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## Coach Functions Level:

### How to get coach permissions:

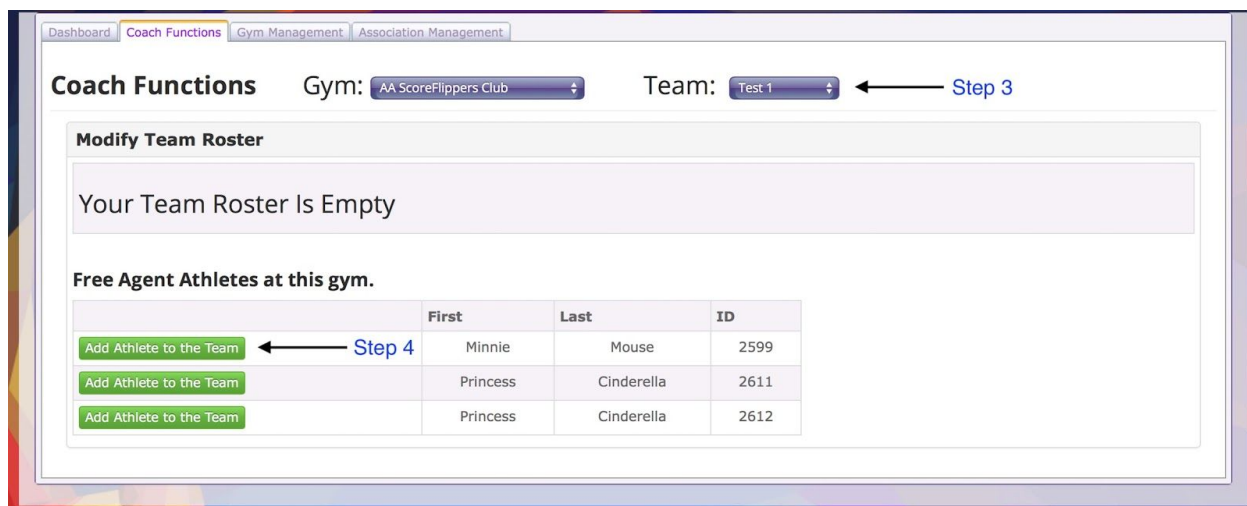
- Step 1: Create an account on INSIGHT website
- Step 2: Request the owner or manager of your gym to grant coaching permissions to you for your team (This is only for coaches of MAGA Competition Teams).
- Step 3: Once your permissions have been granted, an email will be sent notifying you of the new permissions. Log into your INSIGHT Account.
- Step 4: On the top of the screen, you should see three tabs labeled 'Dashboard' and 'Coach Functions'.

### How to edit team profile:

- Step 1: Log into your INSIGHT Account
- Step 2: Click on the 'Coaches Function' tab
- Step 3: On the very top of the page click the 'Teams' button
- Step 4: On the left side of the page click the 'Edit Team Profile' button
- \*\*Edit the Team Name
- Step 5: Type the team name into the 'Team Name' box
- Step 6: Click 'Update Team Details' button
- \*\*Edit the Team Picture
- Step 5: Click 'Choose File' button
- Step 6: Choose the image you want as your team's profile picture
- Step 6: Click 'Team Picture Upload' button

### How to assign gymnasts to your team:

- Step 1: Log into your INSIGHT Account
- Step 2: Click on the 'Coach Functions' tab
- Step 3: Chose the team you want to add your gymnast to
- Step 4: Click the 'Add Athlete to Team' button
- Step 5: Check to make sure the athlete is now in your team roster



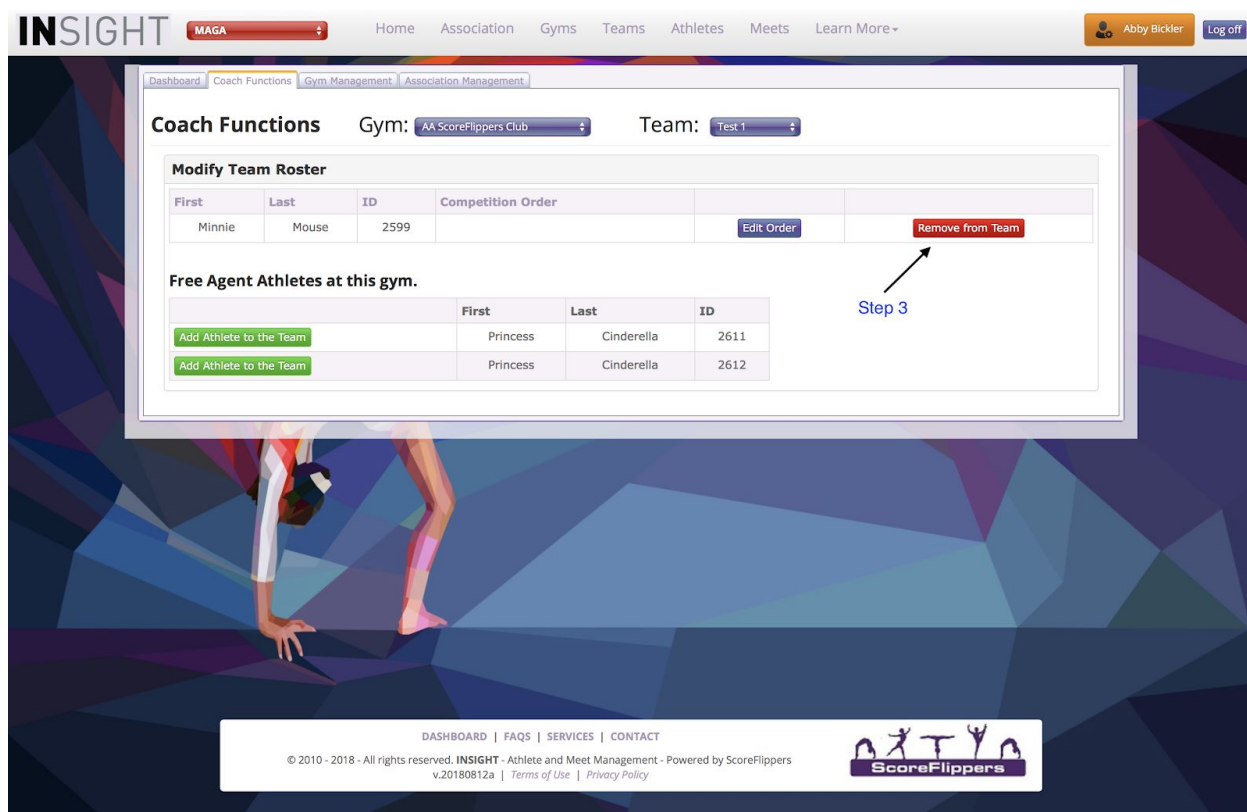
## How to remove a gymnast from your team:

Step 1: Log into your INSIGHT Account

Step 2: Click on the 'Coach Functions' tab

Step 3: Go to the row of the gymnast and click the 'Remove from Team' button

Step 4: Check to make sure the athlete is now in your team roster



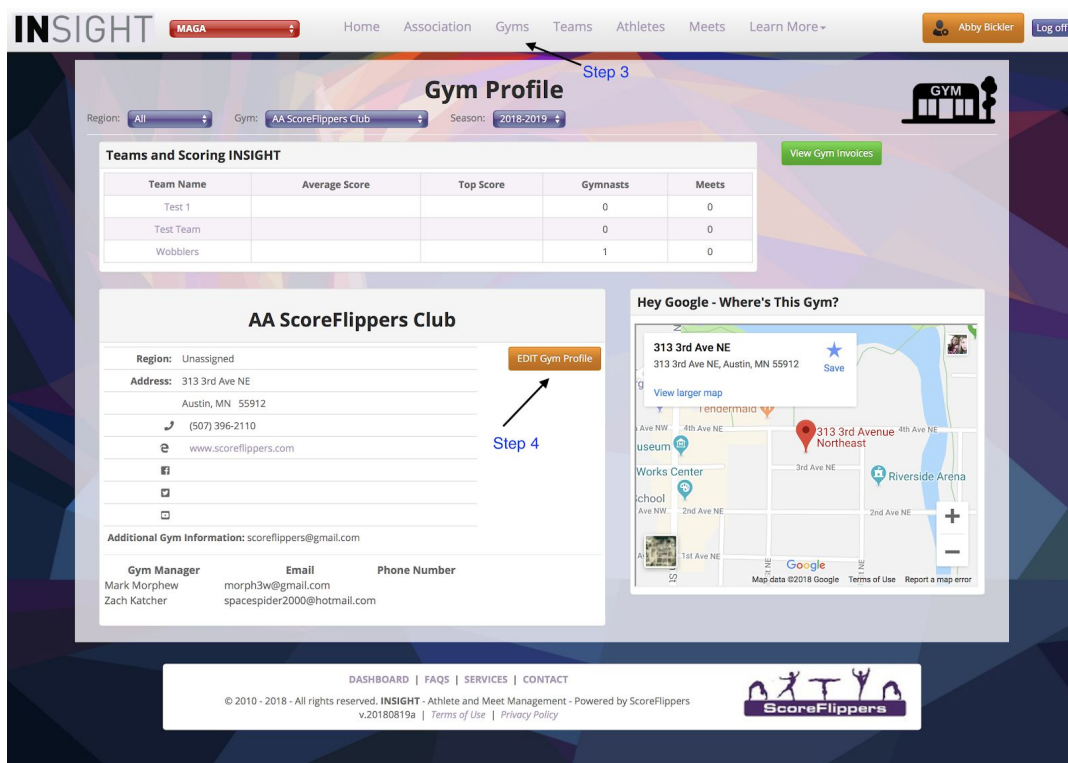
## Gym Management Level:

### How to get gym management permissions:

- Step 1: Create an account on INSIGHT website
- Step 2: Contact the MAGA Registrar/Statistician ([ScoreFlippers@gmail.com](mailto:ScoreFlippers@gmail.com)) requesting your permissions as a gym manager (this level is for owners or directors of gymnastics clubs in the MAGA Organization)
- Step 3: Once your permissions have been granted, an email will be sent notifying you of the new permissions. Log into your INSIGHT Account.
- Step 4: On the top of the screen, you should see three tabs labeled 'Dashboard', 'Coach Functions', and 'Gym Management'

### How to edit gym profile:

- Step 1: Log into your INSIGHT Account
- Step 2: Click on the 'Gym Management' tab
- Step 3: Click on the 'Gyms' button on the top of the page
- Step 4: Click on the 'Edit Gym Profile' button
- Step 5: Enter the information you want to edit, and click 'Update Gym Profile'



**INSIGHT** MAGA Home Association Gyms Teams Athletes Meets Learn More

Abby Bickler Log off

### Gym Profile

Region: All Gyms: AA ScoreFlippers Club Season: 2018-2019

**Teams and Scoring INSIGHT**

Team Name	Average Score	Top Score	Gymnasts	Meets
Test 1			0	0
Test Team			0	0
Wobblers			1	0

**AA ScoreFlippers Club**

Region: Unassigned  
 Address: 313 3rd Ave NE  
 Austin, MN 55912  
 (507) 396-2110  
 www.scoreflippers.com

**Additional Gym Information:** scoreflippers@gmail.com

**Gym Manager**  
 Mark Morphew  
 Zach Katcher

**Email**  
 morph3w@gmail.com  
 spacespider2000@hotmail.com

**Phone Number**

**Hey Google - Where's This Gym?**

313 3rd Ave NE  
 313 3rd Ave NE, Austin, MN 55912

View larger map

Map data ©2018 Google Terms of Use Report a map error

DASHBOARD | FAQs | SERVICES | CONTACT

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 v.20180819a | Terms of Use | Privacy Policy

**ScoreFlippers**

## Athlete Activations / Registration / Transfers:

Athletes fall into 1 of 4 categories:

- 1) Inactive or (Pending activation)
- 2) Active (Activated, Terms accepted, Paid)
- 3) Transfer - Registered on a Gym but need to be transferred. Contact Registrar to perform transfer of athletes between gyms.
- 4) Registration - Brand new athlete, never been in the system.

## How to activate an athlete:

**\*\*For gymnasts who have competed in MAGA in the past**

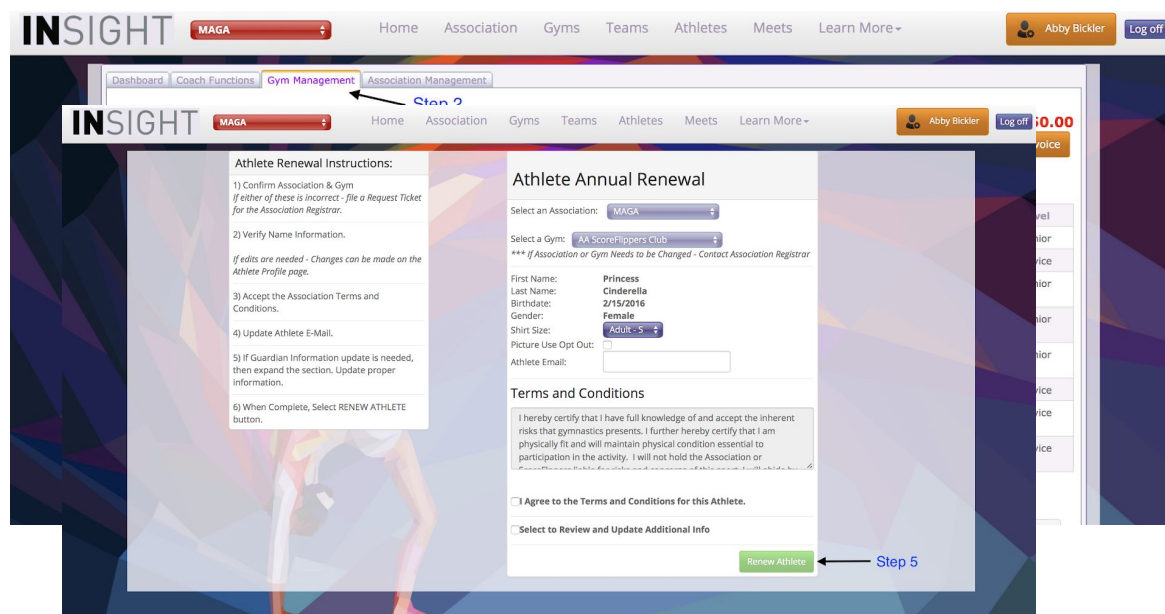
Step 1: Log into your INSIGHT Account

Step 2: Click on 'Gym Management' tab

Step 3: Find the gymnast to activate within your athlete list

Step 4: Click the 'Activate Athlete' button

Step 5: Fill out Annual Renewal Form and click 'Renew Athlete' button





## How to register a new athlete:

**\*\*For a gymnast who has never been in MAGA in the past**

Step 1: Step 1: Log into INSIGHT Account

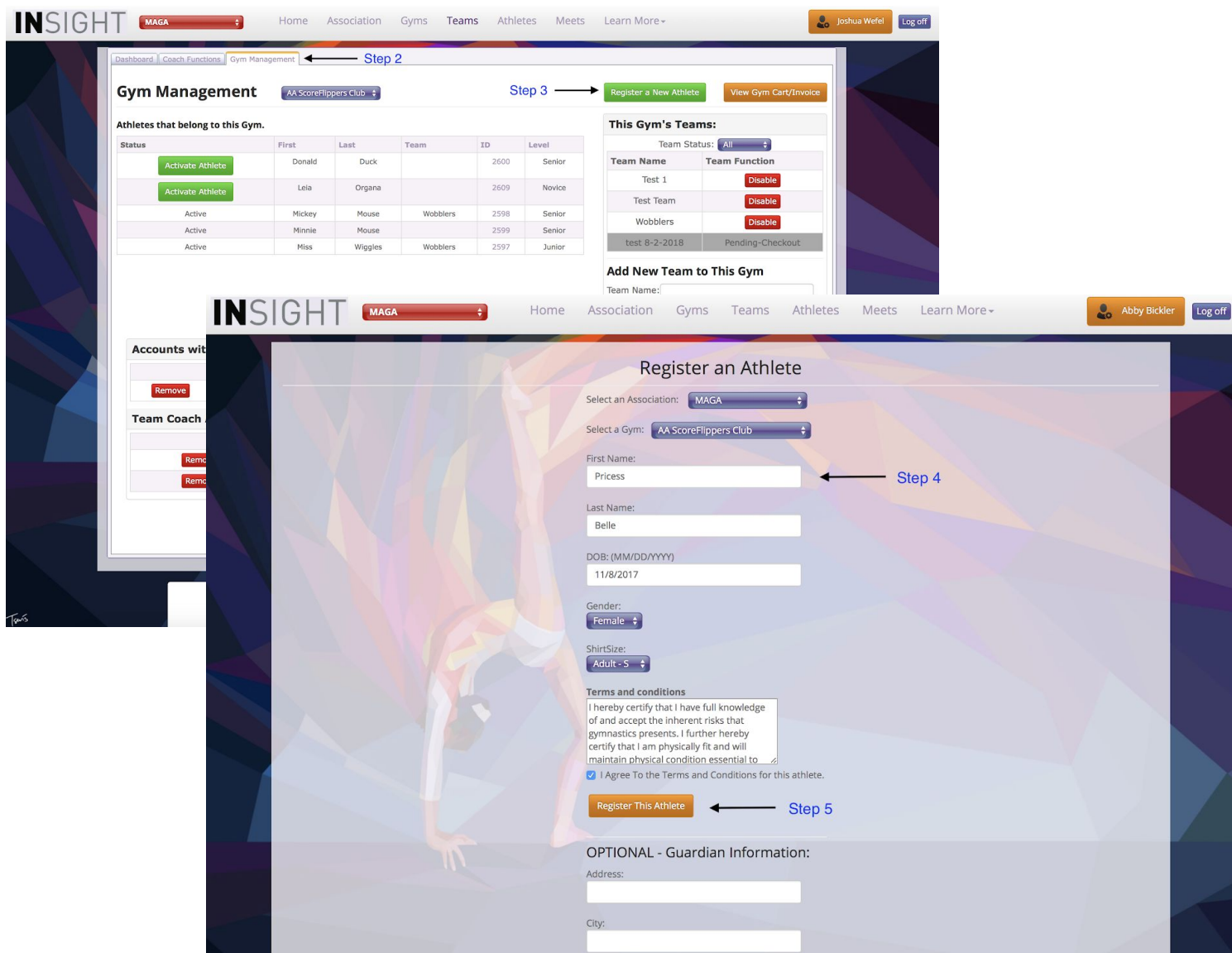
Step 2: Click on the 'Gym Management' tab

Step 3: In the top right corner, click the 'Register a New Athlete' button

Step 4: Fill out the form that come up with the athletes and the guardians information

Step 5: Click the 'Register' button

Step 6: Check on your Gym manager page to see that the athlete has shown up available to activate



The image displays two screenshots of the INSIGHT web application. The top screenshot shows the 'Gym Management' page for the 'AA ScoreFlippers Club'. It includes a table of athletes and a 'Register a New Athlete' button. The bottom screenshot shows the 'Register an Athlete' form, which includes fields for First Name, Last Name, DOB, Gender, and Shirt Size, along with a 'Register This Athlete' button. Arrows indicate the steps: Step 2 points to the 'Gym Management' tab, Step 3 points to the 'Register a New Athlete' button, Step 4 points to the 'First Name' field, and Step 5 points to the 'Register This Athlete' button.

**Gym Management** (AA ScoreFlippers Club)

**Athletes that belong to this Gym.**

Status	First	Last	Team	ID	Level
Active	Donald	Duck		2600	Senior
Active	Lela	Organa		2609	Novice
Active	Mickey	Mouse	Wobblers	2598	Senior
Active	Minnie	Mouse	Wobblers	2599	Senior
Active	Miss	Wiggles	Wobblers	2597	Junior

**This Gym's Teams:**

Team Name	Team Function
Test 1	Disable
Test Team	Disable
Wobblers	Disable
test 8-2-2018	Pending-Checkout

**Register an Athlete**

Select an Association: MAGA

Select a Gym: AA ScoreFlippers Club

First Name: Pricess

Last Name: Belle

DOB: (MM/DD/YYYY) 11/8/2017

Gender: Female

Shirt Size: Adult - S

**Terms and conditions**

I hereby certify that I have full knowledge of and accept the inherent risks that gymnastics presents. I further hereby certify that I am physically fit and will maintain physical condition essential to

☒ I Agree To the Terms and Conditions for this athlete.

**Register This Athlete**

**OPTIONAL - Guardian Information:**

Address:

City:

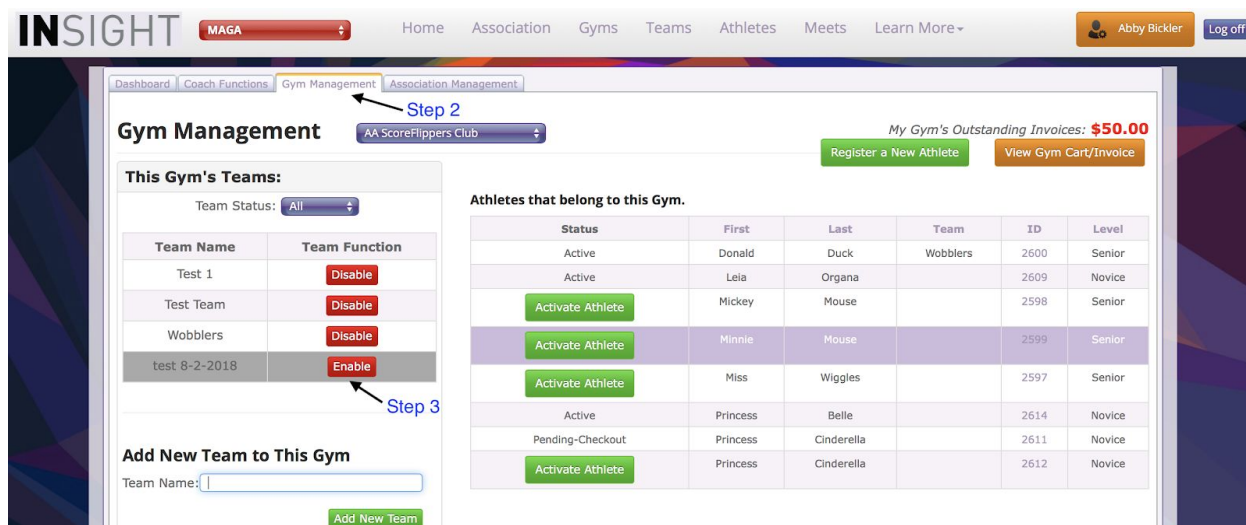
## How to enable a current team:

**\*\*Enabling will keep that teams history and make them active for the current year**

Step 1: Log into your INSIGHT Account

Step 2: Click 'Gym Management' tab

Step 3: Click 'Enable' button on the necessary team



**INSIGHT** MAGA Home Association Gyms Teams Athletes Meets Learn More+ Abby Bickler Log off

Dashboard Coach Functions **Gym Management** Association Management

**Gym Management** AA ScoreFlippers Club

My Gym's Outstanding Invoices: **\$50.00**  
 Register a New Athlete View Gym Cart/Invoice

**This Gym's Teams:**  
 Team Status: All

Team Name	Team Function
Test 1	Disable
Test Team	Disable
Wobblers	Disable
test 8-2-2018	Enable

Add New Team to This Gym  
 Team Name:  Add New Team

**Athletes that belong to this Gym.**

Status	First	Last	Team	ID	Level
Active	Donald	Duck	Wobblers	2600	Senior
Active	Leia	Organa		2609	Novice
Activate Athlete	Mickey	Mouse		2598	Senior
Activate Athlete	Minnie	Mouse		2599	Senior
Activate Athlete	Miss	Wiggles		2597	Senior
Active	Princess	Belle		2614	Novice
Pending-Checkout	Princess	Cinderella		2611	Novice
Activate Athlete	Princess	Cinderella		2612	Novice

## How to add a new team:

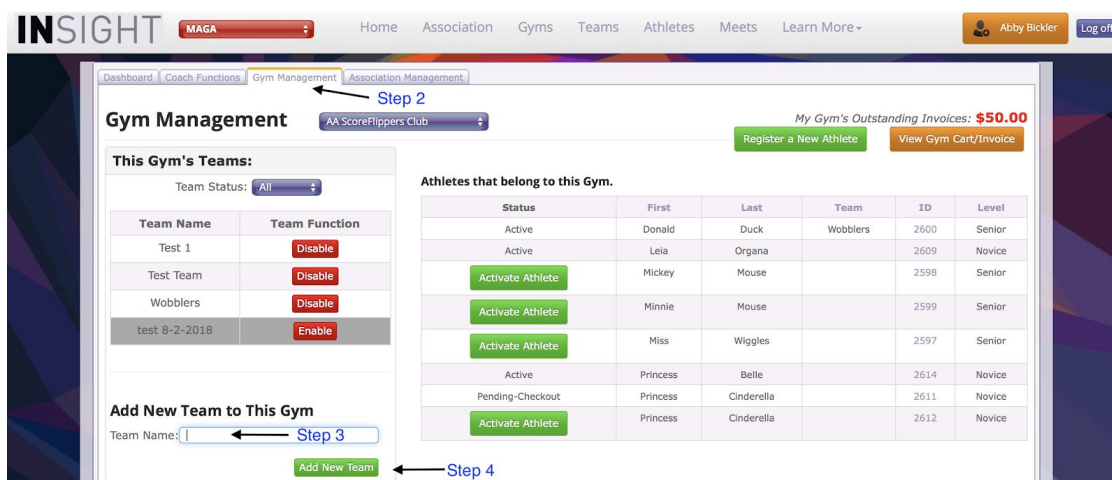
**\*\*Adding a new team creates a whole new history**

Step 1: Log into your INSIGHT Account

Step 2: Click the 'Gym Management' tab

Step 3: Within the 'This Gym's Teams' box on the right side type team name where prompted

Step 4: Click the 'Add New Team' button



**INSIGHT** MAGA Home Association Gyms Teams Athletes Meets Learn More+ Abby Bickler Log off

Dashboard Coach Functions **Gym Management** Association Management

**Gym Management** AA ScoreFlippers Club

My Gym's Outstanding Invoices: **\$50.00**  
 Register a New Athlete View Gym Cart/Invoice

**This Gym's Teams:**  
 Team Status: All

Team Name	Team Function
Test 1	Disable
Test Team	Disable
Wobblers	Disable
test 8-2-2018	Enable

Add New Team to This Gym  
 Team Name:  Add New Team

**Athletes that belong to this Gym.**

Status	First	Last	Team	ID	Level
Active	Donald	Duck	Wobblers	2600	Senior
Active	Leia	Organa		2609	Novice
Activate Athlete	Mickey	Mouse		2598	Senior
Activate Athlete	Minnie	Mouse		2599	Senior
Activate Athlete	Miss	Wiggles		2597	Senior
Active	Princess	Belle		2614	Novice
Pending-Checkout	Princess	Cinderella		2611	Novice
Activate Athlete	Princess	Cinderella		2612	Novice

## How to complete athlete and team registration and activation:

**\*\*It is necessary to do this to pay for your gymnasts and teams before the season deadlines or they will not be eligible to compete that season.**

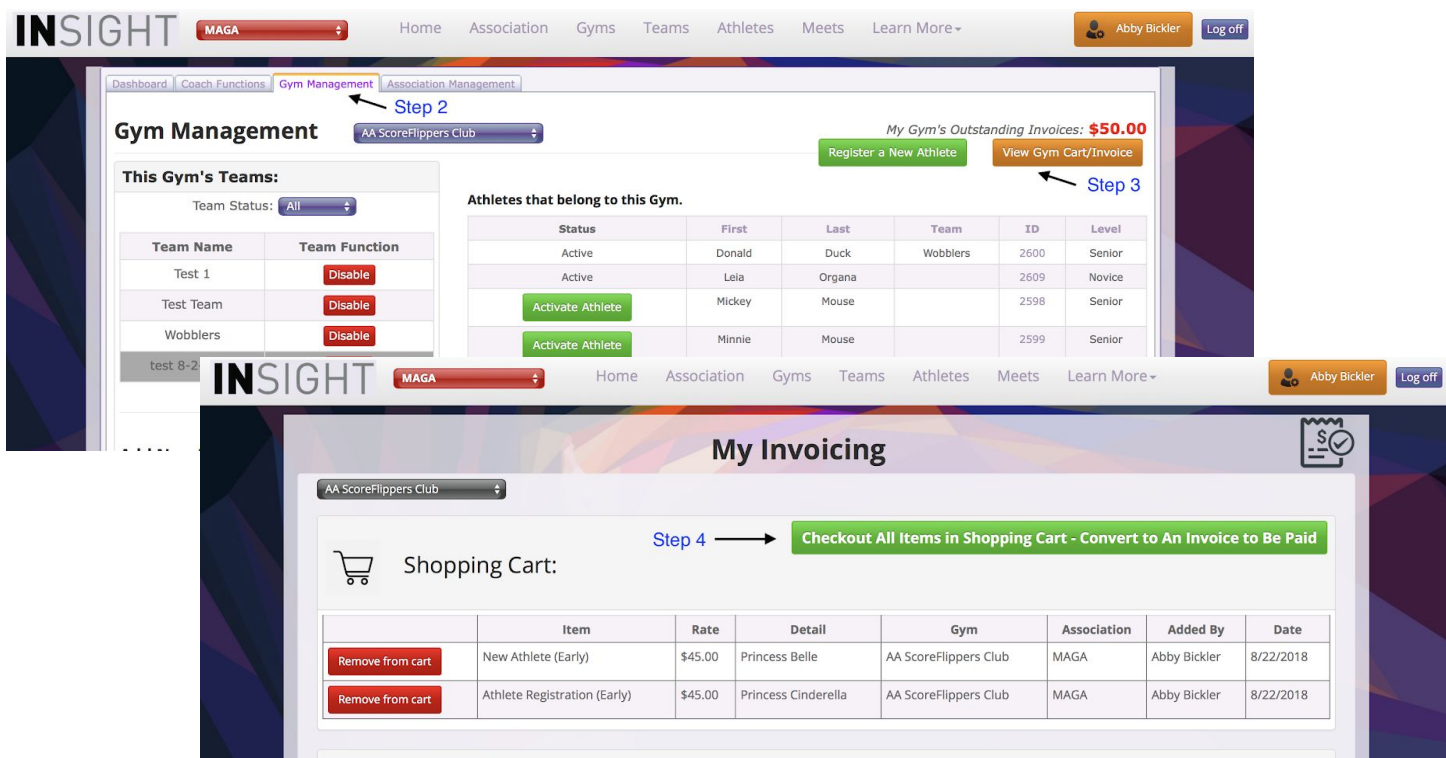
Step 1: Log into your INSIGHT Account

Step 2: Click on 'Gym Management' tab

Step 3: Click 'View Gym Cart/Invoice'

Step 4: Click 'Checkout all items in shopping cart'

Step 5: Once the invoices have been created, pay fees



The screenshot displays the INSIGHT web application interface. The top navigation bar includes the INSIGHT logo, a dropdown menu for 'MAGA', and links for Home, Association, Gyms, Teams, Athletes, Meets, and Learn More. A user profile for 'Abby Bickler' and a 'Log off' button are also present.

The main content area is divided into two sections:

- Gym Management:** This section shows the 'Gym Management' tab selected. It displays 'AA ScoreFlippers Club' as the selected gym. A green button 'Register a New Athlete' and an orange button 'View Gym Cart/Invoice' (labeled 'Step 3') are visible. A table lists 'Athletes that belong to this Gym' with columns for Status, First, Last, Team, ID, and Level. The table contains three rows of athlete data.
- My Invoicing:** This section shows the 'My Invoicing' tab selected. It displays 'AA ScoreFlippers Club' as the selected gym. A green button 'Checkout All Items in Shopping Cart - Convert to An Invoice to Be Paid' (labeled 'Step 4') is visible. A table lists items in the shopping cart with columns for Item, Rate, Detail, Gym, Association, Added By, and Date. The table contains two rows of items.



## How to grant a coach permissions:

Step 1: Log into your INSIGHT Account

Step 2: Click on the 'Gym Management' tab

Step 3: Scroll down to see the 'Grant Coaching Permissions' button

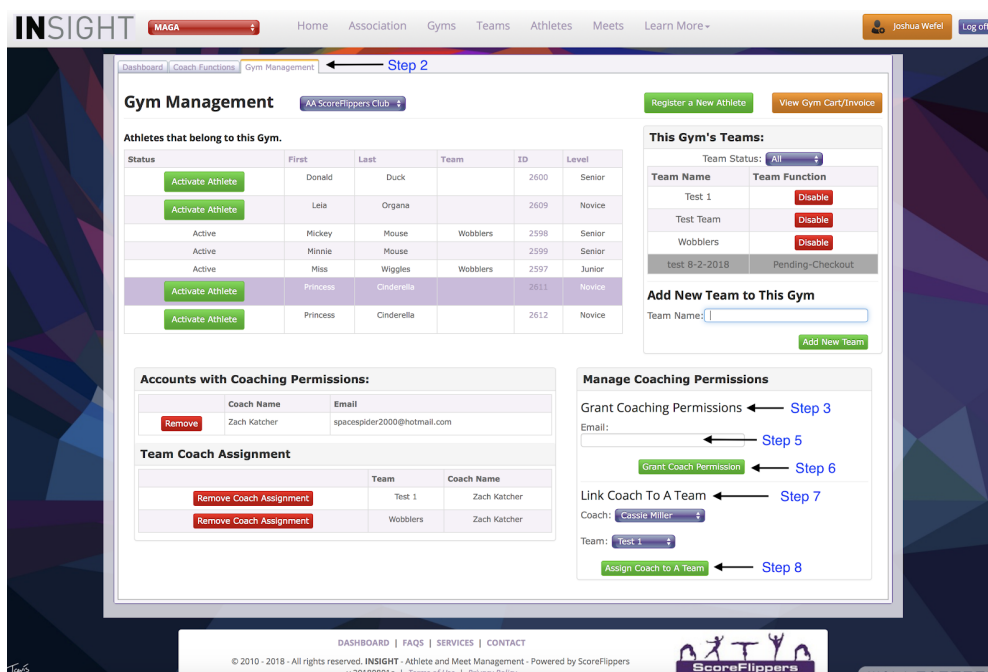
Step 4: Enter the email address of the person whom you are granting permissions

**\*NOTE\*** Make sure the individual who will be getting the permissions has created an INSIGHT Account

Step 6: Click 'Grant Coach Permission' button

Step 7: Once the coach has been given permission, select the team they have permissions of

Step 8: Click the 'Assign Coach to a Team' button



The screenshot shows the INSIGHT web application interface. The top navigation bar includes links for Home, Association, Gyms, Teams, Athletes, Meets, and Learn More. The user is logged in as Joshua Wefel. The main content area is titled 'Gym Management' and includes a 'Gym Management' tab. Below this, there are several sections: 'Athletes that belong to this Gym' (a table with columns for Status, First, Last, Team, ID, and Level), 'Accounts with Coaching Permissions' (a table with columns for Coach Name and Email), 'Team Coach Assignment' (a table with columns for Team and Coach Name), and 'Manage Coaching Permissions' (a section with buttons for 'Grant Coaching Permissions', 'Link Coach To A Team', and 'Assign Coach to A Team'). The 'Manage Coaching Permissions' section is highlighted with a blue border and contains a form for entering an email address and selecting a team. The interface also includes a 'Gym Management' sidebar with buttons for 'Register a New Athlete' and 'View Gym Cart/Invoice'.

## Association Manager Level:

### How to create a new Gym:

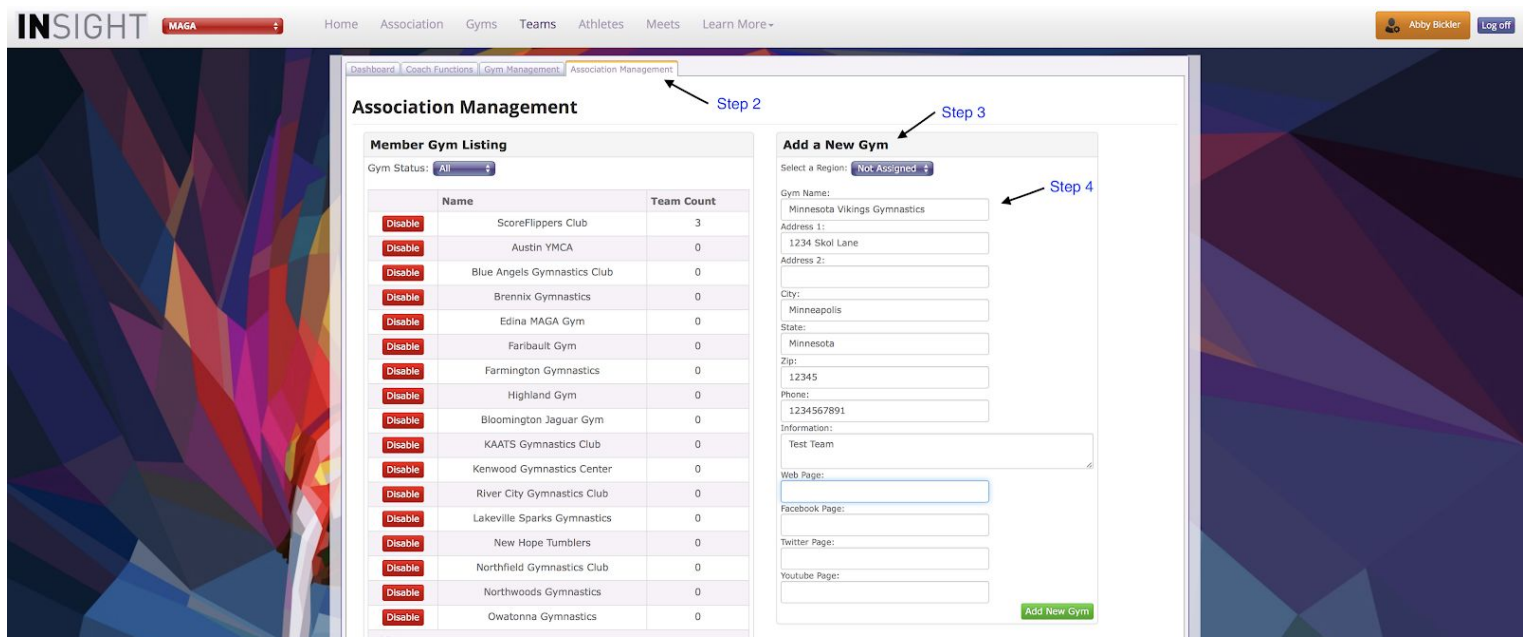
Step 1: Log into your INSIGHT Account

Step 2: Click on the 'Association Management' button

Step 3: On the right side of the screen, you will see a 'Add a New Gym' box

Step 4: Fill out the information requested

Step 5: Click the 'Add New Gym' button



The screenshot shows the INSIGHT web application interface. The top navigation bar includes the INSIGHT logo, a user profile dropdown (MAGA), and links for Home, Association, Gyms, Teams, Athletes, Meets, and Learn More. The main content area is titled 'Association Management' and contains two sections: 'Member Gym Listing' and 'Add a New Gym'.

**Member Gym Listing:** This section displays a table of existing gyms. Each row includes a 'Disable' button, the gym's name, and its team count. The table lists 15 gyms, all with a team count of 0.

	Name	Team Count
Disable	ScoreFlippers Club	3
Disable	Austin YMCA	0
Disable	Blue Angels Gymnastics Club	0
Disable	Brennix Gymnastics	0
Disable	Edina MAGA Gym	0
Disable	Faribault Gym	0
Disable	Farmington Gymnastics	0
Disable	Highland Gym	0
Disable	Bloomington Jaguar Gym	0
Disable	KAATS Gymnastics Club	0
Disable	Kenwood Gymnastics Center	0
Disable	River City Gymnastics Club	0
Disable	Lakeville Sparks Gymnastics	0
Disable	New Hope Tumblers	0
Disable	Northfield Gymnastics Club	0
Disable	Northwoods Gymnastics	0
Disable	Owatonna Gymnastics	0

**Add a New Gym:** This section contains a form for adding a new gym. It includes fields for Gym Name, Address 1, Address 2, City, State, Zip, Phone, Information, Web Page, Facebook Page, Twitter Page, and Youtube Page. A green 'Add New Gym' button is located at the bottom right of the form.

## How to Delegate Gym Manager permissions

Step 1: Log into your INSIGHT Account

Step 2: Click on the 'Association Management' button

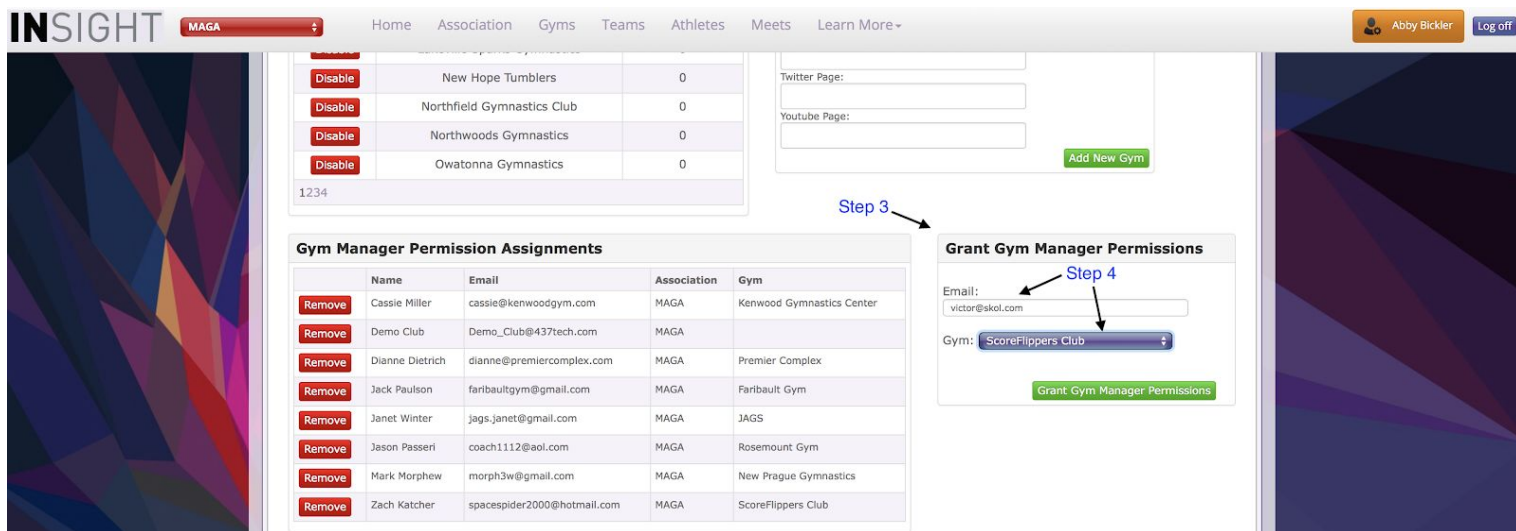
Step 3: Scroll down to see the 'Grant Gym Manager Permissions' button

Step 4: Make sure the individual who will be getting the permissions has created an account

Step 5: Enter the email address of the person whom you are granting permissions and chose the gym in the drop down box where they will receive permissions

Step 6: Click 'Grant Gym Manager Permission' button

- An email will be sent to the new Gym Manager



**Gym Manager Permission Assignments**

	Name	Email	Association	Gym
<a href="#">Remove</a>	Cassie Miller	cassie@kenwoodgym.com	MAGA	Kenwood Gymnastics Center
<a href="#">Remove</a>	Demo Club	Demo_Club@437tech.com	MAGA	
<a href="#">Remove</a>	Dianne Dietrich	dianne@premiercomplex.com	MAGA	Premier Complex
<a href="#">Remove</a>	Jack Paulson	faribaultgym@gmail.com	MAGA	Faribault Gym
<a href="#">Remove</a>	Janet Winter	jags.janet@gmail.com	MAGA	JAGS
<a href="#">Remove</a>	Jason Passeri	coach1112@aol.com	MAGA	Rosemount Gym
<a href="#">Remove</a>	Mark Morpew	morph3w@gmail.com	MAGA	New Prague Gymnastics
<a href="#">Remove</a>	Zach Katcher	spacespider2000@hotmail.com	MAGA	ScoreFlippers Club

**Grant Gym Manager Permissions**

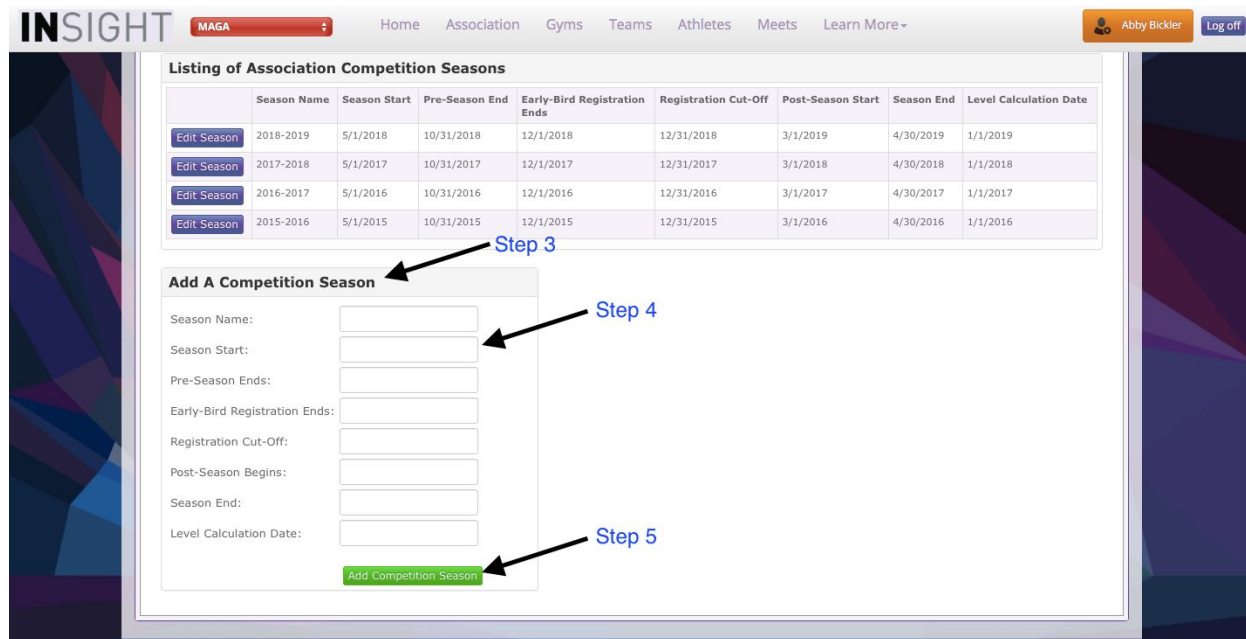
Email:

Gym:

[Grant Gym Manager Permissions](#)

## How to add a Competition Season:

- Step 1: Log into your INSIGHT Account
- Step 2: Click on the 'Association Management' button
- Step 3: Scroll down to see the 'Add a Competition Season' button
- Step 4: Enter information in boxes provided
- Step 5: Click 'Add a Competition Season' button



**Listing of Association Competition Seasons**

	Season Name	Season Start	Pre-Season End	Early-Bird Registration Ends	Registration Cut-Off	Post-Season Start	Season End	Level Calculation Date
<a href="#">Edit Season</a>	2018-2019	5/1/2018	10/31/2018	12/1/2018	12/31/2018	3/1/2019	4/30/2019	1/1/2019
<a href="#">Edit Season</a>	2017-2018	5/1/2017	10/31/2017	12/1/2017	12/31/2017	3/1/2018	4/30/2018	1/1/2018
<a href="#">Edit Season</a>	2016-2017	5/1/2016	10/31/2016	12/1/2016	12/31/2016	3/1/2017	4/30/2017	1/1/2017
<a href="#">Edit Season</a>	2015-2016	5/1/2015	10/31/2015	12/1/2015	12/31/2015	3/1/2016	4/30/2016	1/1/2016

**Add A Competition Season**

Season Name:

Season Start:

Pre-Season Ends:

Early-Bird Registration Ends:

Registration Cut-Off:

Post-Season Begins:

Season End:

Level Calculation Date:

[Add Competition Season](#)

## How to edit a Competition Season:

Step 1: Log into your INSIGHT Account

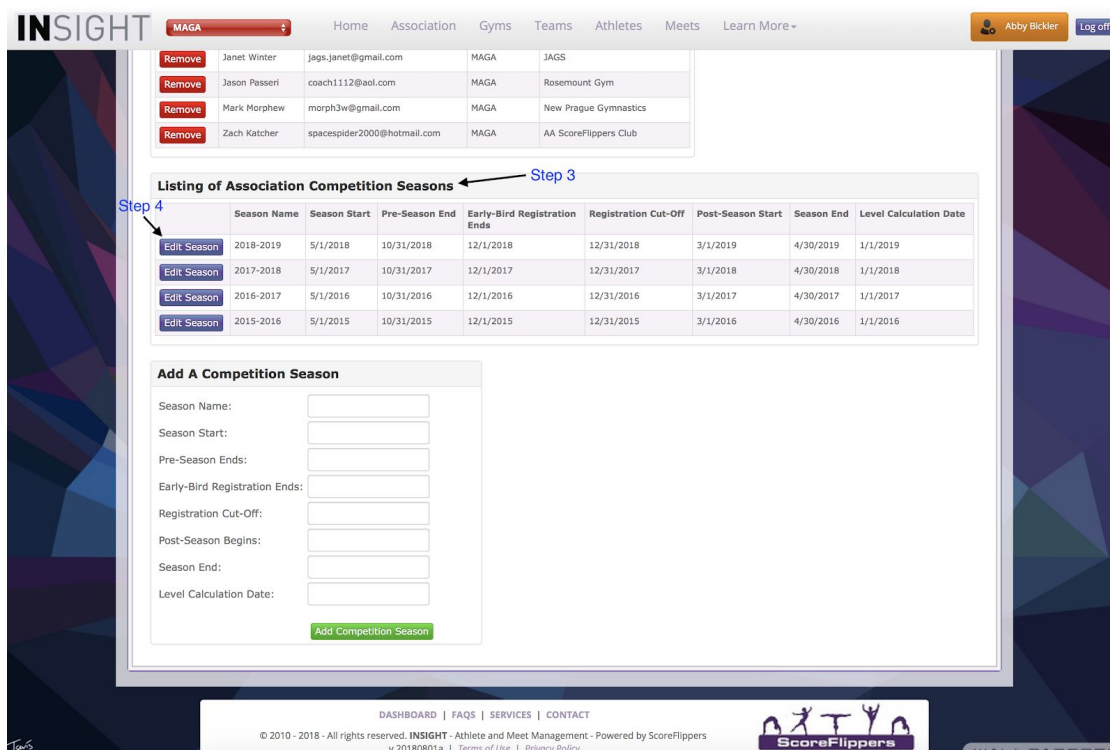
Step 2: Click on the 'Association Management' button

Step 3: Scroll down to 'Listing of Association Competition Seasons' box

Step 4: Click the 'Edit Season' box for the year you want to fix

Step 5: Update the specific information you need to change in the boxes provided

Step 6: Click the 'Update' box



**Listing of Association Competition Seasons**

	Season Name	Season Start	Pre-Season End	Early-Bird Registration Ends	Registration Cut-Off	Post-Season Start	Season End	Level Calculation Date
<a href="#">Edit Season</a>	2018-2019	5/1/2018	10/31/2018	12/1/2018	12/31/2018	3/1/2019	4/30/2019	1/1/2019
<a href="#">Edit Season</a>	2017-2018	5/1/2017	10/31/2017	12/1/2017	12/31/2017	3/1/2018	4/30/2018	1/1/2018
<a href="#">Edit Season</a>	2016-2017	5/1/2016	10/31/2016	12/1/2016	12/31/2016	3/1/2017	4/30/2017	1/1/2017
<a href="#">Edit Season</a>	2015-2016	5/1/2015	10/31/2015	12/1/2015	12/31/2015	3/1/2016	4/30/2016	1/1/2016

**Add A Competition Season**

Season Name:

Season Start:

Pre-Season Ends:

Early-Bird Registration Ends:

Registration Cut-Off:

Post-Season Begins:

Season End:

Level Calculation Date:

[Add Competition Season](#)

**Listing of Association Competition Seasons**

	Season Name	Season Start	Pre-Season End	Early-Bird Registration Ends	Registration Cut-Off	Post-Season Start	Season End	Level Calculation Date
<a href="#">Edit Season</a>	2018-2019	5/1/2018	10/31/2018	12/1/2018	12/31/2018	3/1/2019	4/30/2019	1/1/2019
<a href="#">Update</a>	2017-2018	5/1/20	10/31/	12/1/2/	12/31/	3/1/20	4/30/2/	1/1/20
<a href="#">Cancel</a>								
<a href="#">Edit Season</a>	2016-2017	5/1/2016	10/31/2016	12/1/2016	12/31/2016	3/1/2017	4/30/2017	1/1/2017
<a href="#">Edit Season</a>	2015-2016	5/1/2015	10/31/2015	12/1/2015	12/31/2015	3/1/2016	4/30/2016	1/1/2016



## FAQ's

### User:

Q:

A:

### Coach Level:

Q:

A:

### Gym Manager Level:

Q: What if I have a team listed that is not going to participate this year?

A: Leave everything with the team profile the way it is, but do not enable the team within your options

Q: What if I rename all of my teams?

A: Answer the question: Is it a brand new team or is it the same team, simply with a new name?

If it is a brand new team (ex: this year you will have three teams rather than 2) you will have to create a new team. You can find how to do this on Page 9.

If you are keeping the same teams, just renaming them, you can do this by editing the team profile. You can find how to do this on Page 5.

Q: What if someone moves from one MAGA gym to another?

A: Request a transfer of the gymnast from the registrar. *Do not create a new athlete.*

Q: What if I create a Duplicate Athlete Account by accident?

A: Use the "Contact Us" form to notify the Association Registrar and get resolution to the issue.