

Adding Athletes:

1. On the AllGymnastics dashboard under your Gym Club select **Manage Athletes**.
2. To add an athlete, select the green **Add** button.
3. Fill in all required information marked with an asterisk (*). Add in any additional information you may have.
4. Scroll down to **Memberships**.
5. Select the Check Mark Box of which organization the athlete belongs.
6. Fill in their **Membership Number** in the appropriate field. ***(Please note the IGC field only requires the numbers preceding 'IGC')***.
7. Select their **Level** from the drop-down menu.
8. Select the Check Box next to **"This membership is active"** ***(Please note that all registrations must be active before registering your athletes.)***
9. Click the green **Create** button in the bottom right corner.

Adding Coaches:

1. On the AllGymnastics dashboard under your Gym Club select **Manage Coaches**.
2. To add a coach, select the green **Add** button.
3. Fill in all required information marked with an asterisk (*). Add in any additional information you may have.
4. Scroll down to **Memberships**.
5. Select the Check Mark Box of which organization the coach belongs. ***(For USAIGC please skip this step and go to Step 8)***
6. Fill in their **NGA Membership Number** in the appropriate field. For USAG please enter **"Professional No. Expiry Date, Safety Certification Expiry Date, Safesport Expiry Date, Background Expiry Date, and check off the U100 Certification."**
7. Select the Check Box next to **"This membership is active"** ***(Please note that all coaches must be active before registering for your meets.)***
8. Click the green **Create** button in the bottom right corner.