

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. [Click here](#) to view the requirements.

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 “Club Information” under the Club Administrator section of the left menu.
- Step 3** 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. [Click here](#) to view the requirements.

- 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 "Club Information" from the left menu under the Club Administrator section.

- **To Add** – Click on "Assign" 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 "Club Information" from the left menu under the Club Administrator section.

- **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.

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 "Club Roster" from the left menu under the Club Administrator section.
- Step 3** 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 invite a brand new member to your club roster.

- Step 1** Owner or organization administrator logs on to the [USA Gymnastics Member Services website](#).
- Step 2** Select "Club Roster" from the left menu under the Club Administrator section.
- Step 3** Select the "Invite New Member" button at the bottom of screen.
- Step 4** 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 "Club Roster" from the left menu under the Club Administration section.
- Step 3** Select the "Change Levels" button.
- Step 4** Use the drop-down menus provided to update athlete levels or disciplines.

Add Members and Non-Members to the Club Roster

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 Roster", from the drop-down menu.
- Step 3** Click "Invite Existing Member" on the bottom toolbar.
- Step 4** Enter individual's member number.
- Step 5** Click send.
- Step 6** 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 "Add a Club" next to "My Clubs."
- Step 3** Search for and select organization.
- Step 4** 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 “Club Roster” from the left menu under the Club Administration section.
- Step 3** Under the Club Affiliation filter, select “Requested”.
- Step 4** Approve and/or deny requests for club affiliation.

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 “Add a Club” next to organizations.
- Step 3** Search for and select the club.
- Step 4** The organization will be added to the individual’s profile once the club approves the affiliation.

Remove/Delete Individuals from the Club Roster

Follow these steps to **remove** individuals 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 “Club Roster” from the left menu under the Club Administration section.
- Step 3** On the “I want to...” dropdown on the top toolbar, select “Remove someone from my club”.
- Step 4** Select “Remove from Club” next to each individual that you would like to remove.

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 above and club name and number to any individual the club wishes to appear on the club roster.

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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 “Group Processing” from the drop-down menu.
- Step 3** Select either a course, event or camp from the drop-down menu.
- Step 4** Select the event to attend.
- Step 5** Click on the square box under the registration column for each individual that needs to be registered and click submit.
- Step 6** After selecting the check-out button, the club administrator proceeds to a payment screen to submit payment information.
- Step 7** 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.

