

## Acrobatic Gymnastics Online Registration Site INSTRUCTIONS

### **Registering**

1. If you have not registered already click the "Click here to register" link
2. Enter your Pro Member ID and click "Register"
3. Enter your email address
4. Create a password
5. Click "Register"

### **Managing Club - Club Information / Coaches / Pair Groups**

1. If you have not logged in, login with your Pro Member ID and password
2. Click the button next to "Manage Club"
3. Verify that your club information is correct and click "Save Club Information" if you have made any changes
4. Add your coaches by typing in their Pro Member ID's and clicking "Add Coach"
5. Add a Pair Group by clicking "New Pair Group"
6. Select the Pair Groups event and then the athletes in the Pair Group  
The age group is automatically calculated. If the age group is incorrect please contact USA-Gymnastics.
- The level will be set when registering for meets.
7. Click save to finish creating the Pair Group
8. Repeat steps 5 - 7 to register all Pair Groups

### **Registering for a meet**

1. If you have not logged in, login with your Pro Member ID and password
2. If you have not verified your Club Information, added Coaches, and created Pair Groups do that now.
3. Select a meet in the list box next to the words "Register for"
4. Check the check boxes next to the coaches names that will be attending the meet
5. Check the check boxes next to the Pair Groups that will be attending the meet
6. Select the levels of the Pair Groups that will be attending the meet
7. Click "Save Registration"
8. **After** clicking "Save Registration" you can, but are not required to, click "Print Registration"

**\* Important Note – Per the 2007-08 Specifications, all athletes must obtain an Entry Number for the 2007 Competition Season. The Entry Number is completed by the coach based on the pair/group's ID. This ID can either be generated by the Acrobatic Gymnastics Online Registration System or by the Regional Administrative Committee Chairman. The pair/group's ID should remain the same throughout the season. If any partner changes within the pair/group a new ID is required. Entry Numbers should be written on all Tariff Sheets.**