



2019 Elite Challenge Registration Instructions

1. You must be signed in as a club administrator to register athletes and professionals for this event
2. Once you are logged on as a club administrator, go to Member Services and click Club Administration on the left toolbar
3. To create your synchronized trampoline pairs:
 - a. If your pairs are all athletes at the same club, please skip to step 3.b.
If your athlete competes with an athlete from a different club, as a pair, please refer to the following instructions in bold:
 - i. **Each club admin needs to register, and pay for, their respective athlete as an individual attending the event with their own club.**
 - ii. **Once both athletes have been paid for individually, one of the clubs needs to add the other athlete to their club affiliation.**
 - iii. **To add an athlete to your club affiliation, go to your athlete roster and click Add Existing Athlete to Roster. Enter the required information, click search, and select the athlete's name.**
 - iv. **Once the other athlete is affiliated with your club, as well as their original club, continue with step 3.b.**
 - b. Click Athlete Group Roster
 - c. Click Add Group
 - d. Select the discipline, group type and pairs as necessary
4. Once you have completed your pairs click Meet Reservations on the left toolbar
5. Click Search For Meets, select the TT discipline type, then select the 2019 Elite Challenge
6. Enter required club and contact information
7. Select all athletes, pairs and coaches that need to be registered
8. Select Choose Levels
 - a. Select athlete or synchro pair's level for each event
 - b. Click Submit
9. Confirm all athletes, coaches, levels and prices. If there is a correction to be made on this page, click back on the bottom blue tool bar
10. Once everything is verified, click submit to put into shopping cart
11. Click Checkout to submit payment and complete the registration process
12. **Please note that you will receive a confirmation email once the payment goes through. If you do not receive the confirmation email within 24 hours please call Member Services at (800) 345-4719.**