



### **Club Administrators How To:**

Club administrators will use this tool to reserve athletes and coaches participation into an upcoming sanctioned event.

Step 1: Club administrators log on to the USA Gymnastics website and click on Member Services

Step 2: Click on Club Administration link located on the left hand side

Step 3: From the drop down menu select Meet Reservation

Step 4: Click Search For Meet button

Step 5: Select the discipline, state to pull a list of available sanctions to enter

Step 6: Once list appears, you will click on the select link next to the event you wish to enter

Step 7: Complete the information requested on the right hand side of screen

- Club Abbreviation-enter in the name of your team
- Club Contact/Email/Phone.-provide the name, email and phone of an individual that the meet director may contact with meet specific details. *The meet contact must be listed as a club administrator with your club. [Click here](#) for instruction on how to add a club administrator.*
- Meet Contact/Email/Phone-provide the name, email and phone number of the professional member ie, coach, that will be responsible for the athletes while participating in the competition *The meet contact must be a current professional member affiliated with your club.*

Step 8: Proceed to select the athlete and coaches that you wish to reserve a spot in the meet

Step 9: Once you have made your selection you will then hit the submit button, review your submission, and hit submit again to finalize the reservation

Once the final reservation has been submitted confirmation will be emailed to the club contact, meet contact and the meet director of the event.

### **Club Administrator What If?**

#### **What if some of my team is not appearing to select for the event?**

- An athlete and/or professional “coach”, will **not** appear if
  - Their membership expiration date is valid through the last day of the competition
  - They have an incorrect level and/or discipline associated with their membership
  - They are missing an educational certification and/or background check certification
  - They are not affiliated with your facility

#### **What if I need to add or cancel someone from my original reservation submission?**

- Club administrator can make revision to their reservations by logging onto the website, click on Member Services, and click on club administration link located on the left hand side, from drop down menu select Meet Reservation.
- The next screen will then provide a list of events that the club has current reservations placed.
- Click on the meet reservation that needs to be edited.
- Once selected click on the modify button.
- From this screen you will be able to add and/or cancel reservation, as well as, update an individual level. Once the modifications been submitted email notification will be sent to the club contact, meet contact and the meet director.

*Please note each sanctioned event does have meet reservation deadlines.*