



If your state/ 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 your MeetMaker roster, the reservation will update it for you.**

Paying for paying for State/Regionals with ALTERNATE gymnast on MeetMaker is a 2 step reservation/registration process:

1. In USA Gymnastics Reservations: Enter all gymnast and coaches that have qualified to the state/regional meet **EXCEPT for ALTERNATE gymnast.** In MEETMAKER: process this reservation ALERT:

Click "ALERTS"

Click "PROCESS" for the regional meet (if you see ALTERNATE gymnast you must remove them from USA Gymnastics Reservation and re-click the ALERTS in MeetMaker BEFORE adding sizes in MeetMaker)

Click "CONTINUE" at the bottom of the screen

Click "SELECT PAYMENT METHOD"

Fill in your GYMS payment information

Enter your MeetMaker password

Click the "Terms of Use" box

Click "SUBMIT REGISTRATION" only once

You will receive a confirmation number.

2. Go back to USA Gymnastics Reservation system enter ONE ALTERNATE gymnast (DO NOT DELETE ANY GYMNAST). In MEETMAKER: process this reservation ALERT:

Click "ALERTS"

Click "PROCESS" for the regional meet

Click "CONTINUE" at the bottom of the screen

Click "SELECT PAYMENT METHOD"

Fill in your GYMS payment information

Enter your MeetMaker password

Click the "Terms of Use" box

Click "SUBMIT REGISTRATION" only once

You will receive a confirmation number

Repeat step 2 for each ALTERNATE GYMNAST

If your club had ALL gymnast are ALTERNATE just use step 2 above.

For instructions on using MeetMaker with the USA Gymnastics Reservation system please click this link:

<http://meetmaker.com/usagreservationinfo>

### **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

[WWW.MEETMAKER.COM](http://WWW.MEETMAKER.COM)

[SUPPORT@MEETMAKER.COM](mailto:SUPPORT@MEETMAKER.COM)

[JASON@MEETMAKER.COM](mailto:JASON@MEETMAKER.COM)

[TRACY@MEETMAKER.COM](mailto:TRACY@MEETMAKER.COM)



# MeetMaker

Online Gymnastics Meet 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

If you have any questions, please email [support@meetmaker.com](mailto:support@meetmaker.com)

[WWW.MEETMAKER.COM](http://WWW.MEETMAKER.COM)

[SUPPORT@MEETMAKER.COM](mailto:SUPPORT@MEETMAKER.COM)

[JASON@MEETMAKER.COM](mailto:JASON@MEETMAKER.COM)

[TRACY@MEETMAKER.COM](mailto:TRACY@MEETMAKER.COM)