



## 2020-2021 Organization Administrator How-To Guide

### **Organization Information:**

Note that we have expanded our options for organization memberships this year. 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.

### **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 be 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.*

- 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 “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.

**Creating NEW Athlete Membership:** 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](#).
- 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 Athlete” button at the bottom of screen.
- Step 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](#).
- 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**

**Updating 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.

### **Add/Remove 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 accidentally 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: To remove an individual, click on the "X" located under the "Remove" column next to the individual's name.

**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](#).
- 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.

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