NAIGC Member and Club Admin Registration Instructions

Table of Contents

1. Creating Profiles and Club Affiliation

All NAIGC participants should have an official NAIGC profile. If one has not been created, please do that here. The individual will need the below information when filling out:

After creating the account, you will need to affiliate yourself with the correct club. The system will prompt you with a drop down menu with all clubs currently affiliated with the NAIGC.

You will then need to add your contact information (address, phone). You have the option of selecting whether or not this information can be displayed for membership to view, so please mark accordingly.

We will also need to collect clothing sizes in case the NAIGC provides a clothing item for membership gift. All participants will receive a t-shirt at Nationals, so please be sure the t-shirt size is correct.

Email	
Phone	
Address 1	
Address 2	
City	
State	*MN ▼
Zip	

Phone privacy for club contacts:	✔
Email privacy for club contacts:	✔

Default T-Shirt Size:	*AL ▼

The final step in creating your NAIGC account is paying for Membership. After all of the above information is saved, the system will prompt you to a summary page. Towards the bottom it will state your current membership status (either paid vs. unpaid). Click the button to be redirected to NAIGC.org to purchase your $30 annual membership. In this area you will also find a button that allows you to edit your information and change your account password.

Membership Fee Payment Status: unpaid
Click here to pay your NAIGC membership fee.

2. Registering for Nationals

After your account has been created, you will be able to register for Nationals. There are two ways to register for Nationals; 1) Individually or 2) Club Administrator. Please find descriptions for both below:

2.A Individual Club Member:
Go to "Meet Registration" and select the Nationals meet you'd like to compete in. In order to handle the addition of Trampoline and Tumbling (Power Tumbling in 2019) and Decathlon, three different Nationals meets were created. This will display like the following on the Meet Registration page:

18	Nationals (MAG and WAG)	NAIGC Board of Directors	2019-04-11	Register	18
19	Nationals (T&T)	NAIGC Board of Directors	2019-04-11	Register	19
20	Nationals (Decathlon)	NAIGC Board of Directors	2019-04-11	Register	20

In order to register for Decathlon, a gymnast <u>must also</u> register for MAG (Men's Artistic Gymnastics) or WAG (Women's Artistic Gymnastics) for their primary gender. There is a $10 fee for Decathlon in addition to the individual MAG or WAG fee. In order to register for T&T, you are <u>not</u> required to register for MAG or WAG, but T&T athletes are allowed to still register for MAG and WAG (and also Decathlon) if they so desire.

Upon clicking "Register" for the MAG and WAG meet the system will pull up your affiliated club registration information. At the bottom of the page, you will be prompted to pay your individual registration fee:

- $85 for early bird registration paid / postmarked by February 15, 2019
- $95 for regular registration paid / postmarked between February 16, 2019 and March 10, 2019
- $115 for late registration paid / postmarked after March 10, 2019

2.B Club Administrator
In order to become an administrator, your current club administrator will need to go into the system and mark you as an admin. You will then be able to manage every club member's information in regards to clothing sizes and meet registration. To register for the Nationals meet, go to "Meet Registration" and select "Register" under Nationals.

If there are currently no members registered for the meet, the system will display the following screen:

Registration for Event: Nationals 2019 (MAG and WAG)

Dates: 2019-04-11 / 2019-04-13
Registration final date: 2019-03-10

Registration Form for Test Club

Initials	
Website	
Email	
Phone	
Address1	
Address2	
City	
State	
Zip Code	
Eligible Collegiate Club?	yes no ○ ◉
	[Update club info]

Manage Individuals

Registered for Event

Current Club Members
Nastics, Jim

[<< Add]
[Remove >>]

Manage Teams

Current Teams

Team Info

Division/Type/Level: Combined Division/Decathalon/WL8/Mens Dev ▼

Team Designation: A ▼

[Add New Team]
[Update Team]
[Delete Team]

No Teams to Display

Otherwise, you may be prompted with a meet summary:

NAIGC Alumni

Team competitors are in blue.

Participant List	NAIGC 2019 Membership
1 I	$30 paid
2	$30 paid

You have no coaches registered.

Mens Artistic - Team A (Open Division, Modified NCAA)

WARNING: This team will not have a team score.
Only individual scores will be used

Team Competitors	Registered Events
	FX,PH,SR,VT,PB,HB

Not an Eligible Collegiate Team.

To be an eligible collegiate team,
you must verify that all team members
meet the eligibility criteria.

Team Captain	
Team Coach	

Womens Artistic - Team A (Open Division, Level 8)

WARNING: This team will not have a team score.
Only individual scores will be used

Team Competitors	Registered Events
	VT,UB,BB,FX

Not an Eligible Collegiate Team.

To be an eligible collegiate team,
you must verify that all team members
meet the eligibility criteria.

Team Captain	
Team Coach	

Payment Type	$ Received	$ Due as of 2019-01-23
Early Individual Registration before 2019-01-01 ($30 /ppl)	0	n/a
Standard Individual Registration before 2019-01-19 ($35 /ppl)	0	n/a
Late Individual Registration before 2019-01-26 ($40 /ppl)	0	80
Early Team Registration before 2019-01-01 ($130 /team)	0	n/a
Standard Team Registration before 2019-01-19 ($135 /team)	0	n/a
Late Team Registration before 2019-01-26 ($145 /team)	0	Paid

3. Adding Competitors

To add competitors to a meet, select the competitor and add them as an individual to meet. (You can add multiple competitors at the same time by holding down the CTRL key.) Every individual competitor <u>must</u> pay the individual meet registration fee.
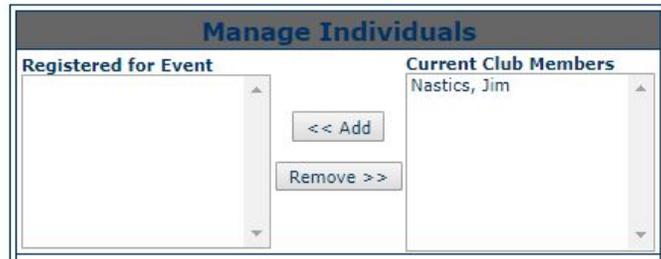
4. Adding Teams:

All Competitors must be placed on a team. To add teams, use the drop-down menu under "Manage Teams" to select the discipline and level of the team you wish to create. Click "Add New Team". If you are creating multiple teams of the same discipline and level you can give the team a designation, A,B,C, D, E.
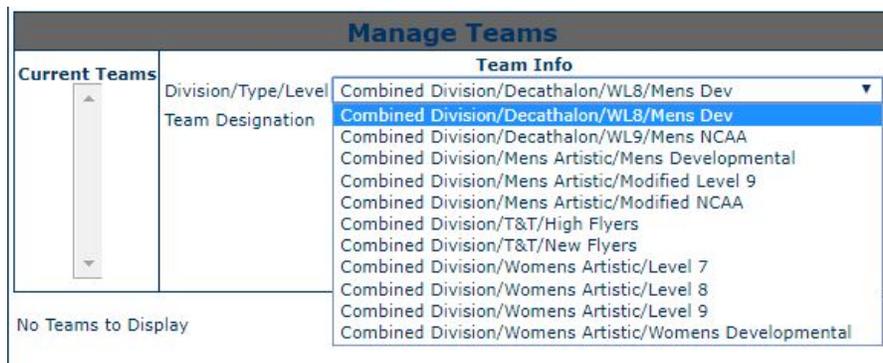
<u>Please note</u>: clubs can choose whether or not they would like each team to compete for a team score and be eligible for team awards. Information on team structure, number of counting scores, how many competitors per event etc. can be found [here](). If a team is competing for a team score, ensure the top row under the team's registration box reads "This team will have a team score," <u>then you must pay one team registration fee for each scoring team</u>. If you create a team that will NOT compete for a team score (ie. compete as individuals), select "DO NOT Register for a Team Score," which will void the cost for the team fee. Reminder: individual competitors <u>must</u> purchase an individual registration fee whether or not they compete as an individual or as part of a scoring team.

To add competitors to a team, find the box of a specific team you created, select competitors from the "Registered and Available" panel, and click "add" to this team. Reminder: competitors must be registered to the meet before they can be added to a team (see step # 3). **Note that you can add and remove members as needed until March 10th.** To make changes after this date email your Regional Coordinator or Nationals@naigc.org

Reminder: Each competitor <u>must</u> be placed on a "team" even if they are competing individually (ie. not for a team competing for a team score). If any individual on the left-hand side of the page under "Event Participant" is listed in dark blue, they have not yet been added to a team.

5. Collegiate Eligibility Verification

Club Collegiate Eligibility Verification
1. To confirm your <u>club's</u> collegiate eligibility, locate the first box the top of your registration page called Registration Form for X Club.

2. If your club is an eligible collegiate club, select the yes button in the last field called "Eligible Collegiate Club?"
3. Save your selection by clicking Update Club Info.

Collegiate Eligibility Verification

1. In order to compete as an eligible <u>team</u> in the collegiate division,
    a. A club admin must confirm that your club is recognized by your university (see Step B).
    b. A club admin must confirm the eligibility status of each team member, by asserting that the member is either:
        i. A full-time student at your club's college or university, or
        ii. A full-time student at another college or university without an existing NAIGC club, and your club recognizes them officially as a member of your club.
2. To confirm your team members' collegiate eligibility, scroll down to the detail box of the team you placed in the Collegiate Division and find the second row titled Collegiate Eligibility Verification (contains red text)
3. In the "This Team" panel, select a team member and use the selectors to confirm each member's eligibility status. Note: it will auto-save your selections as you update them, so you do not need to press save or update.
4. Repeat for each teach member until all members of that team have been verified.

As a club admin using these registration panels to confirm your club and members' eligibility, you are asserting on behalf of your club that the information you provide is accurate. Providing inaccurate information would violate the NAIGC Code of Conduct, and would result in adverse actions against your club.

6. Session Requests:
To request specific sessions in which you'd like to compete, go to the dropdown menu below the header for each team created. You can select a first and second preference for session times, as well as enter information for special circumstances regarding that specific team's session request. If your club has multiple teams, you must update a session request for each team.

WARNING: This team will not have a team score.
Only individual scores will be used.

Register for a team score

Please let us know your team session preferences. Be aware that session preferences are not guaranteed.
If you have any stipulations (e.g. keep teams in the same/separate sessions, same rotation, etc.) please explain in the box.

First preference: Anytime Friday ▼ Second preference: Anytime Friday ▼

Update

7. Adding Events

After each member has been assigned to a team, you can then select which events they will compete. Be sure to click "set event" before making selections for the next competitor, otherwise your changes will not be saved. You can verify the changes took place by seeing the events next to the competitor's name.

This Team
Nastics, Jim: PH,VT,PB

Set Events

Events
☐ Floor
☐ Pommel Horse
☐ Rings
☐ Vault
☐ Parallel Bars
☐ Horizontal Bar

8. Adding Coaches and Captains:

The NAIGC does not require teams to have captains or coaches, but this will allow access to the floor for any member that is not competing. If you have members that are attending nationals and would like access to the floor, be sure to set them as a coach for one of the respective teams for your club. In order to have floor access at Nationals a coach must purchase a $15 coaches membership, assigned to their NAIGC account.

Team Captain: Nastics, Jim Set Remove

Team Coach: Nastics, Jim Set Remove

Nastics, Jim

9. Payments:

Each member will need to pay their $30 2019 NAIGC membership fee in order to participate in NAIGC Nationals, in the future this may apply to NAIGC Sanctioned Meets as well. Please note that the membership fees are separate from nationals meet fees and **cannot** be transferred from one individual to another. Clubs will also need to register prior to the national meet. This fee is $75.

In order to participate at the national meet, an individual will need to register and pay the individual meet fee. Fee information can be found here. If your club wishes to compete as a team, each individual will need to pay his or her individual meet fee as well as 1x team fee as noted above. In your club's meet summary you can see which participants haven't paid their NAIGC membership, ensure that all do.

	Participant List	NAIGC 2019 Membership	Requested Meet Tshirt	Attending Banquet	4-Year Member?
1	Nastics, Jim	Not Received	none	no	no

Payment for all fees can be done by credit card or by check. Please use the 2019 NAIGC Check Submission Form if you are making payment by check.

For electronic payments, please create a shopping cart and checkout on NAIGC.org, adding items from the Nationals Registration Fees section of the NAIGC Merchandise Store. Once your cart it built, you or your clubs admin can pay. Transactions for membership require member names to apply fee payments to their accounts. Please have your members create NAIGC accounts prior to submitting payment.

10. Liability Waivers, Banquet Tickets, and extra T-shirts
Every competitor will need to sign his or her liability waiver prior to participating in NAIGC sanctioned events. Individual competitors can sign their forms via the link here: 2019 Nationals Waiver.

Upon completing finals, awards will be given away at a banquet dinner. In order to attend, individuals must purchase a banquet ticket. Please mark "Attending" or "not attending" so the Nationals coordinator has a proper headcount. This option will show next to a participants name on the left side of the registration screen.

	Event Participant	Requested Meet Tshirt	Attending Banquet	4-Year Member?
1		AM ▾ ✔ Update	✔ unset	☐ set

Non-competing guests can also attend and purchase banquet tickets here. Please be sure to mark the number of additional banquet tickets if needed. Rates are as followed:

- $35 per member by March 10, 2019
- $40 per person after March 10, 2019
- $45 per non-member during any time registration is open until tickets are sold out

National participants will all receive a t-shirt, so please be sure sizes are marked correctly. If non-competing members wish to purchase a t-shirt they can either purchase at the national meet's merchandise table or we can add additional t-shirts to your packet pick up. Same with additional banquet tickets for non-competing members. If you choose to pick up with your packet, please be sure to mark the extra t-shirt sizes and number of banquet tickets accordingly.

Additional Tshirts for the Club

| Shirt YS | 0 | Shirt YM | 0 | Shirt YL | 0 | Shirt AS | 0 | Shirt AM | 0 |
| Shirt AL | 0 | Shirt AXL | 0 | Shirt AXXL | 0 | Shirt AXXXL | 0 | | |

Update Quantities

Additional Banquet Tickets for the Club

9

Update Quantities

11. MAG:
We offer three levels for MAG, JO Level 9, Modified NCAA and NAIGC Developmental. If you would like to answer questions related to rules, please reference the NAIGC MAG rules page. If you have any questions pertaining to MAG rules please email mensrules@naigc.org.

12. WAG:
We offer four levels for WAG, JO Level 7, 8, 9, and NAIGC Developmental. If you would like to answer questions related to rules, please reference the NAIGC WAG rules page. If you have any questions pertaining to WAG rules please email womensrules@naigc.org.

13. Decathlon
In order to keep track of Decathlon competitors, a separate meet was created under the Meet Registration page titled Nationals 2019 (Decathlon). The two level offerings are combined WAG Level 8/ MAG Developmental, and WAG Level 9/ MAG Mod. NCAA. In order to compete in this event you will have to register for Nationals 2018 (MAG & WAG) for your primary discipline, and select the level offering corresponding to the rules you would like to follow for Decathlon. More information is found on the NAIGC Decathlon Rules Page.

To register you will then have to add individuals to the event and create teams for these individuals in the same manner used for the MAG and WAG meet. There will be no team competition and no need to specify collegiate eligibility, awards will be combined across gender and student status. Below is what the registration for an individual would look like.

During registration for Nationals 2019 (MAG and WAG) you should elect to purchase a banquet ticket, not on this page for Decathlon. Your registration summary for an individual will look like the following. Individual registration for this event can be purchased on the NAIGC Merchandise Store, the Competitors -Decathlon item.

Payment Type	$ Received	$ Due as of 2019-01-20
Early Individual Registration before 2019-02-15 ($10 /ppl)	0	10
Standard Individual Registration before 2019-03-10 ($10 /ppl)	0	n/a
Early Team Registration before 2019-02-15 ($0 /team)	0	Paid
Standard Team Registration before 2019-03-10 ($0 /team)	0	n/a
Late Team Registration before 2019-03-10 ($0 /team)	0	n/a

14. Tramp and Tumbling

This year we will be offering Power Tumbling. This will be run completely separate from the MAG and WAG competitions, but Nationals attendees will be allowed to compete in both competitions. Tramp and tumbling rules can be found on the TnT rules page.

To register for T&T, select the Nationals 2019 (T&T) meet from the Meet Registration page. You will then have to add individuals to the event and create teams for these individuals in the same manner used for the MAG and WAG meet. There will be no team competition and no need to specify collegiate eligibility.

Below is an example of what the final registration page will look like for an individual.

Trampoline and Tumbling - Team A (Combined Division, New Flyers (Men))

WARNING: This team will not have a team score.
Only individual scores will be used.

Register for a team score

Please let us know your team session preferences. Be aware that session preferences are not guaranteed.
If you have any stipulations (e.g. keep teams in the same/separate sessions, same rotation, etc.) please explain in the box.

First preference: No Preference ▾ Second preference: No Preference ▾

Update

This Team	Registered and Available
Suta, William	

<< Add

Remove >>

ne undergraduate student would fall under the collegiate award category. A team will be eligible for recognition in the Collegiate teal
rom a single U.S. college or university. All other teams (Alumni teams, international teams, teams with students from multiple school
nity individuals, etc.) will be recognized in the Community team awards. Graduate students may choose to be in either the collegiate
vishes to be a community athlete, please mark below that they are not a full time student

This Team
Suta, William: nonstudent ▲

Show Status

Collegiate Eligibility Verification
Not an Eligible Collegiate Team.

To be an eligible collegiate team,
you must verify that all team members
meet the eligibility criteria.

This Team
Suta, William ▲

Set Events

Events
☐ Rod Floor

If you have registered for another meet and have elected to attend the NAIGC banquet for that meet, you do not have to select it for this meet (it would ask you to pay for it twice). Your registration summary for an individual will look like the following. Individual registration for this event can be purchased at the NAIGC Merchandise Store, the Competitors -T&T item.

Payment Type	$ Received	$ Due as of 2019-01-20
Early Individual Registration before 2019-02-15 ($30 /ppl)	0	30
Standard Individual Registration before 2019-03-10 ($35 /ppl)	0	n/a
Early Team Registration before 2019-02-15 ($0 /team)	0	Paid
Standard Team Registration before 2019-03-10 ($0 /team)	0	n/a
Late Team Registration before 2019-03-10 ($0 /team)	0	n/a
Banquet Tickets ($35/ticket)	0	Paid
Late Banquet Tickets ($0/ticket)	0	n/a
Additional T-shirts ($10/shirt)	0	n/a

15. Resources

If you encounter any issues that you or this guide cannot resolve, please email nationals@naigc.org. Your request will then be forwarded to your Regional Coordinator for assistance.

For more information on your Region and Regional Coordinators, follow this link.