



Regional entry and petition procedure:

For the Regional meets in the 2018-19 season, all regional registrations on MeetMaker will go through the USA Gymnastics Reservation system then complete registration and make payment on MeetMaker. **You do not need to update or import your MeetMaker roster, the reservation system will update it for you.**

If you have both regular and petition entries complete the regular entry first, then complete the petition entry.

To make sure the reservation will be linked to your gym account in MeetMaker make sure you have your USA Gymnastics Club Number in your MeetMaker account profile (reservations are linked by club number)

- Sign in to MeetMaker click MY GYM then Click MY ACCOUNT
- Click SANCTION ORGANIZATIONS
- Your USA Gymnastics Club Number should be in this grid
- If not click ADD NEW, or if it is wrong click EDIT to make sure your club number is listed correctly.
- If you happen to have more than one USA Gymnastics entry DELETE any extra entries.

### **For a REGULAR entry:**

1. Find the meet you are entering click REGISTER
2. Click the button, "USA Gymnastics Reservation System" click this button
  - a. A new tab or window will open (depending on your browser) with USAGYM.ORG sign in web page [Sign in to your USA Gymnastics account]
3. Once you sign in you will see the reservation page for the meet you are entering
4. Fill in the reservation data and select all the **coaches and gymnasts** that are going to attend the regional meet (**do not select PETITION Gymnast in the USA Gymnastics Reservation System see below for petition gymnast**) and complete the reservation
5. Go back to the MeetMaker window and click ALERTS
6. Then Process this reservation and enter payment information [you will receive a confirmation number in MeetMaker]

### **For an ALTERNATE/PETITION entry:**

If the coach has not been registered in the above regular entry method for the meet, register the coach first. If they have been registered go to the Petition Gymnast instructions

#### **To register a coach in a petition entry first:**

1. Sign in to MeetMaker and find the regional meet you are entering, click REGISTER
2. Click the button, "USA Gymnastics Reservation System"
  - a. A new tab or window will open (depending on your browser) with a USAGYM.ORG sign in web page [Sign as an administrator to your USA Gymnastics account]
3. Once you sign in you will be on the USA Gymnastics reservation page for the meet you are entering



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4. Fill in the reservation fields and select **ONLY THE COACH/COACHES** that are going to attend the meet and complete the reservation
5. GO back to the MeetMaker window and click ALERTS
6. Then Process this reservation with the coach only as a regular registration [you will receive a confirmation number in MeetMaker] when it is complete

After you have a confirmation number in MeetMaker for the coach, you can then register each gymnast following the same steps above as you did for a coach. **You can only have one gymnast per reservation/registration/confirmation for a petition/alternate entry.**

### **Then register **ONE** gymnast at a time for petition/alternate entry:**

1. Sign in to MeetMaker and find the regional meet you are entering, click REGISTER
2. Click the button, “USA Gymnastics Reservation System”
  - a. A new tab or window will open (depending on your browser) with a USAGYM.ORG sign in web page [Sign as an administrator to your USA Gymnastics account]
3. Once you sign in you will be on the USA Gymnastics reservation page for the meet you are entering
4. Click MODIFY, ADD RESERVATIONS. Select **ONLY ONE GYMNAST** that you are going to alternate/petition to attend the meet and complete the reservation
5. GO back to the MeetMaker window and click ALERTS
6. Then Process this reservation with one gymnast only as a PETITION/ALTERNATE registration [you will receive a confirmation number in MeetMaker] when it is complete
7. Then repeat step 1 for any other gymnast you need to process a petition/alternate entry for

For help please see the instruction page: <http://www.meetmaker.com/usagreservationinfo>

### **To EDIT a registration for the regional meet:**

### **TO UPDATE YOUR CURRENT MEET REGISTRATIONS IN MEETMAKER FOR A MEET THAT USES THE USA GYMNASTICS RESERVATION SYSTEM:**

**Scratch A Gymnast If the meet is in regular or late registration (if the cancelation date in the sanction has passed you can not scratch)**

1. Click “MY GYM” then “MY MEETS”
2. Click “ADD NEW REGISTRATION” in the line of the meet you need to edit the registration
3. Click the “USA GYMNASTICS RESERVATION SYSTEM” button
4. Login to USA Gymnastics
5. Cancel the gymnast in the reservation and complete the reservation
6. In the MeetMaker window click “ALERTS”
7. Process the new reservation for that competition
8. You will be notified that the gymnast is scratched



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## **Change Level/ADD a Gymnast (if the change level date has passed in the sanction you can not change levels)**

1. Click “MY GYM” then “MY MEETS”
2. Click “ADD NEW REGISTRATION” in the line of the meet you need to edit the registration
3. Click the “USA GYMNASTICS RESERVATION SYSTEM” button
4. Login to USA Gymnastics
5. Change the level/Add the gymnast in the reservation and complete the reservation
6. In the MeetMaker window click “ALERTS”
7. Process the new reservation for that competition
8. If the Level Change has a fee you will be taken to the payment page, if there is no fee you will be notified the level change has been made

## **Change General Info in a Gymnast Registration (Clothing Size, Notes and Team Member Status)**

1. Click “MY GYM” then “MY MEETS”
2. Click “VIEW REGISTRATIONS” in the line of the meet you need to edit the registration
3. Click the “VIEW” button for the CONFIRMATION you need to edit
4. To edit the additional registration information for a Gymnast, click the “EDIT” button (not the down arrow)
5. Edit the information needed then click “SAVE”
6. Click “SAVE UPDATES” Above the Confirmation Bars