



British Gymnastics Adding Existing Member to Club Instructions

[Home](#) » [British Gymnastics](#) » British Gymnastics Adding Existing Member to Club Instructions 



Contents

- [1 Adding Existing Member to Club](#)
- [2 Documents / Resources](#)
 - [2.1 References](#)

Adding Existing Member to Club

How do I add an existing member to my club?

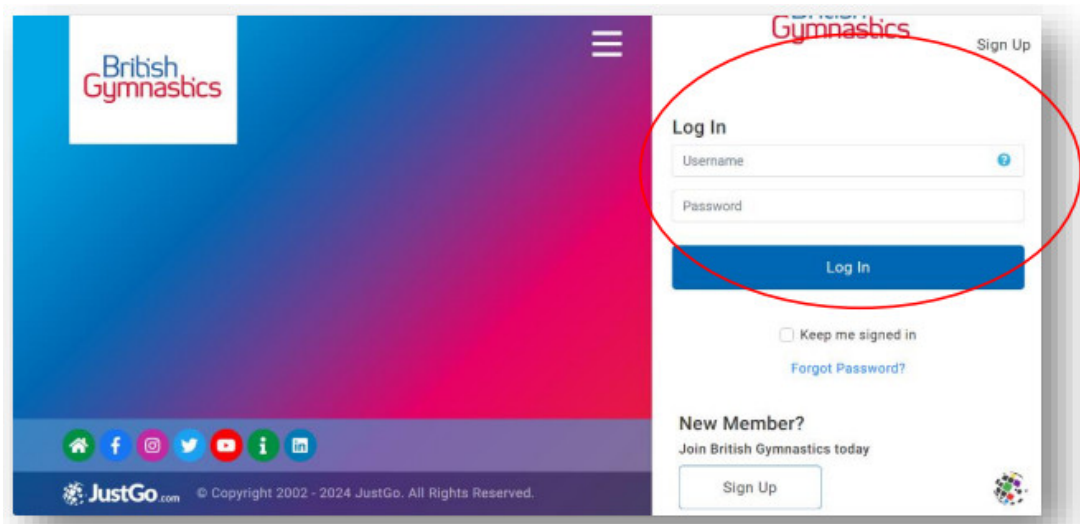


This guide will show you how to add an existing member (someone who already has British Gymnastics membership) to your club

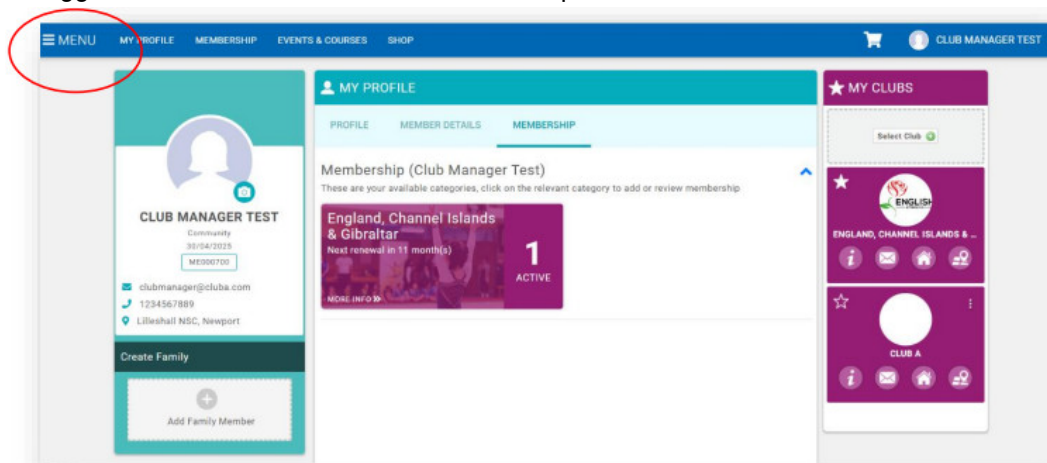
This guide will cover

- How to log in
- How to view your members
- How to add an existing member

Log into your My BG account using your email address/username and password

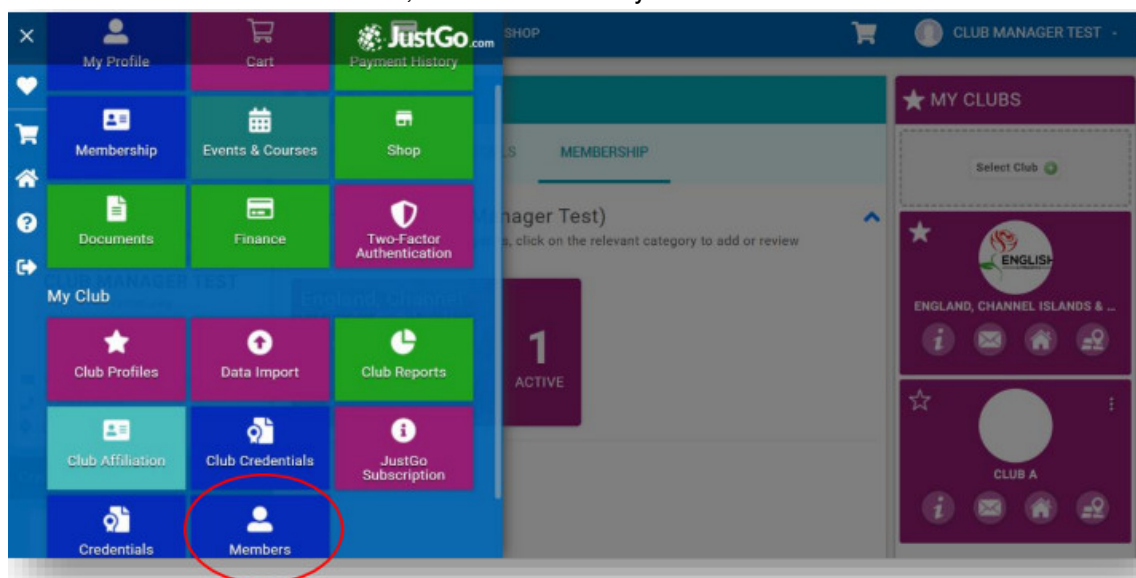


Once you have logged in, click on the menu button in the top left corner



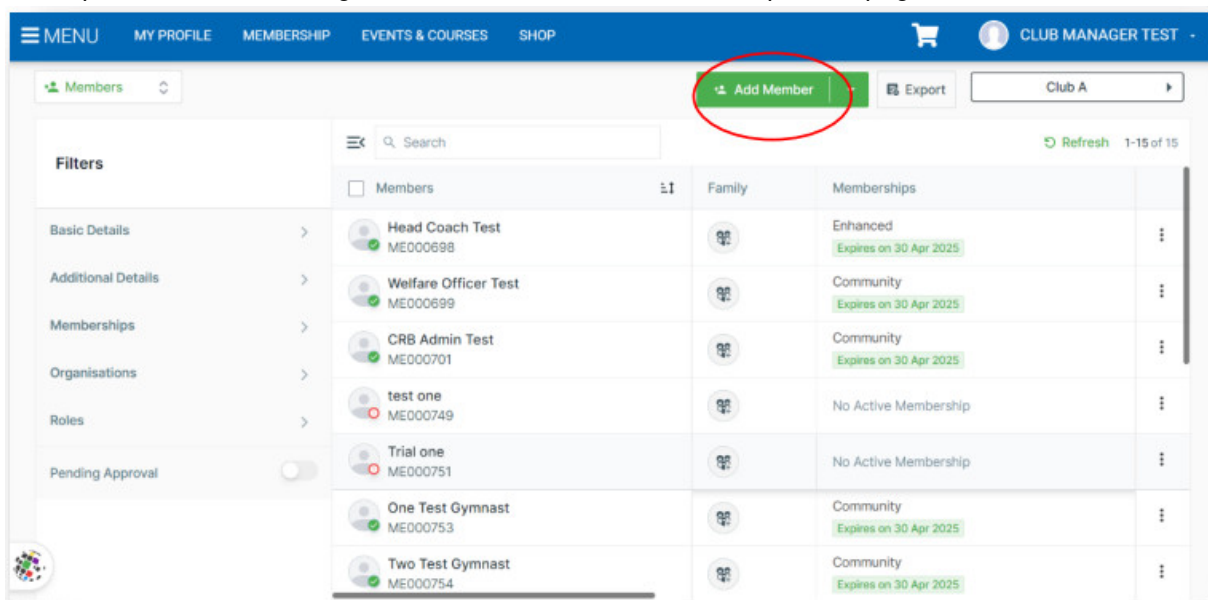
Scroll down to the 'My Club' section

Under this section there is a 'members' tile; click here to view your members

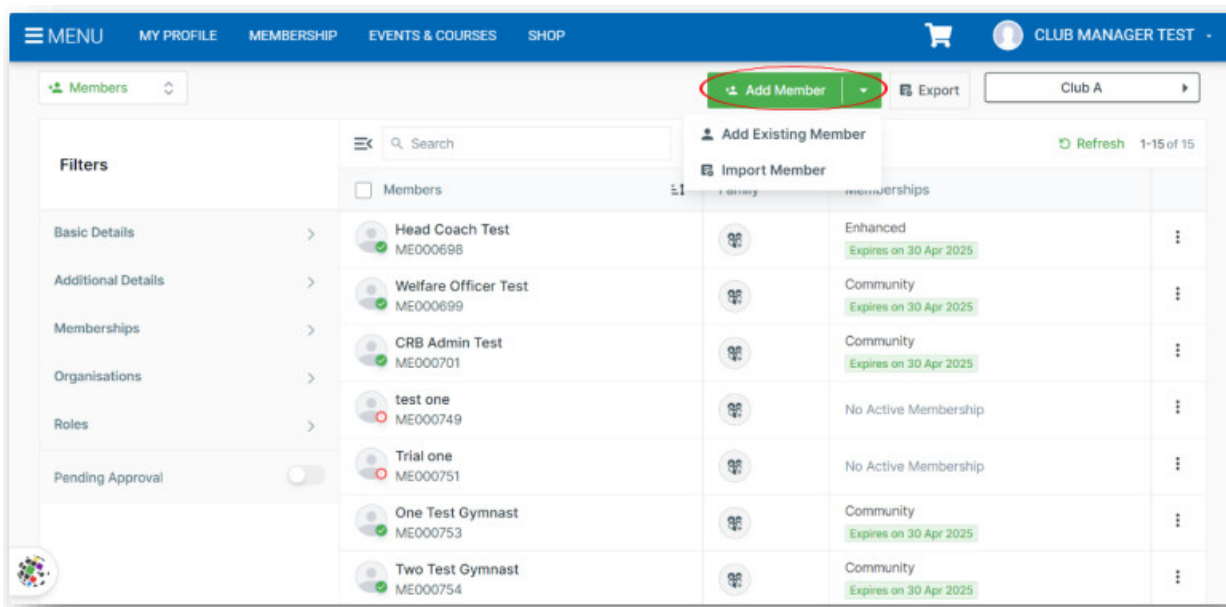


You will see a list of individuals linked to your club

Click the drop-down arrow on the green 'Add Member' button at the top of the page



Click 'Add Existing Member'



A form will pop up

Fill in the required details for the existing member

You will require their email address and date of birth

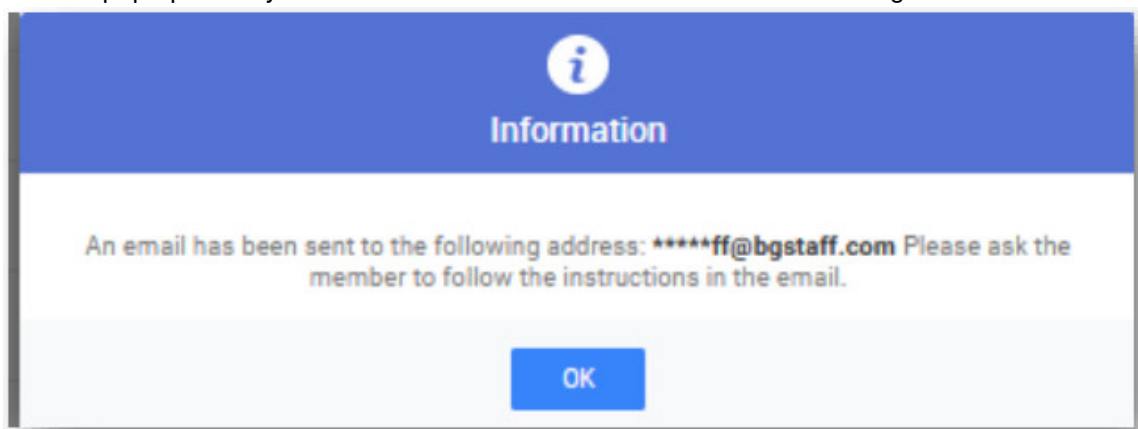
The screenshot shows a modal form titled 'Add Existing Member' with a close button (X) in the top right corner. The form is divided into two steps:

- Step 1**: Enter the email address of member you wish to add. It includes a text input field labeled 'Email Address' and a note: 'Use [Membership Number](#) instead'.
- Step 2**: Enter the date of birth of the member you wish to add or their member number. It includes a 'Date of Birth' section with dropdowns for 'Day', 'Month', and 'Year', and an 'OR' section with a 'Membership Number' text input field.

At the bottom of the form is a green button labeled 'Send Verification Email'.

Alternatively, you can use their membership number and date of birth
You can do this by clicking the 'Use Membership Number instead' link, which will display an alternative form


A notification will pop up to tell you that an email has been sent to the member's registered email address



The member will need to approve the request. Once approved, the member and the club will be linked



Documents / Resources

	British Gymnastics Adding Existing Member to Club [pdf] Instructions Adding Existing Member to Club, Adding Existing Member, Existing Member to Club, Existing Member, Adding Member, Member
---	---

References

- [User Manual](#)

[Manuals](#), [Privacy Policy](#)

This website is an independent publication and is neither affiliated with nor endorsed by any of the trademark owners. The "Bluetooth®" word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. The "Wi-Fi®" word mark and logos are registered trademarks owned by the Wi-Fi Alliance. Any use of these marks on this website does not imply any affiliation with or endorsement.