

## 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](http://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 \$3 fee per judge requested is received by the Booking Agent, Gwyned Bius. Make checks payable to GA NAWGJ. See address below.

### Requesting Meet Sanction

All USAG Meets are sanction directly through the USA Gymnastics Member Services using the USA Gymnastics website

- [Request for Sanction](#)

### Reporting Scores to Score Chair

- **Send all scores electronically to Score Chair 24 hours after competition. E-mail address is <mailto:gkbius@yahoo.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 copy of sanction and competition fee (\$2 per USA gymnast - made payable to GA USAG) by mail within five days to

Gwyned Bius

[4176 Oak Crest Drive](#)

[Tucker, GA. 30084](#)

- Make check payable to **GA USAG**

- If you need help with sending scores via e-mail, please contact Score Chair at 770-939-5319 or 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 Gwyned Bius and attach file

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