

MEET RESERVATION

HOW-TO GUIDE



The Meet Reservation system provides event directors and club administrators a simple tool to assign coaches, athletes, judges, medical, photographer and volunteers to sanctioned competitions, while providing assurance that those assigned to meets have verified memberships through USA Gymnastics.

While this tool is not developed to accept payments for competition entries, Event Directors can rest assured that the memberships are valid, thus reducing the opportunity of invalid member's participating in sanctioned events.

Club Administrators How To

Club administrators will use this tool to reserve athletes and coaches participation into an upcoming sanction event.

- Step 1** Club administrator logs on to the USA Gymnastics website with their username and password.
- Step 2** On your My Profile page, click "Meet Reservations" under the Club Administrator section of the left toolbar.
- Step 3** Click Search for Meets.
- Step 4** Select the discipline and state to pull a list of available sanctions to enter.
- Step 5** Once list appears, you will click on the event you wish to enter.
- Step 6** Complete the information requested on the right-hand side of screen.
 - Club Abbreviation: Enter in the name of your team.
 - Club Contact/Email/Phone: Provide the name, email and phone of an individual that the event director may contact with meet specific details. *The meet contact must be listed as a club administrator with your club.*
 - Meet Contact/Email/Phone: Provide the name, email and phone number of the professional member i.e., coach, that will be responsible for the athletes while participating in the competition. *The meet contact must be a current Competitive Coach member affiliated with your club.*
- Step 7** Proceed to select the athlete and coaches that you wish to reserve a spot in the meet.
- Step 8** Once you have made your selection you will then hit the submit button, review your submission, and hit submit again to finalize the reservation.

Once the final reservation has been submitted, confirmation will be emailed to the club contact, meet contact and the event director of the event.

Please note, Meet Reservation does not guarantee entry into the sanctioned competition. You will need to contact the event director directly in order to submit competition entry fees.