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](https://www.usagym.org).

**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](https://www.usagym.org) 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 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.

**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 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.

**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” 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.*

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.

**INVITING NEW MEMBER**

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 Member” button at the bottom of screen.**
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.**
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.

**STEP 1** Organization administrator logs on to the [USA Gymnastics Member Services website](https://www.usagymnastics.org/memberservices).  
**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 or disciplines. Once selection is complete, click on the “done” button.

Add 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](https://www.usagymnastics.org/memberservices).  
**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](https://www.usagymnastics.org/memberservices).  
**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 organization.  
**STEP 5** The organization will be added to the individual’s profile once the Organization approves the affiliation.
### Approving Organization Affiliation Requests

Follow the steps below to approve affiliation requests for your organization:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>Organization administrator logs on to the <a href="https://www.usa-gymnastics.org">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>
<tr>
<td><strong>Step 3</strong></td>
<td>Select the “Club Roster”, from the drop-down menu.</td>
</tr>
<tr>
<td><strong>Step 4</strong></td>
<td>Under the Club Affiliation filter, select “Requested”.</td>
</tr>
<tr>
<td><strong>Step 5</strong></td>
<td>Approve and/or deny requests for club affiliation.</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>Individual or individual’s parent/guardian logs on to the <a href="https://www.usa-gymnastics.org">USA Gymnastics Member Services website</a></td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td>Select the “My Profile” link located on the left side of the screen.</td>
</tr>
<tr>
<td><strong>Step 3</strong></td>
<td>Select “Add a Club” next to organizations.</td>
</tr>
<tr>
<td><strong>Step 4</strong></td>
<td>Search for and select the club.</td>
</tr>
<tr>
<td><strong>Step 5</strong></td>
<td>The organization will be added to the individual’s profile once the club approves the affiliation.</td>
</tr>
</tbody>
</table>

### 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.

<table>
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</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>Owner or organization administrator logs on to the <a href="https://www.usa-gymnastics.org">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>
<tr>
<td><strong>Step 3</strong></td>
<td>Select “Club Roster” from the drop-down menu.</td>
</tr>
<tr>
<td><strong>Step 4</strong></td>
<td>On the “I want to…” dropdown on the top toolbar, select “Remove someone from my club”.</td>
</tr>
<tr>
<td><strong>Step 5</strong></td>
<td>Select “Remove from Club” next to each individual that you would like to remove.</td>
</tr>
</tbody>
</table>
**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</th>
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<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>Owner or organization administrator logs on to the <a href="https://www.usagym.org">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>
<tr>
<td><strong>Step 3</strong></td>
<td>Select the “Group Processing” from the drop-down menu.</td>
</tr>
<tr>
<td><strong>Step 4</strong></td>
<td>Select either a course, event or camp from the drop-down menu.</td>
</tr>
<tr>
<td><strong>Step 5</strong></td>
<td>Select the event to attend.</td>
</tr>
<tr>
<td><strong>Step 6</strong></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><strong>Step 7</strong></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><strong>Step 8</strong></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><strong>Step 9</strong></td>
<td>After selecting the check-out button, the club administrator proceeds to a payment screen to submit payment information.</td>
</tr>
<tr>
<td><strong>Step 10</strong></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](https://www.usagym.org) for the Meet Reservation Club Administrator How-To Guide.