ACRO Companion Instructions

PURCHASING SHEETS / TIPS

INSTRUCTIONS FROM AC TO PURCHASE THE USA LEVEL 9/10 SHEETS

1. Create your club in Acro Companion.
2. Ensure you are logged into your club account to purchase the sheets with Level JO Level 9/10.
3. If you don't know the email connected with your club account, let me know and I will request this information from AC.
4. Once you are in the club account – click the Green Cart icon and purchase sheets (no VAT). Note: It will default to 20 sheets.
5. Make sure you add yourself as coach. To do this click "Coach's Sheets" (click the side bar, then suitcase icon).
6. Click on the coach and it will turn blue.
7. Click "Manage tariff sheets for Selected Coach"
8. Click "Pass New Right"
9. Once you confirm the new right the tariff sheets will be available when you hit "Create New" and give you a drop-down menu where you can choose the FIG or JO Level 9/10.

AC RECOMMENDATIONS / TIPS

- It is easiest to keep all the TS under one coach and let everyone use the same login.
  - If you do create multiple coaches, then you cannot see ALL tariffs for the club, only the ones assigned to you.
- Tariff sheets are only changeable for up to 1 year, then they will expire.
- Once you create a new sheet, you cannot change basic info (names/levels) so be sure that spelling is correct.