

For Meet Directors

When hosting a USAG competition please refer here for reporting requirements and reference material.

Requesting Judges

- To place your meet on the calendar and request judges, please go to gymjas.com to create a Meet Request Form. Fill out the form completely, especially if you want a theme meet, to request certain judges, to ask for a Walk- Around Meet referee, or to request Local Judges Only (LJO). LJO will be assigned IF they are available.
- The meet request is considered “pending” until the \$5 fee per judge requested is received by the Booking Agent, **Helena Brizzi, 204 Glen Loop, Woodstock, Ga. 30188. Make checks payable to GA NAWGJ.**

Requesting Meet Sanction

All USAG Meets are sanction directly through the USA Gymnastics Member Services using the USA Gymnastics website: usagym.org, My Profile, Sanctions Home

Reporting Scores to Score Chair

- **Send all scores electronically to Score Chair 24 hours after competition. E-mail address is <mailto:gausag.scores@gmail.com>**
- Sort Scores by gym and then by level. Please send csv file.
- Please include in text of e-mail the sanction number of the meet.
- When using ProScore, please do not place a U before USA gymnasts to designate from AAU. But, please do place an X before all USA Xcel Bronze, Silver, Gold, and Platinum gymnasts (ex: XB). If possible, delete any Out-of-State and AAU gymnasts before sending to USA score chair. Please make sure all USA gymnasts have a USA number before sending scores.
- Please send a copy of sanction and competition fee (\$2 per USA gymnast for the first 500 USAG athletes, and then \$3 per USAG athlete after 500 - made payable to GA USAG) by mail within five days to

Becky Oppenheimer

731 Carpenter Way

Woodstock, Ga. 30188

- Make check payable to **GA USAG**

- If you need help with sending scores via e-mail, please contact Score Chair at the above e-mail address. Included is a layman's version of what to do to send scores:

Log into Proscore

Make sure you are signed into the correct meet

Click on "File" button at top of screen

Place arrow over Export

Place arrow over CVS file

Click on "Gymnasts"

Choose "All"

Choose fields to export

Choose location on hard drive to store file

Give file the name of the meet (example: Turkey Tumble 2008)

Click "Save"

Go to your e-mail system and send message to [Kim Joye \(gausag.scores@gmail.com\)](mailto:gausag.scores@gmail.com) and attach file

Failure to follow the above procedure will result in a possibility of invalid scores and a fine of \$25.