



PARENT HOW-TO GUIDE

MINOR MEMBERSHIP RENEWAL (17 & UNDER)

- STEP 1** Parent/guardian logs in to usagym.org with their username and password. Note: If you do not know your username, email membership@usagym.org.
- STEP 2** Click “Member Services” on top tool bar.
- STEP 3** Select “My Profile” on the left toolbar.
- STEP 4** Select “Manage memberships” 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 “Make Changes” or “Continue.”
- STEP 8** Select the appropriate membership to purchase. Questions about what membership/discipline to select? [Click here](#).
- 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 “Member Services” on the top toolbar.
- STEP 3** Select “My Profile” on the left toolbar.
- STEP 4** Select “Manage memberships” at the top of your profile page.
- STEP 5** Click “Add a new minor.”
- STEP 6** Review the membership options and click “Continue.”
- STEP 7** Enter the member’s information and click “Continue.”
- STEP 8** Select the appropriate membership to purchase. Questions about what membership/discipline to select? [Click here](#).
- 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 “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.

OTHER

- To review and edit membership information, print a membership card or change club affiliations, access your My Profile page by logging into usagym.org 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, usagym.org, 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.