

## How to enter a USAG WI meet using USAG Meet Reservation

Before entering any meets the following preparation is needed.

1. Register your club with USAG – must be done annually (generally in June or July)
2. Assign a Club Administrator. This person should submit all the meet entries and be responsible for sending in meet fees. A club may have multiple administrators, such as one for J.O., one for Xcel, etc. The club administrator must be an up to date professional member. Register as club administrator on USAgym.org. You will need your club number and USAG credential information.
3. Check the WI Proscore list on the WI Womens Gymnastics website for your shortened name.  
(Contact the Competition Chairperson if your club name is not on the list; [janeschrimpf@hotmail.com](mailto:janeschrimpf@hotmail.com))
4. Register all gymnasts and coaches with USAG. Make sure the gymnasts are registered for the level they will compete during the upcoming season. (Registration opens each year in June. Check USAG site for details and forms.)
5. Check on all coaches certifications and bring them up to date.

### To register for a meet using USAG Meet Reservation:

The Club Administrator will be able to access and complete the Meet Reservation by:

- ✓ go to USAgym.org
- ✓ Member Services
- ✓ Club Administration
- ✓ Meet Reservations
- ✓ on right hand side, click on Search for Meet
- ✓ Discipline
- ✓ State
- ✓ Click on event to enter
  - Terms to know:
    - Club abbreviation – use WI Proscore short name
    - \*Club contact – Same as Club Administrator, email and phone required
    - \*Meet contact – A professional member attending the event, email and phone required
    - \*may be the same person
- ✓ Choose athletes and coaches attending
- ✓ Submit
- ✓ Submit again

Meet Reservation does not guarantee entry into the event. Contact the meet director directly to confirm and pay.

Changes – The Club Administrator may modify the entry online at any time. The meet information will show deadlines for adding a gymnast, scratching a gymnast or making a level change.

5/10/16

js