

PARENT HOW-TO GUIDE

MINOR MEMBERSHIP RENEWAL (17 & UNDER)

STEP 1	Parent/guardian logs in to <u>usagym.org</u> with their username and password. Note: If you do not know your username, email <u>membership@</u> <u>usagym.org.</u>
STEP 2	Click "Member Services" on top tool bar.
STEP 3	Select "My Profile" on the left toolbar.
STEP 4	Select <i>"Manage memberships"</i> at the top of your profile page.
STEP 5	Click on the individual you would like to renew.
STEP 6	Review the membership options and click "Continue."
STEP 7	Confirm the member's membership information. Select <i>"Make Changes"</i> or <i>"Continue."</i>
STEP 8	Select the appropriate membership to purchase. Questions about what membership/ discipline to select? <u>Click here</u> .
STEP 9	Edit or remove the member's club affiliation.
Step 10	Review Safe Sport information and click the acknowledgement.
STEP 11	Review the membership agreement, agree to the terms, and click "Submit."
STEP 12	Review and edit billing information, contact information and enter payment.
STEP 13	Click "Submit Payment."
STEP 14	You will be redirected to a transaction confirmation page. You will receive a purchase confirmation and purchase receipt by email.

MINOR NEW MEMBERSHIP PURCHASE (17 & UNDER)

STEP 1	Parent/guardian will create a profile on usagym.org. Click "Member Login" and select "Register here." Note, you will use your own, parent/guardian, information (name, date of birth, email address, address) to create the profile.
STEP 2	Once you have logged in, select click <i>"Member Services"</i> on the top toolbar.
STEP 3	Select "My Profile" on the left toolbar.
STEP 4	Select <i>"Manage memberships"</i> at the top of your profile page.
STEP 5	Click "Add a new minor."
STEP 6	Review the membership options and click <i>"Continue."</i>
STEP 7	Enter the member's information and click <i>"Continue."</i>
STEP 8	Select the appropriate membership to purchase. Questions about what membership/ discipline to select? <u>Click here</u> .
STEP 9	Add the member's club affiliation.
STEP 10	Review Safe Sport information and click the acknowledgement.
STEP 11	Review the membership agreement, agree to the terms, and click <i>"Submit."</i>
STEP 12	Review and edit billing information, contact information and enter payment.
STEP 13	Click "Submit Payment."
STEP 14	You will be redirected to a transaction confirmation page. You will receive a purchase confirmation and purchase receipt by email.



OTHER

- To review and edit membership information, print a membership card or change club affiliations, access your My Profile
 page by logging into <u>usagym.org</u> with your username and password.
- To register for educational courses, the minor member will create their own member profile.
- To print your child's membership card, log in to our website, <u>usagym.org</u>, log in and go to your profile. Below your own information, you will see your child's name with a button to print the membership card.

TO ADD/REMOVE A CLUB AFFILIATION

STEP 1	Go to usagym.org and login with your username and password.
STEP 2	Once logged in, your name will appear in the gray bar. Click on your name to access your parent profile.
STEP 3	Underneath your personal info, click on your child's name to access his/her profile.
STEP 4	On your child's profile, use the "Add a Club" button (next to the word Organizations below your child's contact info) to search for his/her club. Check the box next to the club's name.
STEP 5	To remove a club from your child's record, click the "x" button next to that club's name.