

**“Eliminate the paper. Use MeetMaker.”**

Welcome to [MeetMaker.com](http://MeetMaker.com) the **GREEN** way to enter meets.

**ALL club profile information; Organization, Coaches and Athlete information must be completed on MeetMaker prior to meet registration. The USA Gymnastics Club Number and all coach and athlete numbers will be required to complete the registration. Make sure you fill these in in the correct spots.**

**All gym and roster information is saved in MeetMaker so after setting up your roster you do not have to retype your entry forms, this year or next just update the gymnast level.**

When you Click **“Sign Up New Gym”** on the MeetMaker home page you will be taken to the **Profile** page. You can change the profile information after you have saved it by clicking **“My Profile”** on your MeetMaker home Page. The email is your login name and your password is case sensitive it is also where your MeetMaker registration emails will be sent. **(You must fill in all bold information)**

**Add your organization information;**

2. Click the **“Add New Organization”** to add an organization to your club profile. You can add more than one Organization to each club profile (AAU, USAG, USAIGC, ect.).

**Add additional users;**

3. Click **“Add New User”** to add additional users to your account **(do not use your main account email)** so you do not have to give out your login info, each user can have different levels of access to your account. (Each new user will receive an email sent to their email address with a temporary password. If they do not receive this email please check their spam folder.)

4. Scroll down and Click **“Save”** at the bottom of the screen

**5. Create or Edit your roster;**

**a.** Click the **“MY ROSTER”** link on your **“MY GYM”** page **(You can load your roster right from the USA Gymnastics roster page)**

**b.** You can download your roster from USA Gymnastics web site; you will need your USA Gymnastics login info. Downloaded gymnast will be assigned the level they are registered for in the USA Gymnastics web site. If they are competing a different level than the USA Gymnastics web site level you will need to edit them in your MeetMaker roster before going to the registration page. The download will Update gymnast already in your MeetMaker roster but will not Duplicate existing gymnast in your MeetMaker roster, so you can add and update gymnast on your team each year.

**c.** To manually **Add** a gymnast to your roster click the **“Add New Gymnast”** button at the top of the gymnast roster this will take you to a gymnast entry screen. Fill in all fields **(do not save until you added an organization and level)**.

Click the **“Add New Organization”** **(you can have more than one Organization per gymnast)** button above the organization grid, select **the correct organization; enter the gymnast organization number and save.**

Then click the **“Add New Level”** button select the correct level and save. Then save the gymnast.

To **Change a Gymnast Level**; open the gymnast info by clicking the **EDIT** link at the end of the gymnast’s row; Click the organization you wish to edit the level of (if the gymnast has more than one) then click **EDIT** in the **“Category and Level”** box then click the down arrow and scroll until you find the correct level. Save the level then save the gymnast.

**d.** To Add/Edit coaches scroll down to the Coaches Roster Grid below the Gymnast Roster Grid and use the same step as Add/Editing a gymnast; **Fill in all fields and add them as a “Gymnastics-Coach” level to make**

**sure they will be saved**

**To Enter a Meet;**

6. Go to “**MEETS**”(the **MY Meets** are meets that you have entered on MeetMaker already) located on the top Menu bar find the meet you want to register for; click the register link next to that meet and it will take you to the registration page. **If you do not see the meet you want to register for on MeetMaker, contact the meet director and let them know you would like them to list their meet on MeetMaker.com to make your registrations easier.**

7. Click the box under the “**REGISTER**” for each gymnast and coach you want enter into the meet, if they are going to count for team competition score then click the “**Team Member**” box also, if **Notes** are required fill them in (if the team is limited you can only click the number of team members that are allowed for that level, if it is unlimited then you should click all gymnast. If you click to many or to few it will not let your register) If you do not see a gymnast in the correct level area for registration then you will need to go to the “**MY ROSTER**” page and add/edit their level (see Step 5d)

8. Once all gymnast and coaches are clicked for entry scroll down and click the “**Continue**” button

9. You will now be on the confirmation page this will show the amount owed for entry into the competition. You will have to fill in payment information to process your registration.

You will have to check the “**Terms of Use**” box and fill in your “**Pass Word**”. Then click the “**Summit Registration**” box to complete your registration.

You will then see a confirmation page with a confirmation number in it. You will also receive an email with your registration on it.

If you do not see the email check your **SPAM** folder, or you can go to your **HOME** page and click the recent emails button to see all emails you have been sent.

If you would like to use MeetMaker for your competition just go to your home page and click the **MEET WIZARD** button.

If you have any questions please email [support@meetmaker.com](mailto:support@meetmaker.com) for assistance or to be removed from mailing list.