



# ORGANIZATION ADMINISTRATOR

## HOW-TO GUIDE

### ORGANIZATION INFORMATION

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: Individuals must have an active Organizational Owner/Managing Director membership to purchase an 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.

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### 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.

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### 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.*

- 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.

### INVITING NEW MEMBER

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 Member” button at the bottom of screen.
- STEP 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.

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## 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](#).
- 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](#).
- 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 “*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.

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### 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 “Add a Club” 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** 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.

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### 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.