



# Creating Lineup Order

The purpose of this guide is to demonstrate how to create a lineup order in scoreflippers for meets that utilize this feature. If you prefer a video guide, [click here](#).

These steps can only be completed if you are a club manager or coach for your team. If your club does not have any active club managers, please email [info@naigc.org](mailto:info@naigc.org).

**Step One:** Navigate to the link below: <https://scoreflippers.com/INSIGHT/> and login using your credentials. You should see a similar screen to what is shown below, click the “Coach Tools” button to proceed.

The screenshot shows the Scoreflippers INSIGHT homepage. At the top, there is a navigation bar with links for NAIGC, DASHBOARD, ATHLETES, CLUBS, LEAGUE, MEETS, MEMBER SERVICES, and RESOURCES. Below the navigation bar is a banner for "Gymnastics Scoring & Association Management" with the text "NAIGC's Official Membership, Sanctions, Event Registration, Scoring & Stats Platform" and the website "www.naigc.org". The main content area features several buttons: "NAIGC REGISTRATION", "EVENT REGISTRATION", and "MY PROFILE". On the left, there is a sidebar with buttons for CLUB MANAGEMENT, MEET CONTROL, COACH TOOLS (which is highlighted in red), and ORG MANAGEMENT. Below the sidebar are four boxes: "GENIE Events" (20, EVENT SIGN-UP), "INSIGHT Meets" (2, MEET SCORES), "AA High Score" (8.400, AA LEADERBOARD), and "Scores" (256, RESULTS). The top right corner shows a license status: "Athlete LICENSED until 6/30/2026".

**Step Two:** On the Coach Tools, select the appropriate club from the dropdown menu on the top left. Unless you manage more than one club, there will only be one club in this list. Select the discipline that you would like to edit with the red bottom right dropdown. In the orange dropdown you have the option of using the method from 2025 Nationals which is the “EVENT ORDER: BY #” option or the new “EVENT ORDER: DRAG AND DROP” option. Please go to Step Three for the Drag and Drop option or Step Five for the By # Option

The screenshot shows the Scoreflippers COACH DASHBOARD. At the top, there is a navigation bar with links for NAIGC, DASHBOARD, ATHLETES, CLUBS, LEAGUE, MEETS, MEMBER SERVICES, and RESOURCES. Below the navigation bar is a banner for "Membership: Coach Tools" with the text "COACH DASHBOARD". The main content area features a "Club Teams and Counts" table with one row for "5280 Gymnastics" (Athletes: 13, Meets: 0). To the left of the table is a list of steps for creating a lineup order: Step 1: Review eligible Teams (Manage Teams in Club Management), Step 2: Review Coaches per Team (Assign Coaches in Club Management), Step 3: Register Athletes (Register Athletes in Club Management), Step 4: Roster Athletes on a Team (ROSTER MANAGEMENT), Step 5\*\*\*: Manage Default Athlete Orders per Event (EVENT ORDER), Step 6\*\*\*: Manage Meet Specific Athlete Event Orders (MEET ORDER). A note at the bottom states "\*\*\* - indicates not required". On the right side, there is a "QuickLinks" section.



**Step Three:** Note: It is highly recommended that if you are using the Drag and Drop method you be on a computer and not a mobile device. Select the event you want to set the order on in the red dropdown list. This will populate all of the athletes on your team and you can ignore anyone not competing. All of the teams/levels are mixed together but will be automatically split up on scorecards. It is recommended you reorder them to match their competition level to more easily set your order but they will automatically be split into the different levels on scorecards so it is not required. There is also a randomize button if your team does not have a preference.

EVENT ORDER: DRAG-N-DROP

5280 Gymnastics (CO) 5280 Gymnastics  
2025-2026 Women Artistic

Drag & Drop Event Order

VT

1 Chandler Stewart (XP) 2 Dan Marshall (Int) 3 Julia Nelson (XP) 4 Nicole Pennington (XP) 5 Lena Ning (XP) 6 Lucas Reed (Adv)

RESET ATHLETE ORDER  
RANDOMIZE ORDER  
UPDATE UPCOMING & ACTIVE

**Step Four:** After going through each event, you will click the “Update Upcoming and Active” button to save the lineups you set and apply it to future events. This lineup will apply to every future meet unless you reorder and click the “Update Upcoming and Active” button again.

NAIGC DASHBOARD ATHLETES CLUBS LEAGUE MEETS MEMBER SERVICES RESOURCES

Membership: Coach Tools

EVENT ORDER: DRAG-N-DROP

5280 Gymnastics (CO) 5280 Gymnastics  
2025-2026 Women Artistic

Drag & Drop Event Order

UB

1 Sarah Kobert (XS) 2 Julia Nelson (XP) 3 Nicole Pennington (XP) 4 Melanie Kuhn (YR)

RESET ATHLETE ORDER  
RANDOMIZE ORDER  
UPDATE UPCOMING & ACTIVE

Re-submit Athlete Line-up Order for Upcoming/Active Meets



**Step Five:** The “EVENT ORDER: BY #” option can be used by selecting the discipline you want to edit in the red dropdown list. This will populate all of the athletes on your team and you can ignore anyone not competing or set their number to be blank using the blue drop down menu. All of the teams/levels are mixed together but will be automatically split up on scorecards. It is recommended you reorder them to match their competition level (ie set silvers as 1-5, platinums 6-12, diamonds as 13-18 etc) to more easily set your order, but they will automatically be split into the different levels in scorecards so it is not required. The order you choose to assign for the levels themselves does not matter (e.g. Even if you put all Level 9s first, they will still go after silver, platinum, and diamond athletes in the competition). There is also a randomize button if your team does not have a preference. Click the “Update Future Meet Line Ups” button to save and submit your selected lineup.

Athlete	Level	VT	UB	BM	FX
Amber Schmitt	XS	9	16	15	17
Casey Lesieur	MSTR	12	14	12	14
Chandler Stewart	XP	1			
Dan Marshall	Int	2			
John Wronkiewicz	Dev				
Julia Nelson	XP	3	4		8
Leah Rangel	XS	10			
Lena Ning	XP	4	8	3	4
Lucas Reed	Adv	6			
Melanie Kuhn	XS	8	6	6	6
Nicole Pennington	XP	3	5	9	7
Sarah Kebert	XS	9	3	8	10