following steps:

- Step 1: Log onto the USA Gym. website and click on Member Services
- Step 2: Click on the My Profile link
- Step 3: Click on edit and search/ad the Member Club
- Step 4. A notification email will then be sent to the club to approve

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:

IMPORTANT NOTICE: *Removing an individual from the roster, completely removes the individual from the club. If a club accidentally removes a member from the club roster, the individual member or parent/guardian of minor's members will need to login to the USA Gymnastics website to re-add the club affiliation.*

- Step 1: Owner or 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 "roster" from the drop-down menu.
- Step 4: To remove an individual, click on the blue down arrow in the gray "I want to box"
- Step 5: From the drop down, menu select "Remove someone from my roster"
- Step 6: Click Remove from Club button next to person you would like to remove.

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: Owner or 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.
- 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.