

"Eliminate the paper. Use MeetMaker."

Welcome to MeetMaker.com the **GREEN** way to enter meets.

This web site is best used with Internet Explorer 6.0 or later; NetScape; FireFox

ALL club profile information; Organization, Coaches and Athlete information must be completed on MeetMaker to be processed in the Region 8 regional meets (not just the bold fields)

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. **(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.). Each organization must be **"Active"** or **"Pending"** to be saved.

Add additional users;

3. Click **"Add New User"** to add additional users to your account 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

2

Organizations ?

Add New Organization

Organization	Number	Status	ExpDate
USA Gymnastics	023658	Active	

3

ADDITIONAL USERS

Add additional users here and set the permissions they can have for your account. When a user is added they will receive an email with a system generated password that they can update after their first login.

First Name	Last Name	Email	Allow Profile Update	Allow Roster Update	Allow Meet Registration	Allow Meet Director
Jane	Smith	jane@smith.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
John	Smith	john@smith.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Charlie	Smith	charlie@smith.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Frank	Smith	frank@smith.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4

Save



MeetMaker Online Gymnastics Meet Registration

janssen CAROLINA

HOME • MY GYM • MEETS • HELP

"Eliminate the paper. Use MeetMaker."

MY GYM • MY PROFILE • MY ROSTER • MY MEETS • MEET DIRECTOR

MY PROFILE - Maintain your account information and click the Save button at the bottom. Fields in **bold** are required.

Email: **jan@smith.com**

Gym Name: **Gymnastics**

Short (Camp) Name: **Gymnastics**

Address 1: **4873 Country Club Rd**

Address 2:

City: **Wadesville**

State (US): **North Carolina**

ZIP/Postal Code: **27134**

Country:

Phone 1: **(336) 762-1988**

Phone 2:

Fax:

Contact Person: **Kenny Morales** [View a roster?](#)

Organizations ?

Add New Organization

Organization	Number	Status	ExpDate
USA Gymnastics	023658	Active	

ADDITIONAL USERS

Add additional users here and set the permissions they can have for your account. When a user is added they will receive an email with a system generated password that they can update after their first login.

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Jane	Smith	jane@smith.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
John	Smith	john@smith.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Charlie	Smith	charlie@smith.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Frank	Smith	frank@smith.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save

5. Create or Edit your roster;

a. Click the “MY ROSTER” link on your "MY GYM" page

b. You can download your roster from USA Gymnastics web site; you will need your USA Gymnastics login info and club number. 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 USAG web site level you will need to edit them in your MeetMaker roster before going to the registration page. (Prep Optional gymnast will be set to Prep Opt in MeetMaker, if your state or meet uses a different Level name for the Preps, you will need to edit those gymnasts in your MeetMaker roster before registering them in a meet) The download will not Duplicate or Update the existing gymnast in your roster, so you can add any new 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 roster and fill in all fields. To Edit an existing gymnast use the [+] to open information about your gymnast and the [-] to close it located next to their names. To add a new Organization to an existing gymnast select a gymnast by clicking in their name box and click the “Add New Organization” button; to add a additional level to an existing gymnast click in the organization box of the gymnast and click the “Add New Level” button.

To Change a Gymnast Level; open the gymnast info by clicking the [+] next to their name; then the [+] next to the Organization then click in the “Category and Level” box then click the down arrow and scroll until you find the correct level.

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**

e. Scroll down and click “Save Roster” to make sure all updates and adds to your roster are saved

If any of the following fields are left blank on your roster; the updates and/or additions will not be saved: **First Name, Last Name, Birth Date, Organization, Status, and Category and Level (if you have two level boxes open both must be filled with different levels or delete the empty one before saving)**

b

MY ROSTER - Maintain your gym's roster of gymnasts and coaches. Click the Save Roster button at the bottom to save your changes. Use the '+' and '-' buttons to expand and collapse rows.

New Feature - You can now select and delete one or more gymnasts at once by using the checkboxes in the 'X' column and clicking the 'Delete Selected Gymnasts' button. You must then click the 'Save Roster' button to permanently delete the selected records.

Import your USA Gymnastics roster by clicking here

c

First Name	Last Name	Gender	DOB	US Citizen	Active	
Megan	Ashcraft	Female	4/25/1995	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Haley	Bodenheimer	Female	9/13/1993	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Organization		Number	Exp Date	Status		
USA Gymnastics		605785	7/31/2010	Active		
Category & Level						
Gymnastics - Level 10						

d

First Name	Last Name	DOB	US Citizen	Active	
Curtis	Rucker		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Organization		Number	Exp Date	Status	
USA Gymnastics		258142		Active	
Category & Level					
Gymnastics - Coach					

e

Save Roster

To Enter a Meet;

6. Go to **“MEETS”** 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.**

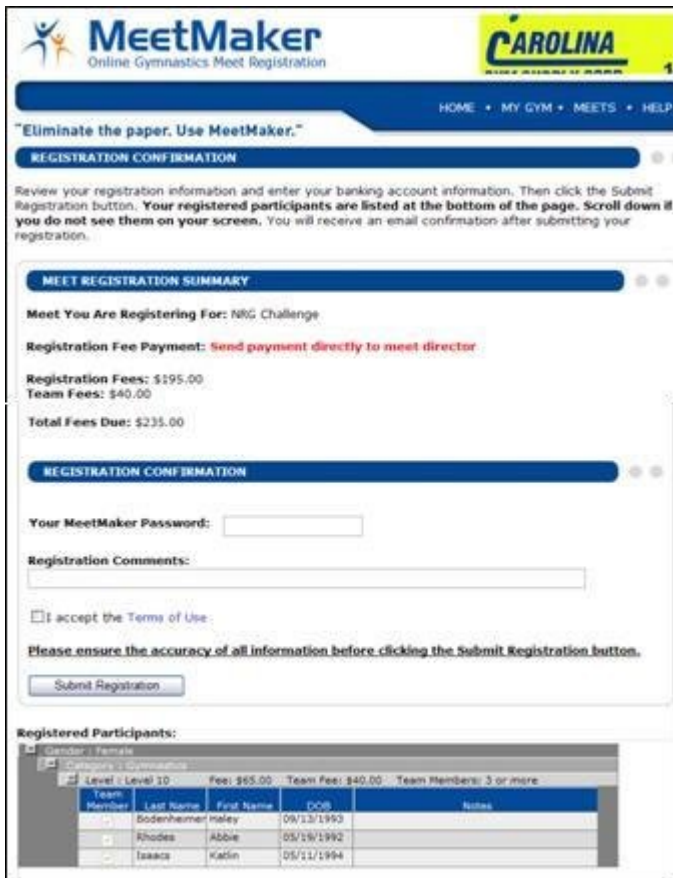
The screenshot shows the MeetMaker website interface. At the top, there is a logo for MeetMaker (Online Gymnastics Meet Registration) and a yellow banner for 'janssen'. Below the logo is a navigation bar with links: HOME • MY GYM • MEETS • HELP. A blue banner below the navigation bar says "Eliminate the paper. Use MeetMaker." Below this is a "MEET DIRECTORY" section with a search tool. The search tool includes a checkbox for "Include Past Meets", a "State:" dropdown menu, a "Meet Name Keyword:" text input, and a "Go" button. Below the search tool is a "MEET LISTING" section. A red box highlights a "Click here to register" link next to the "NRC Challenge" meet listing. The listing for "NRC Challenge" shows dates 1/16/2010 - 1/17/2010, location Raleigh, NC United States, and a "Click here to register" link. Other listings include "Twin City Classic 2009", "Foothills Frostbite Invite", "2010 Tumblebees Invitational", and "Winter Fun Invitational", each with a "Click here to register" link.

7. Click the box under the **“REGISTER”** for each gymnast 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 5)

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

The screenshot shows the MeetMaker website interface for the registration page. At the top, there is a logo for MeetMaker (Online Gymnastics Meet Registration) and a yellow banner for 'janssen'. Below the logo is a navigation bar with links: HOME • MY GYM • MEETS • HELP. A blue banner below the navigation bar says "Eliminate the paper. Use MeetMaker." Below this is a "MEET REGISTRATION" section. Below the registration section is an "EVENT DETAILS" section. The event details section shows the following information: "You Are Registering For: NRC Challenge", "Meet Dates: 1/16/2010 - 1/17/2010", "Registration Dates: 9/1/2009 - 12/21/2009", "Organization: USA Gymnastics", "Format: Traditional/Modified Traditional", "Teams Allowed: Yes", and "Registration Fee Payment: Send payment directly to meet director". Below the event details is a "Registration Fee Total: \$195.00 (Does not include applicable team fees)". Below the fee total is a "Select Participants" section. The "Select Participants" section shows a table of participants for two levels: Level 30 and Level 4. The table has columns for "Register", "Team Member", "Last Name", "First Name", "DOB", and "Notes". The "Register" and "Team Member" columns have checkboxes. The "Level 30" section shows four participants: Isaac, Katin (DOB 05/11/1994), Rhodes, Abbie (DOB 05/19/1992), Bodenheimer, Haley (DOB 09/13/1993), and Fallanca, Hannah (DOB 09/16/1991). The "Level 4" section shows one participant: Murray, Erie (DOB 08/23/2000). Below the table is a "Continue" button.

9. You will now be on the confirmation page this will show the amount owed for entry into the competition. If it is an **“Online Payment”** meet you will have to fill in payment information to process your registration. If it is not an online payment meet please mail a check to the meet director.



You will have to check the **“Terms of Use”** box and fill in your **“Pass Word”**. Then click the **“Submit 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 for assistance or to be removed from mailing list.