

# PARENT HOW-TO GUIDE



## Minor Membership Renewal (17 & under)

- Step 1** Parent/guardian logs in to [usagym.org](https://usagym.org) with their username and password. Note: If you do not know your username, email [membership@usagym.org](mailto:membership@usagym.org).
- Step 2** Select "Manage Memberships" on the left toolbar.
- Step 3** Click on the individual you would like to renew.
- Step 4** Review the membership options and click "Continue."
- Step 5** Confirm the member's membership information. Select "Make Changes" or "Continue."
- Step 6** Select the appropriate membership to purchase. Questions about what membership/discipline to select? [Click here](#).
- Step 7** Edit or remove the member's club affiliation.
- Step 8** Review Safe Sport information and click the acknowledgement.
- Step 9** Review the membership agreement, agree to the terms, and click "Submit."
- Step 10** Click "Checkout."
- Step 11** Review purchase details, billing information and enter credit card details. Click "Submit Payment."

## Minor New Membership Purchase (17 & under)

- Step 1** Parent/guardian will create a profile on [usagym.org](https://usagym.org). Click "My Profile" and select "Register here." Note, you will use your own, parent/guardian, information (name, date of birth, email address, address) to create the profile.
- Step 2** Select "Manage Memberships" on the left toolbar.
- Step 3** Click "Add a new minor."
- Step 4** Review the membership options and click "Continue."
- Step 5** Enter the member's information and click "Continue."
- Step 6** Select the appropriate membership to purchase. Questions about what membership/discipline to select? [Click here](#).
- Step 7** Add the member's club affiliation.
- Step 8** Review Safe Sport information and click the acknowledgement.
- Step 9** Review the membership agreement, agree to the terms, and click "Submit."
- Step 10** Click "Checkout."
- Step 11** Review purchase details, billing information and enter credit card details. Click "Submit Payment."

## Other

- To review and edit membership information, print a membership card or change club affiliations, access your My Profile page by logging into [usagym.org](https://usagym.org) with your username and password.
- Under the My Children section of your profile page, click your child's name to print their membership card, make changes to their profile, add a club or access their membership agreement.

## To add/remove a club affiliation

- Step 1** Go to [usagym.org](https://usagym.org) and login with your username and password.
- Step 2** Under the My Children section of your profile page, click your child's name to access their profile.
- Step 3** On your child's profile, use the "Add a Club" button in the Club section of their profile to search for their club.
- Step 4** Select your child's club and confirm the affiliation request.

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## Registering your minor child for educational courses and exams

Minors have the opportunity to participate in the role of Recreational Coach (age 14+), Competitive Coach (age 16+) and Judge (age 16+). Some of these roles require specific educational courses or certifications.

In order to receive credit for educational courses and exams, the minor must be logged in to their own profile – not their parent/guardian's profile – when registering for and completing their coursework.

If your child needs to register for a live or online course or exam, but does not already have their own username and password, please follow the steps below to assist them in creating their login.

## Update your child's email address

- Step 1** Log in to your parent profile at [www.usagym.org](http://www.usagym.org)
- Step 2** Under the **MY CHILDREN** section, click your child's name to access their profile
- Step 3** On your child's profile, click the **EDIT** button beside the **PERSONAL INFORMATION** section to add or update your child's email address. The email on your child's record must be their own unique email, different from the one on your parent profile.
- Step 4** Make note of your child's member number (located under the **MEMBERSHIP INFORMATION** section)
- Step 5** Log out

## QUICK REFERENCE

### Who should log in?

#### Parents log in to their Parent Profile to:

- Purchase or renew minor child's membership
- Add membership roles to minor child's record
- Update minor child's contact info
- Update minor child's club affiliation
- Grant permission for 17-year-old to take the U110 SafeSport Course (see next page for instructions)

#### Minors log in to their own profile to:

- Register for educational courses and exams
- Complete online courses and exams
- Print membership card

## Assist your child in creating their own login

- Step 1** Click the **MY PROFILE** button (if your device automatically logs you in to your parent profile, click Log Out on the left menu)
- Step 2** Click the blue **REGISTER HERE** button
- Step 3** Enter child's member number
- Step 4** Child creates username and password and completes the required fields and check boxes
- Step 5** Click **REGISTER**

## Click below for more information about

- [Educational Course Offerings](#)
- [Membership Roles & Requirements](#)

## Need Assistance? We're Here to Help!

For assistance logging in or navigating your parent/guardian profile or your minor child's profile, please contact Member Services at 800.345.4719 or email [membership@usagym.org](mailto:membership@usagym.org).

For questions or assistance with specific educational courses, please email the Education department at [education@usagym.org](mailto:education@usagym.org).

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## U110: U.S. Center for SafeSport Core Course

### Information for Parents: Helping your Child Register

All members aged 18 and older are required to complete the U110 U.S. Center for SafeSport Core Course as a condition of membership. This includes athletes, coaches, judges, and any adult (18+) in a member club who has regular contact with or authority over minors. If your child is 18+, or will be turning 18 during the season, please review the following information regarding registration and completion of this requirement.

### Frequently Asked Questions

**Q: What is the U110 U.S. Center for SafeSport Core Course?**

**A:** The U.S. Center for SafeSport Core Course provides important training about preventing, recognizing and responding to misconduct in sport. The course takes about 90 minutes to complete.

**Q: My child will turn 18 during the membership season. Will she be required to take the U110?**

**A:** Yes, once your child reaches her 18th birthday, her membership will go into a pending status until she has completed the course. Members in a pending status will be ineligible to participate in USA Gymnastics sanctioned events until the course is completed and their membership returns to an active status.

**Q: Can my child take the course before turning 18, to avoid a lapse in membership status?**

**A:** Yes, 17-year-olds are able to take the U110 SafeSport course with parent/guardian permission, and are encouraged to do so when possible. Please see the instructions below to grant your child permission.

**Q: My child is not yet 17. Can he take U110 SafeSport course now?**

**A:** No, minors under the age of 17 are unable to take this course.

**Q: My child recently turned 18, but hasn't created a login. Why can't I access his profile to help him?**

**A:** Once a child turns 18, the parent/guardian will no longer have access to their adult child's profile. If the child has not previously created a login for their profile, and needs assistance with that process, they should contact Member Services at **800.345.4719** or email [membership@usagym.org](mailto:membership@usagym.org).

**Q: My child mistakenly took the SafeSport course while logged in to my parent profile. Can the certificate be switched over to his name?**

**A:** USA Gymnastics is unable to transfer SafeSport course certificates from one individual to another. Please contact the U.S. Center for SafeSport at **720.676.6417** for assistance, or visit the Center's Help Portal at [safesporttrained.org](http://safesporttrained.org).

### How to Grant Permission for your 17-Year-Old Child to Register for the U110 U.S. Center for SafeSport Course

1. Log in to your parent profile at [www.usagym.org](http://www.usagym.org)
2. Under the **MY CHILDREN** section, click your child's name to access his/her profile
3. Near the bottom of your child's profile, click the grey **U110: PERMISSION REQUIRED** button, check the Consent box, and then Close. Your child will now have access to register for the course.

**NOTE:** When registering for the course, be sure that your child is logged in to his/her **own** profile, not your parent profile. If your child registers and completes the course through your parent profile, the certificate will be in your name and your child will have to re-take the course to receive credit.

