

# MEET RESERVATION

## HOW-TO GUIDE



The Meet Reservation system provides event directors and club administrators a simple tool to assign coaches, athletes, judges, medical, photographer and volunteers to sanctioned competitions, while providing assurance that those assigned to meets have verified memberships through USA Gymnastics.

While this tool is not developed to accept payments for competition entries, Event Directors can rest assured that the memberships are valid, thus reducing the opportunity of invalid member's participating in sanctioned events.

### Club Administrators How To

Club administrators will use this tool to reserve athletes and coaches participation into an upcoming sanction event.

- Step 1** Club administrator logs on to the USA Gymnastics website and clicks Member Services.
- Step 2** Click the Club Administration link located on the left-hand toolbar.
- Step 3** From the drop-down menu select Meet Reservation.
- Step 4** Click Search for Meets.
- Step 5** Select the discipline and state to pull a list of available sanctions to enter.
- Step 6** Once list appears, you will click on the event you wish to enter.
- Step 7** Complete the information requested on the right-hand side of screen.
  - Club Abbreviation: Enter in the name of your team.
  - Club Contact/Email/Phone: Provide the name, email and phone of an individual that the event director may contact with meet specific details. *The meet contact must be listed as a club administrator with your club.*
  - Meet Contact/Email/Phone: Provide the name, email and phone number of the professional member i.e., coach, that will be responsible for the athletes while participating in the competition. *The meet contact must be a current Competitive Coach member affiliated with your club.*
- Step 8** Proceed to select the athlete and coaches that you wish to reserve a spot in the meet.
- Step 9** Once you have made your selection you will then hit the submit button, review your submission, and hit submit again to finalize the reservation.

Once the final reservation has been submitted, confirmation will be emailed to the club contact, meet contact and the event director of the event.

*Please note, Meet Reservation does not guarantee entry into the sanctioned competition. You will need to contact the event director directly in order to submit competition entry fees.*

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## Club Administrators How To

T&T Synchro, Pairs, Acrobatic Pairs/Trios, Rhythmic Groups, and GfA

- Step 1** Club administrator logs on to the USA Gymnastics website and clicks Member Services.
- Step 2** Click the Club Administration link located on the left-hand toolbar.
- Step 3** Click Athlete Group Roster.
- Step 4** Click Add Group.
- Step 5** Select the discipline, group type and pairs as necessary and click submit.
- Step 6** Once you have completed your pairs, click Meet Reservations on the left toolbar.
- Step 7** Click Search for Meets.
- Step 8** Select the discipline, state to pull a list of available sanctions to enter.
- Step 9** Once list appears, you will click on the event you wish to enter.
- Step 10** Complete the information requested on the right-hand side of screen.
  - Club Abbreviation: Enter in the name of your team.
  - Club Contact/Email/Phone: Provide the name, email and phone of an individual that the event director may contact with meet specific details. *The meet contact must be listed as a club administrator with your club.*
  - Meet Contact/Email/Phone: Provide the name, email and phone number of the professional member i.e., coach, that will be responsible for the athletes while participating in the competition. *The meet contact must be a current Competitive Coach member affiliated with your club.*
- Step 11** Proceed to select the athlete and coaches that you wish to reserve a spot in the meet.
- Step 12** Once you have made your selection you will then hit the submit button, review your submission, and hit submit again to finalize the reservation.

Once the final reservation has been submitted, confirmation will be emailed to the club contact, meet contact and the event director of the event.

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## Club Administrator What If?

### What if my team is not appearing to select for the event?

- An athlete and/or Competitive Coach, will not appear if:
  - Their membership expiration date is not valid through the last day of the competition.
  - They have an incorrect level and/or discipline associated with their membership.
  - They are missing an educational certification and/or background check certification.
  - They are not affiliated with your organization.

### What if I need to add or cancel someone from my original reservation?

- Club administrators can modify their reservations by logging onto [usagym.org](http://usagym.org), click Member Services, click Club Administration on the left-hand toolbar, from drop down menu select Meet Reservation.
- The next screen will provide a list of events that the club has current reservations placed.
- Click on the meet reservation that needs to be edited.
- Once selected click on the modify button.
- From this screen you will be able to add and/or cancel reservation, as well as, update an individual level. Once the modifications been submitted email notification will be sent to the club contact, meet contact and the event director.
- *Please note, each sanctioned event does have meet reservation deadlines.*

## Event Director/Sanction Administrator How To

### Apply for Sanction

Event Directors must first apply for a sanction and provide all of the pertinent information at the time of purchasing the sanction to ensure the event will appear online for club administrators to reserve a space at the event.

- Step 1** Event Director logs into [usagym.org/memberservices](http://usagym.org/memberservices).
- Step 2** Click on Sanctions on the left-hand toolbar, then select My Sanctions, then select Apply for Sanction at the bottom of the page.
- Step 3** Click “Click here to apply for a domestic or foreign sanction online.”
- Step 4** Enter all required fields and agree to the Sanction Statement. Click Submit.
- Step 5** Review your order and click checkout.
- Step 6** Enter billing information and credit card details.
- Step 7** Submit Payment.

### Add a Meet Referee

- Step 1** Event Director logs into [usagym.org/memberservices](http://usagym.org/memberservices).
- Step 2** Click on Sanctions on the left-hand toolbar, then select My Sanctions, select the sanction you would like to modify.
- Step 3** Click Set next to Meet Referee.
- Step 4** Search for individual by username, email address, name or member number.
- Step 5** Click Submit.

### Meet Referee Reporting

- Step 1** Meet Referee logs into [usagym.org/memberservices](http://usagym.org/memberservices).
- Step 2** Click on Sanctions on the left-hand toolbar, then select My Sanctions.
- Step 3** At the bottom of your My Sanction page, you will see a section titled Meet Referee. Select the meet that you would like to view.
- Step 4** Once the event has concluded, you will either select that you do not have any incidents to report or include your reporting information.
- Step 5** Click Submit.

Meet Referees are also able to submit the [meet referee report form](#) by email to [sanctions@usagym.org](mailto:sanctions@usagym.org).

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## Reservation Review

Once a club has submitted a Meet Reservation the event director will be notified of the entry via email. Event Directors and/or their assigned sanction administrators will then be able to access the Meet Reservation online.

- Step 1** Event Director and/or assigned Sanction Administrator logs into [usagym.org/memberservices](https://usagym.org/memberservices).
- Step 2** Click on Sanctions on the left-hand toolbar, then select My Sanctions, then select the sanction you are reviewing for reservations.
- Step 3** Click on View Details next to Total Registrations. This will provide you a list of every club that has currently submitted a reservation. You also have the ability to filter by club, level, coach and/or athletes. The information can be printed and/or exported onto an excel spreadsheet. Everyone that appears on the list has had their membership verified through USA Gymnastics.

## Adding a Club Reservation

It is recognized that there are times when a club will not use the meet reservation system to reserve the athletes and coaches for a sanctioned event. However, the event directors will still need to verify the memberships via the meet reservation system. In the event that a club does not enter their own meet reservations, the event director should follow the steps below in order to enter the club into the meet reservation system.

- Step 1** Event Director and/or assigned Sanction Administrator must scan the QR code on each participant's USA Gymnastics membership card to verify active membership for the role that they wish to participate in.
- Step 2** Event Director and/or assigned Sanction Administrator logs into [usagym.org/memberservices](https://usagym.org/memberservices).
- Step 3** Click on Sanctions on the left-hand toolbar, then select My Sanctions, then select the sanction you are reviewing for reservations.
- Step 4** Click on View Details next to Total Registrations.
- Step 5** Click on the Add Club Reservation button.
- Step 6** Enter in the Club number of the club you are adding. You **MUST** have the club number in order to proceed.
- Step 7** Complete the information requested on the right-hand side of screen.
  - Club Abbreviation: Enter in the name of the team.
  - Club Contact/Email/Phone: Provide the name, email and phone of an individual that the event director may contact meet specific details. *The meet contact must be listed as a club administrator with your club.*
  - Meet Contact/Email/Phone: Provide the name, email and phone number of the professional member i.e., coach, that will be responsible for the athletes while participating in the competition. *The meet contact must be a current Competitive Coach member affiliated with your club.*
- Step 8** Proceed to select the athlete and coaches that you wish to reserve a spot in the meet.
- Step 9** Once you have made your selection you will then hit the submit button, review your submission, and hit submit again to finalize the reservation.

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## Reservation Updates

It is the responsibility of the Event Director and/or Sanction Administrator to update online reservations prior to closing the sanction. What is submitted on your sanction reservations is what USA Gymnastics will keep record of. The attending club has access to modify their reservation through the sanction's registration end date. After the registration end date, the Event Director or Sanction Administrator must update the reservations using the following steps:

- Step 1** Event Director and/or assigned Sanction Administrator logs into [usagym.org/memberservices](https://usagym.org/memberservices).
- Step 2** Click on Sanctions on the left-hand toolbar, then select My Sanctions, then select the sanction you are modifying.
- Step 3** Click View Details next to Total Registrations.
- Step 4** Select the club of the reservation you would like to modify.
- Step 5** Click Modify on the bottom clue toolbar.
- Step 6** Cancel registrants by clicking Cancel Reservations. Add registrants by clicking Add Reservations.
- Step 7** Click Finished.

## Add Judges, Medical, Volunteers and Photographers/Videographers to Meet Reservation

Follow the steps below in order to verify membership/certifications of the Judges, Medical, Volunteers and Photographers/Videographers attending your event:

- Step 1** Event Director and/or assigned Sanction Administrator logs into [usagym.org/memberservices](https://usagym.org/memberservices).
- Step 2** Click on Sanctions on the left-hand toolbar, then select My Sanctions, then select the sanction you are modifying.
- Step 3** Click Manage next to Additional Personnel.
- Step 4** At the top of the page select Judges, Photographers, Medical or Volunteers. Once you've selected the appropriate category, enter the member number of the participant attending.
- Step 5** Hit submit to add the participant to the meet.

## Set Level/Event Registration Limits

Follow the steps below to set a maximum number of participants for a level or apparatus event:

- Step 1** Event Director and/or assigned Sanction Administrator logs into [usagym.org/memberservices](https://usagym.org/memberservices).
- Step 2** Click on Sanctions on the left-hand toolbar, then select My Sanctions, then select the sanction you are modifying.
- Step 3** Click adjust under Level Breakdown.
- Step 4** Enter the maximum number of registrations for each level or apparatus/event.
- Step 5** Click Save to update the sanction.

## Upgrade to a Foreign Sanction.

If you have already purchased your sanction and need to upgrade it to a Foreign sanction, email [sanctions@usagym.org](mailto:sanctions@usagym.org) with your request.