



GymRat APPLICATION SITE TUTORIALS

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GENERAL FUNCTIONS

These are functions that are performed by all user types within the GymRat system (Team Leaders & Coaches, Parents & Players, College Coaches & Scouting Services)

1. **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.
 - A. Visit <https://gymratchallenge.com/gymrat/>
 - B. Click on GET AN ACCOUNT
 - C. Complete the information on the CREATE ACCOUNT screen
 - D. Click SUBMIT at the bottom of the screen
 - E. You will receive an e-mail confirming the creation of your account

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2. **LOG INTO MY GymRat ACCOUNT:** Gaining access to your GymRat player profile is quick and easy:
 - A. Visit www.GymRatCHALLENGE.com and click on the RED tab in the upper right hand corner of the page labeled "LOG INTO MY GymRat ACCOUNT"
 - i. You can also log into your GymRat account directly at <https://gymratchallenge.com/gymrat/login/login.html>
 - ii. If you do not yet have a GymRat ACCOUNT, [CLICK HERE for instructions on how to CREATE YOUR GymRat ACCOUNT](#)
 - iii. If you cannot remember your GymRat USERNAME, visit <https://gymratchallenge.com/gymrat/account/username>
 - iv. If you cannot remember your GymRat PASSWORD, visit <https://gymratchallenge.com/gymrat/account/forgotpass>

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3. **RE-SETTING YOUR GymRat ACCOUNT USERNAME:** If you forget your GymRat USERNAME, you can quickly and easily recover that information.
 - A. Visit <https://gymratchallenge.com/gymrat/account/username> and follow the on-screen instructions.
 - B. You can also reset your username directly from the log-in screen:
 - i. Visit <https://gymratchallenge.com/gymrat/login/login.html>
 - ii. Click on click on "Forgot user name? Click here."
 - iii. In the appropriate boxes, type the E-MAIL that you used to create the account
 - iv. Click SUBMIT at the bottom of the screen
 - v. You will receive an e-mail with your username. **PLEASE NOTE:** For security purposes, that e-mail can only be sent to the e-mail address that was originally used to create the account.




ENHANCE YOUR PROFILE

4. **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.
- Visit <https://gymratchallenge.com/gymrat/login/login.html>
 - Click on click on “**Forgot password? Click here.**”
 - In the appropriate boxes, type your original USERNAME and the E-MAIL that you used to create the account
 - Click SUBMIT at the bottom of the screen
 - 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.
 - From there you will be able to log back into the system using the NEW password that you’ve created.

5. **REGISTERING YOUR TEAM FOR A GymRat EVENT (COACHES & TEAM LEADERS):** 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 :
- Log into your GymRat account at <https://gymratchallenge.com/gymrat/login/login.html>
 - Once you’ve logged in, visit the WELCOME page
 - Once there, click on the REGISTER NOW button under the appropriate event icon.
 - Follow the menu prompts to enter your TEAM REGISTRATION & PAYMENT information

6. **VIEW POST EVENT REPORTS & ALL-GymRat SELECTIONS (PLAYERS, PARENTS, COLLEGE COACHES):** After each GymRat event, a post-event report is prepared by the [GymRat CHALLENGE Evaluation Staff](#) that is comprised of expert current and former professional, college, and high school coaches, professional players, and media members. That 40+ page report contains event highlights as well ALL-GymRat selections and player evaluations in all Age Divisions for one of the nation's biggest and most competitive basketball events. The GymRat Report is distributed to every college program in the United States (Division I, II, III). The report is also available to players and parents through each player’s GymRat RECRUITING PROFILE (ENHANCED PROFILES only). To view the GymRat Report:
- Log into your GymRat account at <https://gymratchallenge.com/gymrat/login/login.html>
 - Once you’ve logged in,
 - FOR PLAYERS & PARENTS** click on the MY PROFILES link in the blue navigation bar on the left-hand side of the screen.
 - Only ENHANCED PROFILE users have access to EVENT REPORTS. [CLICK HERE for instructions on how to upgrade to an ENHANCED PROFILE.](#)
 - FOR COLLEGE COACHES** click on the MY PROGRAMS link in the blue navigation bar on the left-hand side of the screen.



- C. Once there, click on the dashboard icon  for the profile/program that you want to view.
- D. Once on the RECRUITING PROFILE/PROGRAM,
 - i. Click on the MENU+ button to view all menu options
 - ii. Choose the EVENT REPORTS menu item and click on the report that you would like to view.

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TEAM LEADER & COACH FUNCTIONS

These are functions that are specific to TEAM REPRESENTATIVES & COACHES within the GymRat system.

7. **ENTERING YOUR TEAM ROSTER (COACHES & TEAM LEADERS):** 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:
- A. Log into your GymRat account at <https://gymratchallenge.com/gymrat/login/login.html>
 - B. Once you've logged in, click on the MY TEAMS tab in the navigation bar
 - C. Once there, click on the dashboard icon for the team that you want to view and you will be taken to your TEAM DASHBOARD
 - D. Once on the TEAM DASHBOARD, scroll down to the TEAM ROSTER section and click on the ADD NEW PLAYER link
 - i. 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.
 - ii. 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
 - E. Follow the menu prompts to enter players onto your TEAM ROSTER
 - F. 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](#).

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8. **SEE WHAT PLAYERS HAVE ACCEPTED THEIR ROSTER SPOTS & HOW TO REMIND THEM TO DO SO (COACHES & TEAM LEADERS):** 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:
- A. Log into your GymRat account on <https://gymratchallenge.com/gymrat/>
 - B. Click on the MY TEAMS link in the navigation area
 - C. Click on the DASHBOARD icon next to the team that you want to view....that will take you to your TEAM DASHBOARD
 - D. Once on your TEAM DASHBOARD, scroll down to the TEAM ROSTER section



- Any player with a checkmark ✓ next to their name has ACCEPTED their roster spot
- 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.

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9. ADDING TEAM CONTACTS (COACHES & TEAM LEADERS): 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.

- A. Log into your GymRat account at <https://gymratchallenge.com/gymrat/login/login.html>
- B. Once you've logged in, click on the MY TEAMS tab in the navigation bar
- C. Once there, click on the dashboard icon for the team that you want to view and you will be taken to your TEAM DASHBOARD
- D. Once on your TEAM DASHBOARD, scroll down to the TEAM CONTACTS section
- E. Click on the ADD TEAM CONTACT link and follow the menu prompts
 - i. 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
 - ii. If the person does not have a GymRat account, you can easily add them on that same menu
- F. 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)

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10. GIVING TEAM CONTACTS ACCESS TO ADMINISTRATIVE FUNCTIONS ON YOUR TEAM DASHBOARD (COACHES & TEAM LEADERS): 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.

- A. Log into your GymRat account at <https://gymratchallenge.com/gymrat/login/login.html>
- B. Once you've logged in, click on the MY TEAMS tab in the navigation bar
- C. Once there, click on the dashboard icon for the team that you want to view and you will be taken to your TEAM DASHBOARD
- D. 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)
- E. 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.

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11. **VIEW & EDIT GENERAL TEAM INFORMATION (COACHES & TEAM LEADERS):** 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.
- A. Log into your GymRat account at <https://gymratchallenge.com/gymrat/login/login.html>
 - B. Once you've logged in, click on the MY TEAMS tab in the navigation bar
 - C. Once there, click on the dashboard icon for the team that you want to view and you will be taken to your TEAM DASHBOARD
 - D. 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)

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PLAYER & PARENT FUNCTIONS

These are functions that are specific to PLAYERS & PARENTS within the GymRat system.

12. **ACCEPT YOUR ROSTER SPOTS (PLAYERS & PARENTS):** When players are added to a roster to compete in the GymRat CHALLENGE, e-mails and text messages are automatically sent to the player and the player's parents alerting them, and asking them to ACCEPT THEIR ROSTER SPOT. Accepting the roster spot is a simple, but 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 before, during, and after the event, makes the player eligible to receive ALL-GymRat CHALLENGE recognition in the post-event press release, and ensures that the player's name will be printed in the Event Program that is distributed to college coaches, scouting services, GymRat evaluators, and fans. Accepting a roster spot is a quick, easy, FREE, and automated process. Simply follow the steps below:
- A. Click on the link provided in the e-mail or text message
 - i. If you have NOT received an e-mail or text message asking you to accept your roster spot, please notify your coach immediately. The system sends those e-mails and text messages to the address and number provided by coaches when they entered their rosters. If you have **NOT** received those messages, it is quite likely that an incorrect e-mail address and/or phone number were entered for you. [Your coach can easily make those corrections.](#)
 - B. Log into your GymRat account on <https://gymratchallenge.com/gymrat/>
 - i. If you do **NOT** have a GymRat account:
 - a. Click on GET AN ACCOUNT
 - b. Complete the information on the CREATE ACCOUNT screen
 - c. Click SUBMIT at the bottom of the screen
 - d. You will be re-directed back to the ACCEPT YOUR ROSTER SPOT screen
 - C. Once logged into your GymRat account, follow the prompts on the ACCEPT YOUR SPOT SCREEN
 - i. You simply have to enter the PLAYER'S date of birth in order to complete the process and begin viewing and editing the PLAYER'S online profile in the [GymRat RECRUITING INDEX](#).

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13. **LOG INTO MY PLAYER PROFILE (PLAYERS & PARENTS):** The GymRat CHALLENGE creates RECRUITING PROFILES for ALL players competing in the GymRat CHALLENGE. Those profiles are contained in a system known as the GymRat RECRUITING INDEX where they can be searched by college coaches and evaluators across the country as well as the on-site [GymRat CHALLENGE Evaluation Staff](#) that is comprised of expert current and former professional, college, and high school coaches, professional players, and media members. Those profiles can be edited and updated by players and their parents. It's critically important to maintain access to the player profile so that college coaches throughout the country are viewing accurate and up to date information.
- A. Log into your GymRat account at <https://gymratchallenge.com/gymrat/login/login.html>
 - B. Once you've logged in, click on the MY PROFILES link in the navigation bar
 - C. Once there, click on the dashboard icon for the profile that you want to view

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14. **UPGRADE TO AN ENHANCED PLAYER PROFILE (PLAYERS & PARENTS):** The GymRat CHALLENGE creates RECRUITING PROFILES for ALL players competing in the GymRat CHALLENGE. Those profiles are contained in a system known as the GymRat RECRUITING INDEX where they can be searched by college coaches and evaluators across the country as well as the on-site [GymRat CHALLENGE Evaluation Staff](#) that is comprised of expert current and former professional, college, and high school coaches, professional players, and media members. The [ENHANCED PROFILE function of the GymRat RECRUITING INDEX](#) was developed in conjunction with research and feedback from college coaches about how they want to be able to track and follow players throughout the recruiting process, as well as input from recruited players at all levels about what was helpful for them throughout their recruitment.
- A. Log into your GymRat account at <https://gymratchallenge.com/gymrat/login/login.html>
 - B. Once logged in, click on the **MY PROFILES** link that appears in the blue navigation bar on the left side of the screen.
 - C. Click on the Dashboard icon in the left hand column that coincides with the PLAYER PROFILE that you would like to view. That will take you directly to the PLAYER'S RECRUITING PROFILE.
 - D. Once on the RECRUITING PROFILE, there will be a link under the player's name that reads **UPDATE ACCOUNT INFORMATION**
 - E. Click that link to view the UPDATE ACCOUNT dialogue box and scroll to the bottom of the box in order to make changes to your subscription status.

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15. **WHAT DO GymRat RECRUITING INDEX ALERT E-MAILS MEAN? (PLAYERS & PARENTS):** College coaches and evaluators are utilizing and accessing the GymRat RECRUITING INDEX player profiles **YEAR-ROUND**...before, during, and after you compete at the GymRat CHALLENGE. The ALERT e-mails that you receive from the GymRat RECRUITING INDEX are AUTOMATED messages that come from the system **ONLY** if a college coach or evaluator (publication, scouting service, media member, etc) performs an action in our database that involves your profile. **UNLIKE** the random messages that you might receive from other generic online recruiting services like CaptainU or BeRecruited, **the e-mail alerts received from the basketball-specific GymRat RECRUITING INDEX are NOT "sales" type messages or randomly sent e-mails.** GymRat RECRUITING INDEX alerts are **ONLY** generated when a COLLEGE COACH or EVALUATOR (publication, scouting service, media member, etc) actually accesses your profile and performs one of the following tasks:



- A. A COLLEGE COACH or EVALUATOR performs a search of the GymRat RECRUITING INDEX that results in your profile appearing in the search results. College coaches can utilize a number of different criteria to search the GymRat database for players that meet their recruiting needs.
- B. A COLLEGE COACH or EVALUATOR clicks on or views your GymRat profile.
- C. A COLLEGE COACH or EVALUATOR “follows” you in the GymRat RECRUITING INDEX system. If a college coach or evaluator “follows” you, they receive an automatic alert each time you post an update to your GymRat RECRUITING INDEX profile.
- D. A COLLEGE COACH or EVALUATOR sends you a message utilizing the internal messaging tools built into the GymRat RECRUITING INDEX.

A few other important notes about the GymRat RECRUITING INDEX and the recruiting process:

- A. Every college coach in the nation has access to our player database as a part of our continued efforts to promote players who perform well at the GymRat CHALLENGE.
- B. Access to the GymRat RECRUITING INDEX is an exclusive benefit to players who compete in the GymRat CHALLENGE.
- C. We take great pride in ensuring that players who compete well at the GymRat CHALLENGE receive a well-deserved boost in the recruiting process as a result of their GymRat CHALLENGE performances.
- D. Receiving these alerts and this kind of exposure to college coaches is one of the biggest benefits of competing in the GymRat CHALLENGE. **From Steph Curry and Joahkim Noah to Mo Bamba, and from Ephiphany Prince to Breanna Stewart thousands of players across the country begin and enhance their recruiting process as a result of participating in the GymRat CHALLENGE.**
- E. **UNLIKE** the random messages that you might receive from other generic online recruiting services like CaptainU or BeRecruited, the alerts that you receive from the basketball-specific GymRat RECRUITING INDEX are **NOT** "sales" type messages or randomly sent e-mails. GymRat RECRUITING INDEX alerts are **ONLY** generated when a college coach or evaluator (publication, scouting service, media member, etc) actually accesses your profile
- F. Player profiles in our system are set-up in such a way that authorized users are designated for each profile. Only those authorized users are allowed to edit the profile. Those authorized users also receive the alert notifications discussed above.
- G. For several reasons, including ensuring the accuracy of the player profile information and proper tracking of the recruiting process, we highly recommended that GymRat profiles be configured in order for the player AND at least one parent to receive alerts through the system. This configuration allows both players AND parents to monitor profile information as well as all recruiting communications.
- H. If for some reason you do not want to receive these alert e-mails, you can change the e-mail addresses associated with the account, HOWEVER it is EXTREMELY rare that at least one parent does not maintain access to the player profile.
- I. It's critically important that somebody maintain access to the player profile as an authorized user so that the profile can be edited as your discretion so that college coaches throughout the country are viewing accurate and up to date information.

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16. **CONTROL THE TYPES OF ALERTS THAT I RECEIVE WHEN COLLEGE COACHES INTERACT WITH MY GymRat RECRUITING INDEX PROFILE (PLAYERS & PARENTS):** College coaches and evaluators are utilizing and accessing the GymRat RECRUITING INDEX player profiles **YEAR-ROUND**....before, during, and after you compete at



the GymRat CHALLENGE. The ALERT e-mails that you receive from the GymRat RECRUITING INDEX are AUTOMATED messages that come from the system **ONLY** when a [college coach or evaluator \(publication, scouting service, media member, etc\) performs an action in our database](#) that involves your profile. By following the steps below, you can control the types of ALERTS that you receive when a college coach interacts with your GymRat profile :

- A. Log into your GymRat account at <https://gymratchallenge.com/gymrat/login/login.html>
- B. Once logged in, click on the **MY PROFILES** link that appears in the blue navigation bar on the left side of the screen.
- C. Click on the Dashboard icon in the left hand column that coincides with the PLAYER PROFILE that you would like to view. That will take you directly to the PLAYER'S RECRUITING PROFILE.
- D. Once on the RECRUITING PROFILE, there will be a link under the player's name that reads **UPDATE ACCOUNT INFORMATION**
- E. Click that link to view the UPDATE ACCOUNT dialogue box and scroll to the bottom of the box in order to select/deselect/change the types of ALERTS that you receive.
- F. [You can also CLICK HERE to view a video tutorial of this functionality.](#)

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17. CHANGE OR CANCEL MY GymRat RECRUITING INDEX SUBSCRIPTION STATUS (PLAYERS & PARENTS):

Please also note that college coaches and evaluators are utilizing and accessing the GymRat RECRUITING INDEX **YEAR-ROUND**, so keeping your profile up-to-date and visible to college coaches throughout the year is an important part of the recruiting process. GymRat RECRUITING INDEX accounts auto-renew until they are cancelled by the subscriber. This process is in place in order to ensure continuity of service for players that are in the middle of the recruiting process and utilizing the tools within the system. Unsubscribing from GymRat RECRUITING INDEX services can be easily accomplished at any time by any Authorized User of a Player Profile. To unsubscribe from GymRat RECRUITING INDEX services:

- A. Log into your GymRat account at <https://gymratchallenge.com/gymrat/login/login.html>
- B. Once logged in, click on the **MY PROFILES** link that appears in the blue navigation bar on the left side of the screen.
- C. Click on the Dashboard icon in the left hand column that coincides with the PLAYER PROFILE that you would like to view. That will take you directly to the PLAYER'S RECRUITING PROFILE.
- D. Once on the RECRUITING PROFILE, there will be a link under the player's name that reads **UPDATE ACCOUNT INFORMATION**
- E. Click that link to view the UPDATE ACCOUNT dialogue box and scroll to the bottom of the box in order to make changes to your subscription status.
- F. [You can also CLICK HERE to view a video tutorial of this functionality.](#)

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COLLEGE COACH FUNCTIONS

These are functions that are specific to COLLEGE COACHES within the GymRat system.

18. RENEW MY PROGRAM'S GymRat RECRUITING INDEX SUBSCRIPTION (COLLEGE COACHES):

GymRat RECRUITING INDEX subscriptions for COLLEGE COACHES are based on the calendar year and expire each year on December 31st. All program, search, player contact and tracking information is saved in the profile and



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available immediately once the subscription is renewed in each calendar year. To renew your program's GymRat RECRUITING INDEX services:

- A. Log into your GymRat account at <https://gymratchallenge.com/gymrat/login/login.html>
- B. Once logged in, click on the **MY PROGRAMS** link that appears in the blue navigation bar on the left side of the screen.
- C. Click on the Dashboard icon in the left hand column that coincides with the PROGRAM PROFILE that you would like to view. That will take you directly to your PROGRAM PROFILE and RECRUITING DASHBOARD.
- D. Once on the RECRUITING DASHBOARD, click on the **MENU+** button at the top of the page to display all menu options available to you.
- E. Click on the **SUBSCRIPTION** button to view the subscription status dialogue box. Your subscription expiration date is displayed on the left hand side of the box.
- F. To renew, simply click the **RENEW** button on the right hand side of the screen and follow the menu prompts.

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