



### **Club Administrators How to Guide for GfA Nationals:**

Step 1: Club administrators log on to the USA Gymnastics website and click on Member Services

Step 2: Click on Club Administration link located on the left hand side

Step 3: Click Athlete Group Roster

Step 4: Click Add Group-this is the section by which you will create each group that you intend to register for the event.

Step 5: Select the discipline, GfA, you will then select a group type you wish to create.

As an example: for an Open Female Power Team Gym Group

- You will select group type Power Team Gym: Open Female
- You will then place a check mark in the box of each athlete you wish to place in this group, the athlete selected will appear in the box to the right hand side.
- Once each athlete has been selected for the group, click the submit button

Step 6: Repeat steps 4 and 5 for to create each group you intend to enter.

Step 7: Once you have completed created each of the groups, click Meet Reservations on the left toolbar

Step 7: Click Search For Meet button

Step 8: Select the discipline-GfA, state AZ, 2021 GfA Nationals

Step 9: Once list appears, you will click on the select link next to the event you wish to enter

Step 10: Complete the information requested on the right hand side of screen

- Club Abbreviation-enter in the name of your team
- Club Contact/Email/Phone.-provide the name, email and phone of an individual that the meet director may contact with meet specific details. *The meet contact must be listed as a club administrator with your club. [Click here](#) for instruction on how to add a club administrator.*
- Meet Contact/Email/Phone-provide the name, email and phone number of the professional member ie, coach, that will be responsible for the athletes while participating in the competition *The meet contact must be a current professional member affiliated with your club.*

Step 11: Proceed to select the athlete and coaches that you wish to reserve a spot in the meet

Step 12: Once you have made your selection you will then hit the submit button, review your submission, and hit submit again to finalize the reservation, and submit payment.