



# MeetMaker

Online Gymnastics Meet Registration

## Set Up Account

You will need to set up a MeetMaker account to:

- Register a group of gymnasts from a lodge, unit or organization for the gymnastics competitions.
- Register an individual for the gymnastics competition.
- Register gymnasts and non-gymnasts for the fitness challenge, calisthenics, folk dance and to purchase event tickets not included in the gymnast's package, additional tickets for events and additional T-shirts.

## *Setting-Up an account:*

Go to **www.MeetMaker.com**

Click Sign-up (if you do not have a MeetMaker account)

- Enter a Meetmaker login email (there can only be one user name associated with an email address in our system. Please contact [support@meetmaker.com](mailto:support@meetmaker.com) if you receive a message that states “your user name already exists.”)
- Select and enter a password
- If you are a gym and entering athletes for the gymnastics competition or an individual registering for the gymnastics competition, you will need to fill in the Club Registration Fields section. In the club registration field **enter your lodge or unit name**.
- If you are registering as an individual for the meet or purchasing tickets for events (Add-Ons) please fill in the Individual Registration Fields.
- Next, complete the additional information fields to complete your profile and then click SAVE

If you are a club or an individual signing up to compete in the meet you will also have to click SANCTION ORGANIZATIONS when you are in **My Account** and add a club number. Select **Sokol** and then for the club number, **enter your lodge or unit NAME, followed by your AAU Club number if you have one**.

**To Register for the meet as a CLUB** (go to next section for directions to register an individual):

Click MEETS

In the Search Bar enter the meet name **Sokol**

Click the REGISTER LINK

Click EVENT Register button

- Click ADD NEW GYMNAST and enter the gymnast information (the organization number will be the athlete number)
- The Athlete will be added to the registration, add the rest of your team
- CLICK ADD NEW COACHES and enter the COACHES that will attend the meet. For background check add the date of your AAU membership confirmation; if you have not yet completed the Level 1 Course or the Safety Training you can leave the course box and safety training date blank.
- Click CONTINUE

The TEAM registration page will open

[WWW.MEETMAKER.COM](http://WWW.MEETMAKER.COM)

[SUPPORT@MEETMAKER.COM](mailto:SUPPORT@MEETMAKER.COM)

[JASON@MEETMAKER.COM](mailto:JASON@MEETMAKER.COM)

[TRACY@MEETMAKER.COM](mailto:TRACY@MEETMAKER.COM)



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- For any LEVEL that you have at least 3 gymnasts registered in, you can make a team entry. If you have more than one team in a LEVEL, each team must have a different name. Check the gymnasts that you want to make up the team (MAX of 4 gymnast per level). You can do this for all levels you have a minimum of 3 gymnasts in
- Scroll down and click CONTINUE

The Payment page will open

- The total owed will be shown on the top of the page
- Select the payment method you would like
- Fill in Payment information
- Enter the password you logged into MeetMaker with
- Click the Terms of Use box
- Click SUBMIT REGISTRATION (click just once to avoid double charges)

You will get a confirmation number for your registration.

## **To Register for the meet as an INDIVIDUAL:**

Click MEETS

In the Search Bar enter the meet name **Sokol**

Click the REGISTER LINK

Select EVENT Register button

- Click ADD NEW GYMNAST and enter the gymnast information (the organization number will be the athlete number)
- The Athlete will be added to the registration
- CLICK ADD NEW COACHES and enter you as the COACH that will attend the meet. For background check add the date of your AAU membership confirmation; if you have not yet completed the Level 1 Course or the Safety Training you can leave the course box and safety training date blank.
- Click CONTINUE

The TEAM registration page will open

- You will not be selected as a team since you do not have enough to make a team score
- Scroll down and click CONTINUE

The Payment page will open

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You will get a confirmation number for your registration.

## **You must have an individual profile set up**

**To register gymnasts and non-gymnasts for the fitness challenge, calisthenics, folk dance and to purchase event tickets not included in the gymnast's package, additional tickets for events and additional T-shirts (Everyone who performs on the Slet field receives a T-shirt at no charge.)**

Click MEETS

In the Search Bar enter the meet name **Sokol**

Click the REGISTER LINK

Click PURCHASE INDIVIDUAL ADD-ONS

Click the boxes for the event and items you want to order

Click if you agree to the photo waiver

Once you have selected all items scroll down

Click the CONTINUE button

The Payment page will open

- The total owed will be shown on the top of the page
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- Enter the password you logged into MeetMaker with
- Click the Terms of Use box

Click SUBMIT REGISTRATION (click just once to avoid double charges)

You will get a confirmation number for your registration.

If you would like to review or print your registration you can click MY GYM / MY DASH BOARD scroll down and click EMAIL HISTORY a copy of the registration email is there.

You can also go to MY GYM / MY MEETS and click view registrations for the SOKOL event and you can view the confirmation here too.

If you need support in the registration process please email [support@meetmaker.com](mailto:support@meetmaker.com) for help.

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