Renew a Club or Organization Membership

Note: Only the owner/director will have access to renew or purchase the organization membership. You will be unable to update the organization membership if the owner/director’s membership is pending or expired.

Follow the steps below to renew and/or make updates to organization memberships.

**Step 1** Designated owner/director 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.
**Step 4** Review the Membership Information section for renewal/purchase options.

Purchasing a Brand-New Club or Organization Membership

Please note: Individuals must have an active Organizational Owner/Managing Director membership to purchase an organization membership.

**Step 1** Click here to view the membership overview page.
**Step 2** The owner/director must be logged in with their username and password.
**Step 3** Select “Become a Member” under the Clubs and Other Organizational Members title.
**Step 4** Fill out the organization information, select the membership type and click continue.
**Step 5** Fill out organization diversity information and click continue.
**Step 6** Accept the membership agreement and click submit.
**Step 7** Submit payment information.

Organization Information

Organizations now have the following options for memberships:

- Member Club
- University
- Judging Association
- Event Production

Click here for a description of each organization membership type.
## Organization Information Features

- **Edit organization information**: Edit street address, mailing address, email address, website, and phone number for the organization at any point during the season. *Please note: changes in the organization name and/or owner need to be submitted on the [Change of Club Owner/Club Information form](#).*
- **Renew organization membership**: Owner/director can renew the organization’s membership online.
- **Review organization purchase history**: Review purchase transactions completed via the club administration tool by selecting the “Purchase History” accordion.
- **Meet reservations**: Club owners and administrators are able to view current and past reservations, or search for new meets.

## Add or Remove Organization Administrator(s)

Follow these steps to add or remove organization administrators. Organization administrators do not need to be members of USA Gymnastics.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>Owner or current organization administrator logs on to the <a href="#">USA Gymnastics Member Services website</a>.</td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td>Select the “Club Administration” link located on the left side of the screen.</td>
</tr>
</tbody>
</table>
| **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 the “x” located next to the individual’s name. |

## Add or Remove Safety Champion

Follow these steps to add or remove a Safety Champion for your organization.

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>Owner or current organization administrator logs on to the <a href="#">USA Gymnastics Member Services website</a>.</td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td>Select the “Club Administration” link located on the left side of the screen.</td>
</tr>
</tbody>
</table>
| **Step 3** | Select “Club Information” from the drop-down menu.  
- To Add – Click on “Assign” next to Safety Champion.  
- To Remove – Click the “x” located next to the individual’s name. |
**Individual Membership Renewals:**

- As a reminder, USA Gymnastics now requires that all individual members register independently for membership.
- Organizations no longer need to send an emailed invite link to the parents/guardians. Rather, the organization administrator will have the ability to click a button via the organization 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.

**Notifying Members to Renew for the Upcoming Season**

Follow the steps below to send optional renewal instructions to members or parent/guardian of minor members.

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

**Step 1**
Organization administrator logs on to the [USA Gymnastics Member Services website](https://www.usagymnastics.org).

**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 renewal instruction email to members, click on the “Notify” 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.

**Inviting NEW Member**

Follow these steps to create a new USA Gymnastics athlete.

**Step 1**
Owner or organization administrator logs on to the [USA Gymnastics Member Services website](https://www.usagymnastics.org).

**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 Member” button at the bottom of screen.

**Step 5**
Enter the member’s information, including the parent/guardian information if the member is a minor, the membership role and the discipline. Click “Send.”

- Upon clicking send, an email will be sent to the member, or parent/guardian if the member is a minor, with instructions on how to create a profile and pay for the membership.
- Please note, NEW members will not appear on the club roster until the membership fee has been paid.
### Creating NEW Professional/Junior Professional/Instruction Membership

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Organization administrator logs on to the <a href="https://www.usagym.org/membership/support-center">USA Gymnastics Member Services website</a>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Select the “Club Administration” link located on the left side of the screen.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Select the “Club Roster” from the drop down menu.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Select the “Invite New Professional” button at the bottom of screen.</td>
</tr>
</tbody>
</table>
| 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.  
  - Please note, **NEW** members will not appear on the Club Roster until the membership has been paid. |
Organization Administration Tools

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

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Organization administrator logs on to the USA Gymnastics Member Services website.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Select the “Club Administration” link located on the left side of the screen.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Select the “Club Roster” from the drop-down menu.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Select the “Change Level” button.</td>
</tr>
<tr>
<td>Step 5</td>
<td>Use the drop-down menus provided to update athlete levels or disciplines. Once selection is complete, click on the “done” button.</td>
</tr>
</tbody>
</table>

Add Members and Non-Members to the Club Roster
New this season: Organizations Can Invite Individual Members to Organization Roster

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Organization administrator logs on to the USA Gymnastics Member Services website.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Select the “Club Administration” link located on the left side of the screen.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Select the “Club Roster”, from the drop-down menu.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Click “Invite Existing Member” on the bottom toolbar.</td>
</tr>
<tr>
<td>Step 5</td>
<td>Enter individual’s member number.</td>
</tr>
<tr>
<td>Step 6</td>
<td>Click send.</td>
</tr>
<tr>
<td>Step 7</td>
<td>The individual will be added to the organization roster once the individual accepts the request.</td>
</tr>
</tbody>
</table>

Individuals Can Request Organization Affiliation Using the Following Steps

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Individual or individual’s parent/guardian logs on to the USA Gymnastics Member Services website.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Select the “My Profile” link located on the left side of the screen.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Select “Add a Club” next to organizations.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Search for and select organization.</td>
</tr>
<tr>
<td>Step 5</td>
<td>The organization will be added to the individual’s profile once the Organization approves the affiliation.</td>
</tr>
</tbody>
</table>
Approving Organization Affiliation Requests
Follow the steps below to approve affiliation requests for your organization:

Step 1  Organization 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
Organizations will now have access to view non-USA Gymnastics members on their roster. This will help organization administrators monitor if a non-member employee has completed the U110: U.S. Center for SafeSport Core Course. Organizations 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 organization affiliation by completing the following steps

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 “Add a Club” next to organizations.
Step 4  Search for and select the club.
Step 5  The organization will be added to the individual’s profile once the club approves the affiliation.

Remove/Delete Members from the Club Roster
Follow these steps to remove members who are no longer participating with the organization from the club’s roster:

IMPORTANT NOTICE: Removing an individual from the roster, completely removes the individual from the club. If a club accidently 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 organization 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  On the “I want to…” dropdown on the top toolbar, select “Remove someone from my club”.
Step 5  Select “Remove from Club” next to each individual that 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 and camps.

**Step 1**
Owner or organization administrator logs on to the [USA Gymnastics Member Services website](https://www.usagym.org).

**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 or camp 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.

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**Meet Reservation**

[Click here](https://www.usagym.org) for the Meet Reservation Club Administrator How-To Guide.