

INSIGHT MEET GENIE - How To Register for a Meet

About: Meet Genie is an online software used for Managing Gymnastics Meets, Registrations, and Meet Coordination. Gyms are invited to use this service to track registration of all athletes and Teams. Meet Genie is connected to INSIGHT Host & Scoring, so the registrations are all integrated into a full Gymnastics Scoring system. Contact ScoreFlippers with any questions.

scoreflippers@gmail.com

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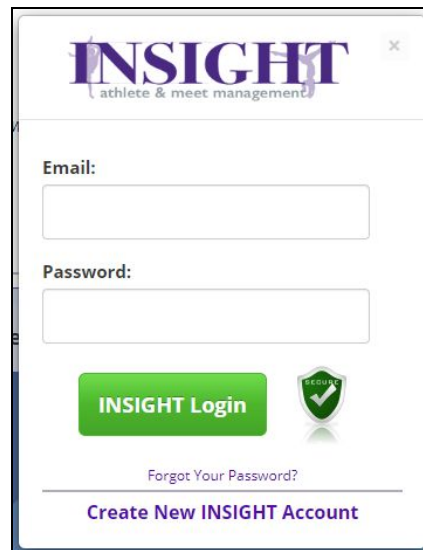
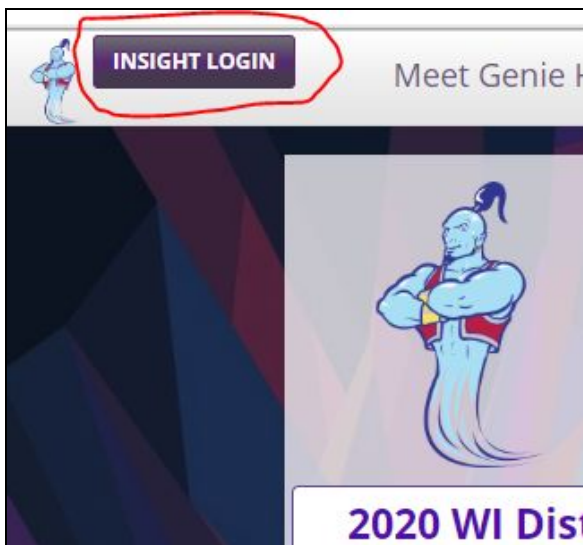
View Meet Details

1. Open Browser to meetgenie.scoreflippers.com
2. Find the Meet to review details and sign-up for.
3. Click on VIEW MEET DETAILS for more information.

Log into Meet Genie with your INSIGHT Account

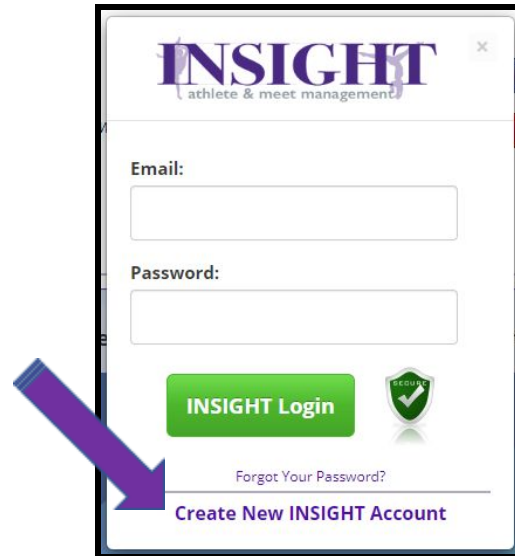
4. Login with your INSIGHT LOGIN (Top Left)

- *Once Logged in - Skip to Step #8*



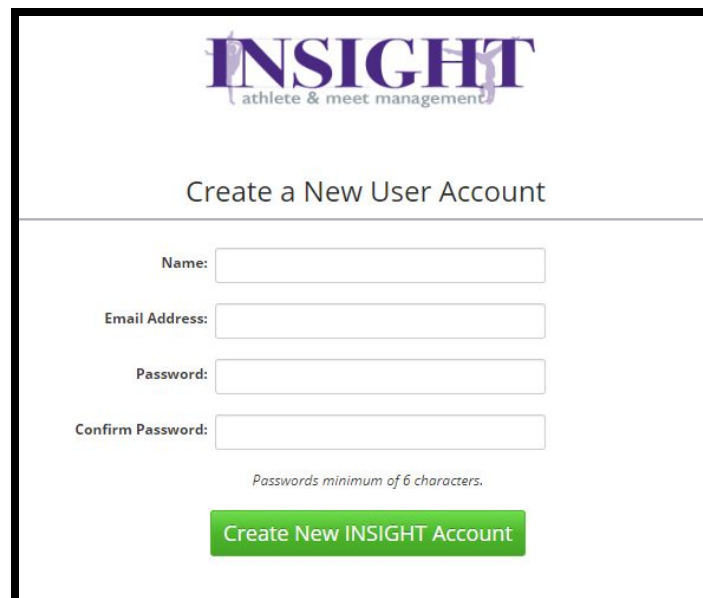
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5. Need an INSIGHT Account? Click: Create New INSIGHT Account



The screenshot shows the INSIGHT login page. At the top is the logo "INSIGHT (athlete & meet management)". Below the logo are two input fields: "Email:" and "Password:". Under the password field is a green button labeled "INSIGHT Login" with a shield icon to its right. Below the button is a link "Forgot Your Password?". At the bottom of the form is a link "Create New INSIGHT Account". A purple arrow points from the left towards the "Create New INSIGHT Account" link.

6. Fill in the Form:

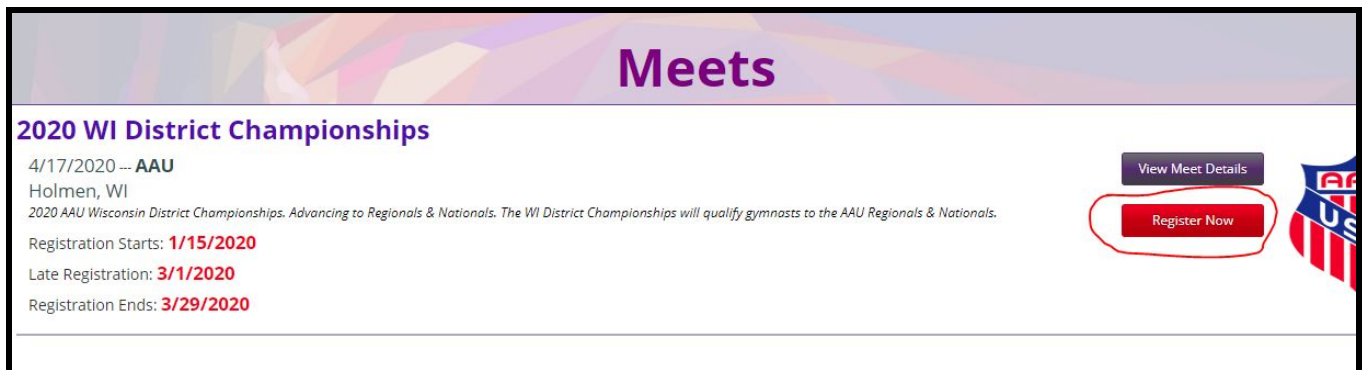


The screenshot shows the "Create a New User Account" form. At the top is the logo "INSIGHT (athlete & meet management)". Below the logo is the heading "Create a New User Account". The form contains four input fields: "Name:", "Email Address:", "Password:", and "Confirm Password:". Below the password fields is a note: "Passwords minimum of 6 characters." At the bottom of the form is a green button labeled "Create New INSIGHT Account".

7. Once you have a new account - Then Log into Meet Genie

Register An ATHLETE for the Meet

8. Find the Meet - Select the **REGISTER NOW**



Meets

2020 WI District Championships

4/17/2020 --- AAU
Holmen, WI
2020 AAU Wisconsin District Championships. Advancing to Regionals & Nationals. The WI District Championships will qualify gymnasts to the AAU Regionals & Nationals.

Registration Starts: **1/15/2020**
Late Registration: **3/1/2020**
Registration Ends: **3/29/2020**

[View Meet Details](#)

[Register Now](#)

9. Select ATHLETE Registration



Meet Genie Home Meets My Registrations Resources

2020 WI District Championships
Friday, April 17 2020 - Sunday, April 19 2020
Sanctioning Body: AAU

2020 AAU Wisconsin District Championships. Advancing to Regionals & Nationals. The WI District Championships will qualify gymnasts to the AAU Regionals & Nationals.

Registration: **1/15/2020**
Late Registration: **3/1/2020**
Registration Ends: **3/29/2020**

[Athlete Registration](#)

[Coach Registration](#)

10. ATHLETE REGISTRATION functions:

Athlete Registration Back To Register Home

Gym: ScoreFlippers - AAU +

Team: Wobblers Team 1 AAU +

Athlete: James P. Sullivan +

Competition Level: Level 6

AAU ID: 645879543

Senior Recognition:

Add Athlete Registration To Cart

Athletes in Registration Cart

	Athlete	Level	Member #	Senior
<input type="checkbox"/>	Peanut ButterCup	Level 4	78945612	✓
<input type="checkbox"/>	Mike Wazowski	Level 3	45612345	✓

Select your GYM / TEAM / Athletes / Comp Level.

Use the + Symbol to Add if needed.

Fill in AAU Member ID and Select Senior if needed.

Once Athletes are added to your Cart, you will see them appear in this area. You can remove an athlete as needed using the Red X symbol.

- ***If an athlete appears in your list, that NO LONGER COMPETES, just do not use them. All athletes that have scores in the INSIGHT system, will be listed in their Teams Drop-down menu***

Adding a New Athlete

11. If you need to add an Athlete - Select the + symbol by the Athlete Drop-down
12. Follow the prompts on the Pop-up form to search for the athlete (Checking to see if they are already in INSIGHT)
13. If Found - Select the Athlete Radio Button and Click **CONTINUE REGISTRATION WITH MY SELECTED ATHLETE.**

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Find/Register New Athlete ✕

Let's Check if the Athlete is already in INSIGHT:

First Name:

Last Name:

If the Athlete you want is listed - Select the RADIO Button in front of the Athlete's Name to continue.

Minnie Mouse | DOB: 2018-11-01

This Athlete has not yet participated in this association yet. Get them started today.

Minnie	Mouse	ScoreFlippers Gym MAGA	MAGA
Minnie	Mouse	ScoreFlippers Gym WIAA	HS - WI WIAA
Minnie	Mouse	ScoreFlippers MSHSL	HS - MN MSHSL

By Selecting an existing athlete, all Athlete Registrations and statistics will be connected.

14. If Athlete is Not Found - Click: NO ATHLETE MATCH - REGISTER A NEW ATHLETE

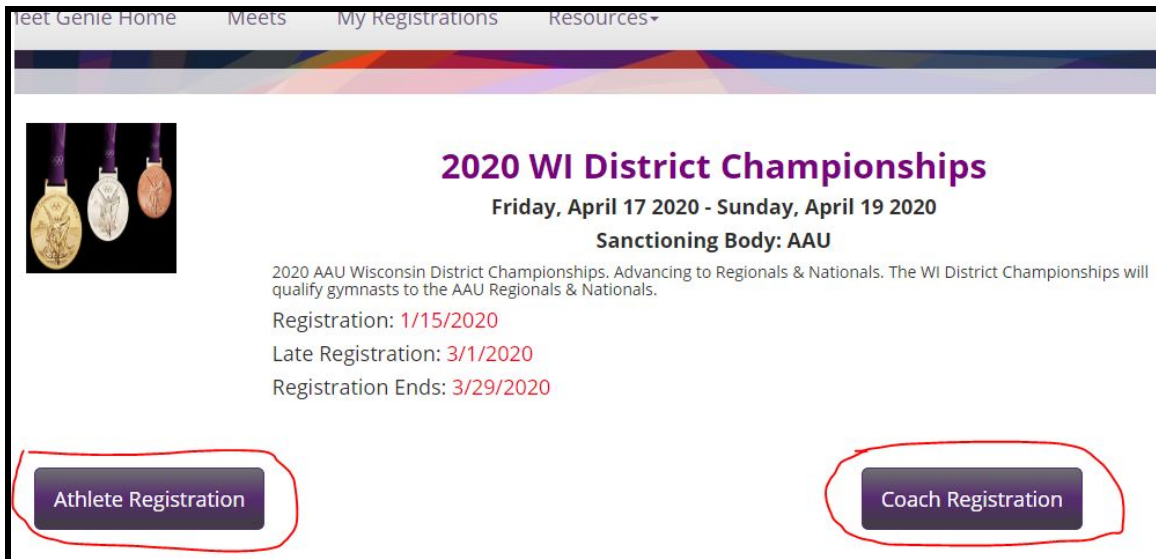
15. When all Athletes are in the Registration Cart, click BACK TO REGISTER HOME for this meet

Register a TEAM for the Meet

- 16. Teams will be Registered and added to the cart automatically based on 3 athletes of the same level added to the meet. (This is a Meet Director setting.)**

Register a COACH for the Meet

17. Select COACH Registration



18. COACH Registration Functions

Adding a New Coach

19. If you need to add an Coach - Select the + symbol by the Coach Drop-down

20. Follow the prompts on the Pop-up form to search for the coach (Checking to see if they are already in INSIGHT)

Note - Each Coach must have a UNIQUE EMAIL ADDRESS

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21. If Coach is Found:

- a. Select the Radio Button in front of coaches name**
- b. Select Gym/ Club**
- c. Select Team**
- d. Enter Membership ID**
- e. Click ADD COACH TO TEAM**

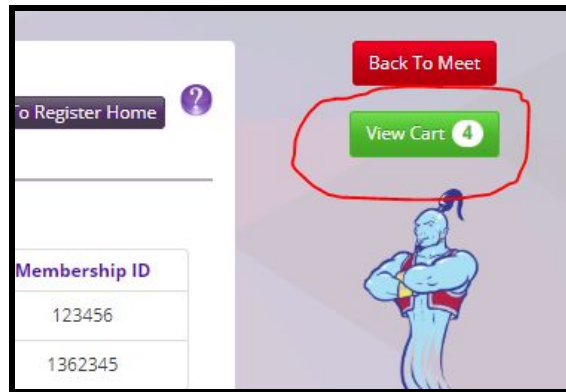
22. If Coach is Not Found - Follow the prompts to Create A New Coach Account.



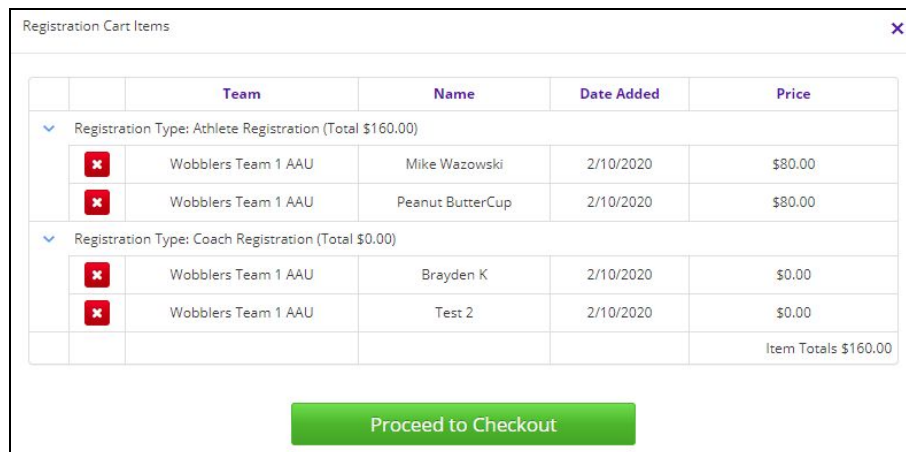
Note - Each Coach must have a UNIQUE EMAIL ADDRESS

View Cart & Checkout

23. Once you have all the Athletes, Teams and Coaches - To View the items in your Cart - Click VIEW CART



24. Review Manage your cart Items as Needed
- a. If Changes are needed, Remove the item, then go back and register the item again with corrected details.



	Team	Name	Date Added	Price
Registration Type: Athlete Registration (Total \$160.00)				
<input type="checkbox"/>	Wobblers Team 1 AAU	Mike Wazowski	2/10/2020	\$80.00
<input type="checkbox"/>	Wobblers Team 1 AAU	Peanut ButterCup	2/10/2020	\$80.00
Registration Type: Coach Registration (Total \$0.00)				
<input type="checkbox"/>	Wobblers Team 1 AAU	Brayden K	2/10/2020	\$0.00
<input type="checkbox"/>	Wobblers Team 1 AAU	Test 2	2/10/2020	\$0.00
				Item Totals \$160.00

Proceed to Checkout

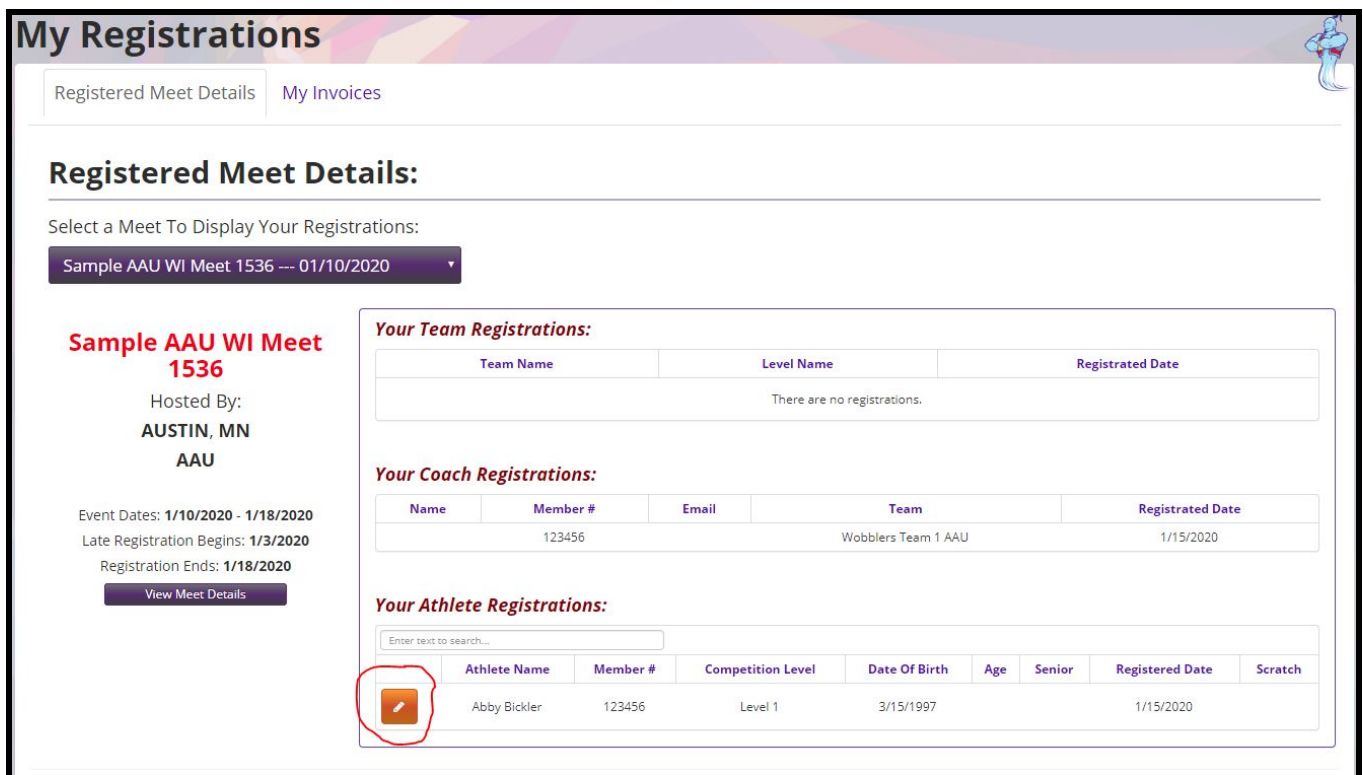
- 25. When Ready - Click PROCEED TO CHECKOUT**
- 26. The system will do a double check to confirm all items are available for purchase, remove doubled-up items (that are already registered), add Teams - If needed, the system will show the cart again with the proper verified items.**
- 27. When ready - click PROCEED TO CHECKOUT**
- 28. Checkout will provide steps and payment options. After Checkout is completed, you will be given a confirmation screen and email.**

Review “MY Registrations” screen

- 29. Click on the MY REGISTRATIONS menu option - You can review your “REGISTRATIONS” & Invoices at anytime.**
- 30. Select the meet you wish to view your registrations**

Make Registration Changes

31. From within the MY REGISTRATIONS page, you can review all your registrations. If the meet director has allowed Edits - you can select an item, then make changes as needed.



My Registrations

Registered Meet Details | My Invoices

Registered Meet Details:

Select a Meet To Display Your Registrations:
Sample AAU WI Meet 1536 --- 01/10/2020

Sample AAU WI Meet 1536
Hosted By:
AUSTIN, MN
AAU

Event Dates: 1/10/2020 - 1/18/2020
Late Registration Begins: 1/3/2020
Registration Ends: 1/18/2020
[View Meet Details](#)

Your Team Registrations:

Team Name	Level Name	Registered Date
There are no registrations.		

Your Coach Registrations:

Name	Member #	Email	Team	Registered Date
	123456		Wobblers Team 1 AAU	1/15/2020

Your Athlete Registrations:

Enter text to search...

Athlete Name	Member #	Competition Level	Date Of Birth	Age	Senior	Registered Date	Scratch
Abby Bickler	123456	Level 1	3/15/1997			1/15/2020	

32. Some changes will cost \$. If so, once you make the change, you will be sent to a checkout page to complete the change.

33. Until you pay, your change will not take effect.