

# PARENT HOW-TO GUIDE



## Minor Membership Renewal (17 & under)

- Step 1** Parent/guardian logs in to [usagym.org](https://usagym.org) with their username and password. Note: If you do not know your username, email [membership@usagym.org](mailto:membership@usagym.org).
- Step 2** Select "Manage Memberships" on the left toolbar.
- Step 3** Click on the individual you would like to renew.
- Step 4** Review the membership options and click "Continue."
- Step 5** Confirm the member's membership information. Select "Make Changes" or "Continue."
- Step 6** Select the appropriate membership to purchase. Questions about what membership/discipline to select? [Click here](#).
- Step 7** Edit or remove the member's club affiliation.
- Step 8** Review Safe Sport information and click the acknowledgement.
- Step 9** Review the membership agreement, agree to the terms, and click "Submit."
- Step 10** Click "Checkout."
- Step 11** Review purchase details, billing information and enter credit card details. Click "Submit Payment."

## Minor New Membership Purchase (17 & under)

- Step 1** Parent/guardian will create a profile on [usagym.org](https://usagym.org). Click "My Profile" 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** Select "Manage Memberships" on the left toolbar.
- Step 3** Click "Add a new minor."
- Step 4** Review the membership options and click "Continue."
- Step 5** Enter the member's information and click "Continue."
- Step 6** Select the appropriate membership to purchase. Questions about what membership/discipline to select? [Click here](#).
- Step 7** Add the member's club affiliation.
- Step 8** Review Safe Sport information and click the acknowledgement.
- Step 9** Review the membership agreement, agree to the terms, and click "Submit."
- Step 10** Click "Checkout."
- Step 11** Review purchase details, billing information and enter credit card details. Click "Submit Payment."

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## 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](https://usagym.org) with your username and password.
- To register for educational courses, the minor member will create their own member profile.
- Under the My Children section of your profile page, click your child's name to print their membership card, make changes to their profile, add a club or access their membership agreement.

## To add/remove a club affiliation

- Step 1** Go to [usagym.org](https://usagym.org) and login with your username and password.
- Step 2** Under the My Children section of your profile page, click your child's name to access their profile.
- Step 3** On your child's profile, use the "Add a Club" button in the Club section of their profile to search for their club.
- Step 4** Select your child's club and confirm the affiliation request.

