

MEMBER CLUB GUIDE TO CONGRESS REGISTRATION

Member Clubs can register their employees at a special tiered discount by using the Group Processing feature on the Club Administrator menu. Individuals aged 18+ do not have to be current members to be included in the discounted rate; however, they must have a profile on the USA Gymnastics website, and must be affiliated with the member club, in order to be registered through Group Processing.

This information can be shared with member club employees to assist them in becoming affiliated with the club in preparation for congress registration.

Club Affiliation Instructions for Adults (18+)

Step 1: Individual Creates a Profile

Individuals age 18+ can create a profile by visiting **usagym.org**, clicking on **My Profile**, choosing the blue **Register Here** button, and following the prompts to create their account.

Step 2: Individual Requests Club Affiliation

On the individual's **My Profile** page, click the **Add a Club** button, search for the organization, and request to be added to the organization.

Step 3: Club Approves Affiliation Request

Club owner/administrator logs in, selects **Club Roster** from the Club Administrator menu, selects "**Requested**" under Club Affiliation and then **Update**, and confirms the individual request.

Registering Minors (age 16–17) for Congress

Individuals must be at least 16 years old in order to attend Congress. In addition, 16-17 year olds attending congress must have a current non-athlete membership type: Volunteer, Recreational Coach, Competitive Coach or Judge. This can be in addition to an Athlete membership.

Membership for minors must be purchased by a parent/guardian

Minor coaches, judges and volunteers cannot sign their own membership agreement. This must be done by the parent/guardian. If the coach is brand-new to USA Gymnastics and has never had a member number before, you can use the **Invite New Member** button at the bottom of your club roster to send their parent an email instructing them to register their child with the appropriate membership type. [Note: if you suspect that the individual has had a member number in the past, please contact Member Services so we can locate their record].

Adding a non-athlete membership to an existing athlete's record

Parents can add a role (Volunteer, Recreational Coach, Competitive Coach or Judge) to their minor athlete's profile by logging into their parent profile, clicking **Manage Memberships**, choosing the box with their **child's name**, and following the prompts to **Add a Role**.

For additional help, click here to view the Parent How-To Guide



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Once affiliated with the club, member and non-member employees (and 16-17 year-old employees with a non-athlete membership role) can be easily registered for Congress through Group Processing. The Member Club tiered discount will be automatically applied.

Using Group Processing to Register a Group for Congress

Step 1	Club owner/administrator logs into their My Profile page on the USA Gymnastics website.
Step 2	Under the "Club Administrator" menu, select "Group Processing."
Step 3	From the dropdown menu, choose "Register for Congress."
Step 4	Select the specific Congress event.
Step 5	In the "Register" column, check the box next to each individual who will attend. The tiered discount pricing will be applied automatically. Once done, click Submit.
Step 6	Select the check-out button and proceed to payment screen to submit payment.

Once the transaction has been completed, the payment will automatically post to the club's purchase history. A receipt will be emailed to the payor, and each registrant will receive an email confirmation of their registration.

Need to add more registrants? No problem! After registering your initial group, you can go back into Group Processing and register additional club members. The system will recognize the previous registrations and will continue to apply the tiered discount, starting from the last tier paid.

Transfers, Cancellations, and Refunds

Transfer, cancellation and refund policies can be found on the registration page for each Congress event at usagym.org.

PLEASE NOTE: Registration belongs to the payor and may be canceled and/or substituted by the payor at any time during the registration period.

Onsite Registration

The Member Club Tiered Discount is available only during the online registration period, and will not be applied to onsite registrations.

Attendees who register onsite will be charged the Individual Member or Non-Member Onsite Registration fee, regardless of club affiliation.

For assistance, please contact Member Services at membership@usagym.org or 1.800.345.4719