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: owners/managing directors must have active Professional memberships for the 2020-2021 season to purchase a club or 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 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 organization name and/or owner need to submitted by email or mail on the organization application.*

- **Renew organization membership**: Owner/director can renew the organization’s membership online without faxing or mailing.

- **Review organization 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 Organization Administrator(s)**

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

**Step 1**
Owner or current 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 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.
- 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 2020-2021 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.

1. **Organization administrator logs on to the USA Gymnastics Member Services website.**
2. Select the “Club Administration” link located on the left side of the screen.
3. Select “Club Roster” from the drop-down menu.
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.

**Creating NEW Athlete Membership**

Follow these steps to create a new USA Gymnastics athlete.

1. **Owner or organization administrator logs on to the USA Gymnastics Member Services website.**
2. Select the “Club Administration” link located on the left side of the screen.
3. Select the “Club Roster” from the drop-down menu.
4. Select the “Invite New Athlete” button at the bottom of screen.
5. Enter the athlete information, the parent/guardian information, and the appropriate 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.
   - 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 membership.

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

**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.
- **Please note**, NEW members will not appear on the Club Roster until the membership has been paid.
Organization Administration Tools

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

**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** 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.

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

**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** Click “Invite Existing Member” on the bottom toolbar.

**Step 5** Enter individual’s member number.

**Step 6** Click send.

**Step 7** The individual will be added to the organization roster once the individual accepts the request.

Individuals Can Request Organization Affiliation Using 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 “Edit” next to organizations.

**Step 4** Search for and select organization.

**Step 5** The organization will be added to the individual’s profile once the Member Club approves the affiliation.
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 “Edit” 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.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Owner or organization administrator logs on to the <a href="#">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 “Group Processing” from the drop-down menu.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Select either a course, event or camp from the drop-down menu.</td>
</tr>
<tr>
<td>Step 5</td>
<td>Select the event to attend.</td>
</tr>
<tr>
<td>Step 6</td>
<td>Click on the square box under the registration column for each individual that needs to be registered and click submit.</td>
</tr>
<tr>
<td>Step 7</td>
<td>The registrations will now appear in the shopping cart, located in the top center of the screen next to login information.</td>
</tr>
<tr>
<td>Step 8</td>
<td>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.</td>
</tr>
<tr>
<td>Step 9</td>
<td>After selecting the check-out button, the club administrator proceeds to a payment screen to submit payment information.</td>
</tr>
<tr>
<td>Step 10</td>
<td>Once the transaction has been completed, the payment will automatically post to the club’s purchase history.</td>
</tr>
</tbody>
</table>

### Meet Reservation

[Click here](#) for the Meet Reservation Club Administrator How-To Guide.