



REGION 7 LEVEL 8 REGIONAL REGISTRATION

We welcome Region 7 Women's Gymnastics to MeetMaker we hope to make your regional meet entries as easy as possible.

MeetMaker is a 3 step process (Please do step one and two before the State Meet so you can enter quickly when your gymnast qualifies for this meet):

Step 1: Fill out a Gym profile

Step 2: Create/Update a Gym Roster (can be downloaded and updated from the USAG web site)

Step 3: Go to the registration link for the meet you are entering and click the coaches and gymnasts you want to enter, and enter payment information (this can be by Credit Card, Automated Check entry or by a State Pay Code).

If you filled out a Profile and Roster previously it is still in our system. You can upload and update your current gymnast and coaches roster right from the USAG web site. This will update gymnast levels and all expiration dates for coaches as well as the U100.

Create a Profile:

1. Click the "Sign Up a New Gym" link
2. Enter all the information in the profile page
- 3. In the Organization box click "Add New Organization" click the [arrow] and select USAG, then fill in your club number. Then click "SAVE" (MUST HAVE THIS FILLED IN TO REGISTER)**
4. Click the "Save" button on the bottom off the screen

Create a Roster:

1. From your MY GYM page click the "MY ROSTER" link
2. Select the **IMPORT FROM USAG LINK** above the gymnast grid (this will also update your current gymnast)
3. To hand enter click the "ADD NEW GYMNAST" box (fill in all the information on this page)
4. Scroll down and enter your coaches on the ROSTER page too.

Edit Gymnast and Coaches In Current Roster:

1. On the "MY ROSTER" page click the Edit link next to the gymnast you want to edit their level
2. Scroll down to the "Level Grid" Click the "EDIT" box next to their level and select the correct level
3. Click the "SAVE" button and the "SAVE" the gymnast to return to the ROSTER page
4. Do the same for your coaches (you can update the expiration dates here too).

Register [**Qualified Gymnast**] **All Gymnast and Coaches must have their USA Gymnastics number in the roster of MeetMaker and your club USA Gymnastics number must be in your PROFILE:**

1. Click the "MEETS" link on the top menu bar (the "MY MEETS" are for the meets you have already entered) and scroll to the meet you need to enter click the ENTRY link to the right of the meet name
2. Click the Regular Entry Button.
3. You can enter a gymnast on the "DIRECT ENTRY" screen if you are missing a gymnast or coach in your roster in the grid below if not scroll down to the gymnast grid.
4. Click the box for each gymnast that has qualified to the Regional Meet.
 1. If the gymnast has qualified to the Level 8 STATE TEAM click the box for that gymnast.
 2. If they made a STATE TEAM use the "StateTeam Of" field to select the team they are a member of (this is a drop down).
 3. Enter the Leo size in the Leo Size field (this is a drop down).
 4. If they are a graduating Senior check the Senior Box.



MeetMaker

Online Gymnastics Meet Registration

5. Click the coaches that will be attending (must enter atleast one in the first registration, the second registration for the same meet can be just gymnast).
6. Click the “CONTINUE” box at the bottom, Then enter your payment info; You will receive a registration email and you can see the entry in the MY MEETS link on your home page.

There are help tutorials on the help page. The HELP link is on the top of every MeetMaker web page. If you have any questions about our service or would like to have your meet listed for online entries. Please contact our customer support, at support@meetmaker.com.

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