

## Steps to Verify Memberships, Print Sanctions, and Add Sanctions Administrators

### Verifying Membership

**Step 1:\*** Log in to the USA Gymnastics website [www.usagym.org](http://www.usagym.org).

*\*If you have not already done so, you will have to create a new Log In and Username. Your member number and 8 digit date of birth will no longer allow the meet director to verify membership. Please proceed below for step by step log in instructions.*

**Step 2:** Click on Member Services

**Step 3:** Click on the white Sanction link on the left hand side

**Step 4:** When the drop down menu appears, click on My Sanctions

**Step 5:** Click on the sanctioned event

**Step 6:** Verify Membership(s)

- **Verify Athlete**, click on the Athlete Roster button. This will allow you to enter in a variety of club numbers at one time.
- **Verify Professional**, click on the Verify Membership button. This will allow you to enter in a variety of individual numbers at one time.

*\*Please note, in an effort to protect the privacy of our members, you are no longer eligible to search for individuals by first or last name. You **MUST** have their member number. If you do not have the member number and/or club number, you will need to contact the club for member number information.*

**Print Sanction-** Meet Directors, once the sanction has been approved, will now have the ability to print their sanction packet online.

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**Step 6:** Click on print sanction

**Additional Sanction Administrators** -Meet Directors may add individuals to assist in verifying memberships.

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**Step 6:** Click on Assign Sanction Admin.

Step 7: Enter in the member number or username of the individual you wish to assign.

***Please note:** the individual that is being assign does not have to be a current USA Gymnastics member, but they must follow the Online Log In procedure in order to obtain a user log in. Once they have been assigned, they will then be able to verify membership for the sanctioned event they are assigned. In addition, sanctioned administrators DO NOT serve as the meet director and/or co-meet director. The functionality only provides them the opportunity to assist in verifying current membership.*

### Creating a USA Gymnastics Online Log In

**Step 1:** Go to [www.usagym.org](http://www.usagym.org) and click on the Login link located in the top right corner.

**Step 2:** Click on the Click here to Register Link

**Step 3:** In the first section of the form will ask for a member number. You will want to enter in your Individual member number (not club number).

**Step 4:** Proceed to enter in the information requested.

**Step 5:** Once your user information has been created you will then click on Member Services.

**Step 6:** On the left hand side you will notice white links. The white link that states, My Membership will provide you access to your personal membership information, renew your membership, print card, register for educational course, and criminal background check screening (Professional Members Only)