



“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

All Club contact, Coaches and Gymnast information must be required to be processed in the Region 8 regional meets. (not just the bold info)

Getting started:

1. Fill out your Club Profile.
2. **Add your organization information;**

Fill out all information you can add multiple organizations to one club profile

Organization	Summer	Status	Exp Date
USA Gymnastics	2006	Active	

3. **Add additional users;**

Add additional users so you do not have to give out your login info, They can have different levels of access to your account

Additional users here and set the permissions they can have for your account. When a user is added they will receive and 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
James	Adams	jamesadams@msd.k12.nc.us	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jason	Brown	jasonb@msd.k12.nc.us	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



4. Click Save at the bottom of the screen
5. Create a roster;
 - a. Click the **“MY ROSTER”** link on your **“MY GYM”**

B **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

D

First Name	Last Name	Gender	DOB	US Citizen	Active	
Curtis	Rucker	Male	3/21/2000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Organization	Number	Exp Date	Status
USA Gymnastics	258142		Active

E [Save Roster](#)

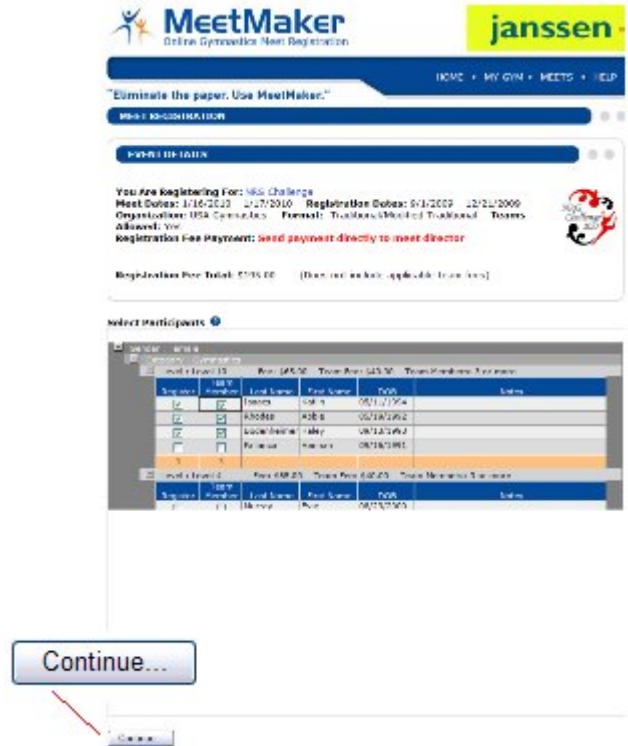


- b. You can download your roster from USA Gymnastics you need your USA Gymnastics login info and club number.
- c. If you want to manually add/Edit gymnast use the [+] to open information about your gymnast and the [-] to close it located next to their names **Fill in all fields and add a level to make sure they will be saved**
- d. To add/Edit coaches use the [+] to open information about your gymnast and the [-] to close it located next to their names **Fill in all fields and add them as a "Coach" level to make sure they will be saved**
- e. Make sure you scroll down and save all updates and adds to your roster

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



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 you register)
8. 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)
9. Once all gymnast and coaches are clicked for entry scroll down and **click the continue button**
10. You will now be on the confirmation page this will show the amount owed for entry into the competition you will fill in any payment information needed. You must click the terms and conditions and fill in your password.
11. You will then see a confirmation page with a confirmation number in it. You will receive an email with your registration on it. If you do not see it 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.