

## 2022 Elite Challenge Registration Instructions



- 1) You must be signed in as a club administrator to register members for this event.
- 2) Once you are logged on as a club administrator, go to Member Services and click *Club Administration* on the left toolbar.
- 3) To create your synchronized trampoline pairs:
  - a) If your pairs are all athletes at the same club, please skip to step c.
  - b) If your athlete competes with an athlete from a different club, as a pair:
    - i) Each club admin needs to register, and pay for, their respective athlete as an individual attending the event with their own club.
    - ii) Once both athletes have been paid for individually, one of the clubs needs to add the other athlete to their club affiliation.
    - iii) To add an athlete to your club affiliation, go to your athlete roster and click Add Existing Athlete to Roster. Enter the required information, click Search, and select the athlete's name.
    - iv) Once the other athlete is affiliated with your club, as well as their original club, continue with step c.
  - c) Click Athlete Group Roster
  - d) Click Add Group
  - e) Select the discipline, group type and pairs as necessary
- 4) Click *Meet Registration* on the left toolbar.
- 5) Click *Search for Meets*, select *All States* and *Search*, then select *Elite Challenge* under the T&T discipline.
- 6) Enter required club and contact information
- 7) Select all athletes, pairs and coaches that need to be registered.
- 8) Select Choose Levels.
  - a) Select the level for each event that each athlete or synchro pair will participate in.
  - b) Click *Submit*.
- 9) Confirm all athletes, coaches, levels and prices.
  - a) If there is a correction to be made on this page, click back on the bottom blue tool bar.
  - b) Once everything is verified, click *Submit* to put into shopping cart.
- 10) Click Checkout to submit payment and complete the registration process.
- 11) Please note that you will receive a confirmation email once the payment goes through. If you do not receive the confirmation email within 24 hours, please call Member Services at (800) 345-4719.