



# GymRat APPLICATION SITE TUTORIALS

## USE THIS DOCUMENT TO LEARN HOW TO:

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**CREATING YOUR GymRat ACCOUNT:** In order to access the GymRat Application Site, you must first create an account in the system. Follow the quick steps below to create a GymRat account.

1. Visit <https://gymratchallenge.com/gymrat/>
2. Click on GET AN ACCOUNT
3. Complete the information on the CREATE ACCOUNT screen
4. Click SUBMIT at the bottom of the screen
5. You will receive an e-mail confirming the creation of your account

**RE-SETTING YOUR GymRat ACCOUNT PASSWORD:** If you forget your GymRat account password, you can simply reset your password in order to regain access to your account. Please remember that your account is tied to your team registrations, player profiles, applications to be a member of the event staff, etc, so you must regain access to your account in order to be able to view all of that information. Creating a new account will NOT give you access to any of that information, and having more than one account in the system can cause confusion. Please follow the steps below in order to reset your GymRat account password.

1. Visit <https://gymratchallenge.com/gymrat/>
2. Click on click on **“Forgot password? Click here.”**
3. In the appropriate boxes, type your original USERNAME and the E-MAIL that you used to create the account
4. Click SUBMIT at the bottom of the screen
5. You will receive an e-mail with a link. Click on that link, enter the NEW password that you would like to use in the appropriate boxes, and click the SUBMIT button at the bottom of the screen.
6. From there you will be able to log back into the system using the NEW password that you’ve created.

**REGISTERING YOUR TEAM FOR A GymRat EVENT:** All REGISTRATIONS are completed online and all major credit cards are accepted. If your organization needs to pay by check, please contact the GymRat Tournament Office at 1-888-7-GYMRAT (1-888-749-6728). Follow the steps below in order to REGISTER YOUR TEAM :

1. Log into your GymRat account at <https://gymratchallenge.com/gymrat/login/login.html>
2. Once you've logged in, visit the WELCOME page
3. Once there, click on the REGISTER NOW button under the appropriate event icon.

4. Follow the menu prompts to enter your TEAM REGISTRATION & PAYMENT information

**ENTERING YOUR TEAM ROSTER:** All TEAM ROSTERS for GymRat events are entered electronically in order to allow easy access by college coaches and evaluators. Follow the steps below in order to enter your TEAM ROSTER:

1. Log into your GymRat account at <https://gymratchallenge.com/gymrat/login/login.html>
2. Once you've logged in, click on the MY TEAMS tab in the navigation bar
3. Once there, click on the dashboard icon for the team that you want to view and you will be taken to your TEAM DASHBOARD
4. Once on the TEAM DASHBOARD, scroll down to the TEAM ROSTER section and click on the ADD NEW PLAYER link
  - a. If the ADD NEW PLAYER link does not appear on your DASHBOARD, then your TEAM LEADER (the person that registered your team) needs to grant you access.
  - b. Your TEAM LEADER can do that by simply clicking on the "WHO CAN EDIT THIS?" link next to the TEAM ROSTER heading and following the menu prompts to grant you access
5. Follow the menu prompts to enter players onto your TEAM ROSTER
6. Once a player is entered on the TEAM ROSTER, e-mails and text messages are sent to the player and the player's parent alerting them and providing them with further opportunities to update their profile in the GymRat player profile and tracking system known as the [GymRat RECRUITING INDEX](#).



**SEE WHAT PLAYERS HAVE ACCEPTED THEIR ROSTER SPOTS & HOW TO REMIND THEM TO DO SO:** When players are added to a roster, e-mails and text messages are automatically sent to the player and the players parents alerting them, and asking them to accept their roster spot. Accepting the roster spot is a very important function that creates a FREE profile for the player within the GymRat RECRUITING INDEX, allows the player to be tracked and followed by college coaches and evaluators across the country, makes the player eligible to receive ALL-GymRat CHALLENGE recognition in the post-event press release, and ensures that the players name will be printed in the Event Program that is distributed to college coaches, scouting services, GymRat evaluators, and fans,

1. Log into your GymRat account on <https://gymratchallenge.com/gymrat/>
2. Click on the MY TEAMS link in the navigation area
3. Click on the DASHBOARD icon next to the team that you want to view....that will take you to your TEAM DASHBOARD
4. Once on your TEAM DASHBOARD, scroll down to the TEAM ROSTER section
  - o Any player with a checkmark ✓ next to their name has ACCEPTED their roster spot
  - o Any player WITHOUT a checkmark ✓ next to their name, has NOT accepted their roster spot. In that case, there are 3 links next to the player's name:
    - **REMIND**: Click this link to automatically send the player and the player's parent an e-mail and text to remind them to accept their roster spot
    - **REMOVE**: Click here to remove the player from your roster
    - **EDIT**: Click here to edit any of the information for the player including the e-mail and cell numbers to which the REMIND e-mails and text messages are sent.

**ADDING TEAM CONTACTS:** The person that registers a team is automatically designated as the TEAM LEADER. The TEAM LEADER can add other TEAM CONTACTS in order to have them assist with administrative functions such as entering the TEAM ROSTER and TEAM HOTEL information. To add TEAM CONTACTS, simply follow the steps below.

1. Log into your GymRat account at <https://gymratchallenge.com/gymrat/login/login.html>
2. Once you've logged in, click on the MY TEAMS tab in the navigation bar
3. Once there, click on the dashboard icon for the team that you want to view and you will be taken to your TEAM DASHBOARD
4. Once on your TEAM DASHBOARD, scroll down to the TEAM CONTACTS section

5. Click on the ADD TEAM CONTACT link and follow the menu prompts
  - a. If the person that you are trying to add already has a GymRat account, their name will pop up as an option for you to select in the TEAM CONTACT NAME section of the menu once you type a few letters in their first or last name
  - b. If the person does not have a GymRat account, you can easily add them on that same menu
6. Once the contact has been added, you can give them access to any of the administrative areas of your TEAM DASHBOARD by simply clicking on the “WHO CAN EDIT THIS?” link next to the main heading (TEAM CONTACTS, TEAM ROSTER, HOTEL INFORMATION)

**GIVING TEAM CONTACTS ACCESS TO ADMINISTRATIVE FUNCTIONS ON YOUR TEAM DASHBOARD:** The GymRat system is designed to allow TEAM LEADERS (the people that complete the team registration) to designate other TEAM CONTACTS to help with team administrative functions such as team roster submission. Simply follow the steps below in order to give TEAM CONTACTS access to team administrative functions.

1. Log into your GymRat account at <https://gymratchallenge.com/gymrat/login/login.html>
2. Once you've logged in, click on the MY TEAMS tab in the navigation bar
3. Once there, click on the dashboard icon for the team that you want to view and you will be taken to your TEAM DASHBOARD
4. Once on your TEAM DASHBOARD, click on the “WHO CAN EDIT THIS?” link next to the main heading (TEAM INFORMATION, TEAM CONTACTS, TEAM ROSTER, HOTEL INFORMATION)
5. A dialogue box will pop-up that contains all of your TEAM CONTACTS. From there you can simply click on the box next to each TEAM CONTACT's name in order to provide them access to that section.

**VIEW & EDIT GENERAL TEAM INFORMATION:** You can view up to date team information including TEAM REGISTRATION DETAILS, TEAM ROSTER, and TEAM HOTEL information by visiting your TEAM DASHBOARD. Your TEAM DASHBOARD is your one stop portal for all of the information that resides in the GymRat database for your team. To view your TEAM DASHBOARD, simply follow the steps below.

1. Log into your GymRat account at <https://gymratchallenge.com/gymrat/login/login.html>
2. Once you've logged in, click on the MY TEAMS tab in the navigation bar
3. Once there, click on the dashboard icon for the team that you want to view and you will be taken to your TEAM DASHBOARD
4. Once on the TEAM DASHBOARD, simply click on the EDIT link in the upper right-hand corner of any of the main sections of your TEAM DASHBOARD (TEAM INFORMATION, TEAM CONTACTS, TEAM ROSTER, HOTEL INFORMATION)