



# USER GUIDE: GBC'S NEW REGISTRATION MANAGEMENT SYSTEM

*Learn how to register, log in, create an account, find a member, add participants, and more.*

# New Registration Management System



## WELCOME TO UPLIFTER

Gymnastics BC's new registration management system (RMS) is now available for club use!

Each Gymnastics BC full member club will have an online account in Gymnastics BC's RMS. The club account will have at least one club administrator that can login on behalf of the club to manage the account. Many help documents are available online to assist administrators to navigate through the platform.

## LOGIN

If you haven't already done so, please activate your club account in Uplifter. Each club has been set up with an account owner (club administrator) based on the club email address provided on the 2018-2019 GBC member club renewal form. You have received an email invitation requesting you to reset the password for your account. The email invitation has been sent from [no-reply@gymbc.uplifterinc.com](mailto:no-reply@gymbc.uplifterinc.com). If you haven't received this email, please check your junk or spam folder.

- Go to: <https://registration.gymbc.org/login>
- Click on "Login" in the top right-hand corner
- Enter your username and password

## OVERVIEW

After logging in you will be directed to the Home Page and will be able to:

- View the **Club Name** and **Administrator Name** logged into the account.
- Review the **Club Administrator Guides** by clicking on **Help**.
- Navigate to the club's account by clicking on **My Account**.
- Click on **Individuals** to view participants, register individuals and file import registrations.
- Click on the **Shopping Cart** to review any pending items.
- Click on **Invoices** to view membership invoices.
- Don't forget to **Logout** when you are done.

If you have any questions, please contact Member Services at [membership@gymbc.org](mailto:membership@gymbc.org)

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## INDIVIDUAL MEMBER REGISTRATION

Club administrators have the option to register individual participants using one of three methods:

1. Individual member registrations
2. File import registrations (2019-2020 SKUs)
3. Send your excel export (template) to Member Services (2019-2020 only)

### ADD NEW INDIVIDUAL MEMBER

Individuals → Add New Individual → [enter info] → Add Individual

The Add New Individual option will offer suggestions for existing matches. When selecting a match you will override the existing data with the data you used to find the match.

### FINDING YOUR OWN INDIVIDUAL MEMBERS

Individuals → Filter Individuals by [enter info] → FILTER → [click on blue name]

This is where you will be able to view the individual's information, as well as their Registered Memberships. Filter by season to view past Registered Memberships.

### FINDING AN EXISTING MEMBER IN THE SYSTEM

Individuals → Find Individual

Required fields:

- First name
- Last name *While all fields are required, erroneous data can still lead to a match/suggestion.*
- Gender *During Finding you do not overwrite any data. That is, if the system finds a suggestion you can select it and take on all of the suggestion's info, discarding any of the data you used to "find".*
- Birthdate
- Postal

Individual match → [click Select] → Select Individual

### COMPETITIVE ATHLETE LIST

To view a competitive athlete list, please use the following URL:

[https://gymbc.uplifterinc.com/admin/report-view.php?saved\\_report\\_id=2](https://gymbc.uplifterinc.com/admin/report-view.php?saved_report_id=2)

For more information, review the **Club Administrator Guides** by clicking on **Help**.