

"Eliminate the paper. Use MeetMaker."

Welcome to [MeetMaker](#), the **GREEN** way to enter meets.
This web site is best used with Internet Explorer, NetScape and FireFox

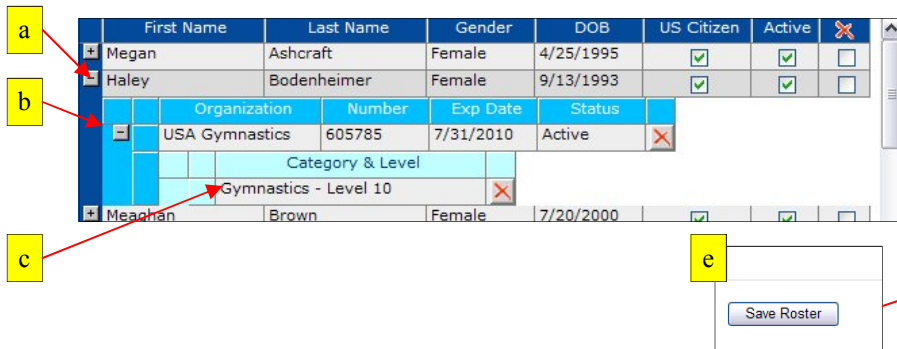
Change a Level to Gymnast after USA Gymnastics import;

Changing a Level to a gymnast in after import then register for a new competition; If you have down loaded gymnast from the USA Gymnastics site they will be the level you registered them this year, if they moved levels you will need to edit your roster to enter them in the correct level in MeetMaker. If your gymnast are Prep Optional USA Gymnastics calls the mall Prep Opt; if your state has different level names you will need to change these levels to register these gymnast in the correct Prep Optional Level.

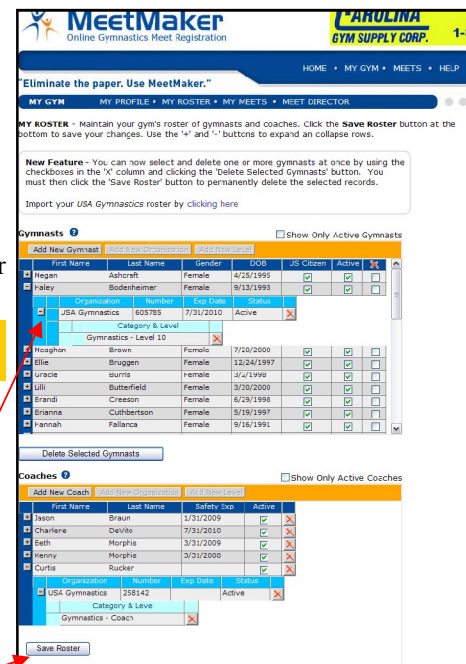
1. Open the **"MY ROSTER"** link from your **"MY GYM"** page
2. To Edit the gymnast;

- a. Click the [+] next to the gymnast you need to edit
- b. Click the [+] next to the Organization for that gymnast
- c. Click in the Level box a down arrow will appear in the box
- d. Click the down arrow and scroll until you see the correct level
- e. Make sure you scroll down and click **"Save Roster"** to save all updates you have made to your roster

(do not leave a level box empty on your roster this will cause your updates to not be saved)



The screenshot shows a table of gymnasts with columns for First Name, Last Name, Gender, DOB, US Citizen, Active, and a delete icon. Callout 'a' points to the expand icon for Megan Ashcraft. Callout 'b' points to the expand icon for the USA Gymnastics organization. Callout 'c' points to the dropdown menu for the level, which is currently set to 'Gymnastics - Level 10'. Callout 'e' points to the 'Save Roster' button at the bottom of the interface.



The screenshot shows the 'MY ROSTER' page in MeetMaker. It includes a navigation bar with 'HOME', 'MY GYM', 'MEETS', and 'HELP'. Below the navigation bar, there are sections for 'Gymnasts' and 'Coaches'. The 'Gymnasts' section contains a table with columns for First Name, Last Name, Gender, DOB, US Citizen, Active, and a delete icon. The 'Coaches' section contains a similar table. A 'Save Roster' button is located at the bottom of the page.

To Enter a Meet;

1. 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.**



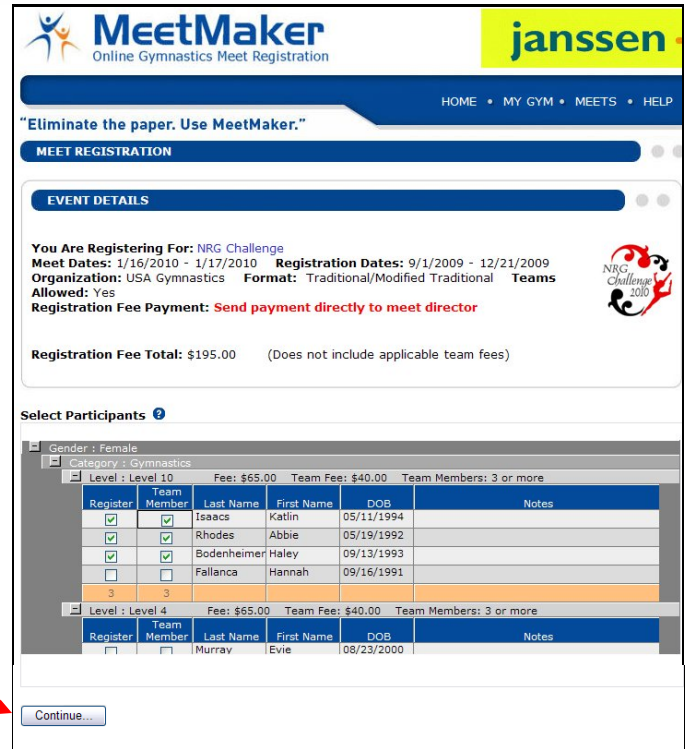
The screenshot shows the 'MEET DIRECTORY' page in MeetMaker. It includes a navigation bar with 'HOME', 'MY GYM', 'MEETS', and 'HELP'. Below the navigation bar, there is a 'MEET SEARCH' section with a search bar and a 'Go' button. Below the search bar, there is a 'MEET LISTING' section with a list of meets and a 'Click here to register' button next to each meet. The meets listed are: Twin City Classic 2009, NRG Challenge, Foothills Frostbite Invite, 2010 Tumblebees Invitational, and Winter Fun Invitational.

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2. 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)

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



MeetMaker Online Gymnastics Meet Registration **janssen**

HOME • MY GYM • MEETS • HELP

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MEET REGISTRATION

EVENT DETAILS

You Are Registering For: NRG 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
 Registration Fee Payment: **Send payment directly to meet director**

Registration Fee Total: \$195.00 (Does not include applicable team fees)

Select Participants 2

Gender: Female
 Category: Gymnastics
 Level: Level 10 Fee: \$65.00 Team Fee: \$40.00 Team Members: 3 or more

Register	Team Member	Last Name	First Name	DOB	Notes
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Isaacs	Katlin	05/11/1994	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Rhodes	Abbie	05/19/1992	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bodenheimer	Haley	09/13/1993	
<input type="checkbox"/>	<input type="checkbox"/>	Fallanca	Hannah	09/16/1991	
3					

Level: Level 4 Fee: \$65.00 Team Fee: \$40.00 Team Members: 3 or more

Register	Team Member	Last Name	First Name	DOB	Notes
<input type="checkbox"/>	<input type="checkbox"/>	Murray	Evie	08/23/2000	

Continue...

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.

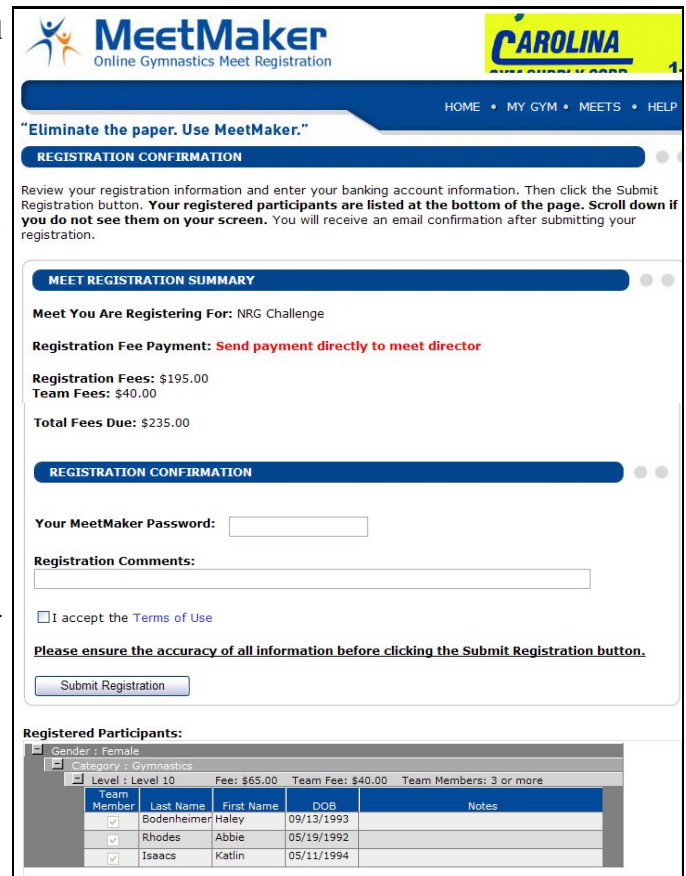
You will have to check the “Terms of Use” box and fill in your “Pass Word”. Then click the “Summit Registration” box to complete your registration.

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.



MeetMaker Online Gymnastics Meet Registration **CAROLINA**

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REGISTRATION CONFIRMATION

Review your registration information and enter your banking account information. Then click the Submit Registration button. **Your registered participants are listed at the bottom of the page. Scroll down if you do not see them on your screen.** You will receive an email confirmation after submitting your registration.

MEET REGISTRATION SUMMARY

Meet You Are Registering For: NRG Challenge
 Registration Fee Payment: **Send payment directly to meet director**

Registration Fees: \$195.00
 Team Fees: \$40.00
 Total Fees Due: \$235.00

REGISTRATION CONFIRMATION

Your MeetMaker Password:

Registration Comments:

I accept the Terms of Use

Please ensure the accuracy of all information before clicking the Submit Registration button.

Submit Registration

Registered Participants:

Gender: Female
 Category: Gymnastics
 Level: Level 10 Fee: \$65.00 Team Fee: \$40.00 Team Members: 3 or more

Team Member	Last Name	First Name	DOB	Notes
<input checked="" type="checkbox"/>	Bodenheimer	Haley	09/13/1993	
<input checked="" type="checkbox"/>	Rhodes	Abbie	05/19/1992	
<input checked="" type="checkbox"/>	Isaacs	Katlin	05/11/1994	