MY EVENTS LISTINGS / EVENT DIRECTOR HELP PAGES

MY EVENTS LISTING PAGE:

To see your events, click MY EVENT LISTINGS on the MY DASHBOARD page or under MY GYM in the top menu bar. You will see the list of the events you are hosting on MeetMaker for online registration.

To edit any event details, click "EDIT EVENT DETAILS" under the event name.

To view the data in your event, click the event name.

The Event ID or Sanction number will be at the top of the pages. This is the number scoring systems use to link to your event.

EVENT DIRECTOR PAGE:

Summary page:
This page will tell you the summary of your event:

Financials:
Payments Pending: Registration fees not yet cleared by MeetMaker
Payments in Escrow: Registration fees cleared by MeetMaker but not sent to you yet
Payments Disbursed: Registration fees you have received from MeetMaker
MeetMaker Fees: Fees MeetMaker has taken out of the registration fees
Total Income: The total income for your event registration fees

Participants:
The total number of entries, scratches and teams for you event registrations

Exceptions:
Any Late entries or scratches and the time they were entered for your event

Financials page:
Will show the disbursements that have been made to you for your event, to see more detail about each disbursement click the [+] next to the date, this will show what gyms are in each disbursement.

Our payment and disbursement system works as follows. When a registration payment is made well collect the money. Credit card payments are processed daily and ACH payments are processed weekly every Tuesday. Once you accrue at least $2,500 in payments received, or your regular registration period closes and any remaining accrued money of any amount is disbursed, we will then send you a disbursement in the weekly ACH batch.

MeetMaker
Online Gymnastics Meet Registration

Please keep in mind it can be up to a 2 week cycle for a registration payment to be made, processed in a weekly ACH batch, cleared into our account, and then disbursed to you in the second week's ACH batch.

Participants page:

Will show what gyms have entered your event (Red means they have outstanding registration fees for you to receive, green means all the registration fees have been received by you for that gym).

To view more details about each gym, click the [+] next the gym name to see what levels the gym has entered. To see more detail about the levels, click the [+] next the levels name and you will see each participant.

File Upload page:

You can upload PDF, HTML and HTM files to your meet detail page. There can only be ONE schedule file, but the forms and results tab can have multiple files.

Bulk Email page:

Will allow you to send a bulk email to all gyms entered your event. The email is in TEXT for, so web page links will have to be cut and pasted into the read browser. The email will go to the gyms MeetMaker email address.

File Download page:

Allows you to download files to upload into your scoring system. You can download as many times as you like. These files come in a .CSV file that can be opened in a spreadsheet program.

Reports page:

Reports for your event. To view the whole report, click the report name, the report will open in a new tab or window, then click the DISK symbol and choose how you want to view the report. (most reports work best in PDF)

USA Gymnastics Reservation page:

If you have your event linked to a USA Gymnastics sanction you will see clubs that have ADDED, SCRATCHED, or UPDATED a reservation for your event in USA Gymnastics but have not yet completed the reservation in MeetMaker. Click the [+] next the gym to see what action and athletes are in the reservation. The email and phone are the contact info from USA Gymnastics. (this could be different from the MeetMaker contact info entered by the gym)

Look for emails for updates coming, will make it much easier for all event directors!!!!

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