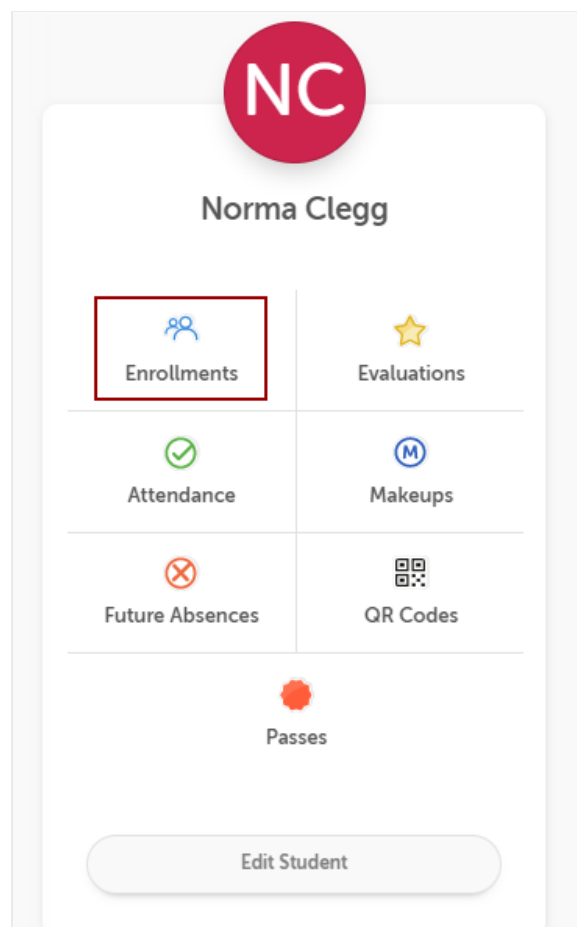Welcome to SDG! We are so excited to grow with you and your family. SDG uses an online (accessible via website or through our App) customer portal to communicate your child's progress, upcoming events, account information, and more! Use the all you need to know guide below to access your membership features!

1. Sign in to your account.

- Visit www.sdgymnastics.com or launch the San Diego Gymnastics App
- Select your location unter the Customer Portal Tab
- Sign in to your account with email and password
  - ➢ Forgot your password or email? Click the "Forgot Password" link to have a verification code emailed to them to reset it.

2. After logging into your account, click the MY ACCOUNT link in the toolbar at the top of the screen. Click the "Enrollments" icon under the student for whom you wish to request a transfer.

3. This will bring up a list of all current enrollments for the student.

4. Click the TRANSFER ENROLLMENT button next to the class you wish to transfer FROM to launch the "Pick a Class" screen and initiate the transfer request.

SAN DIEGO
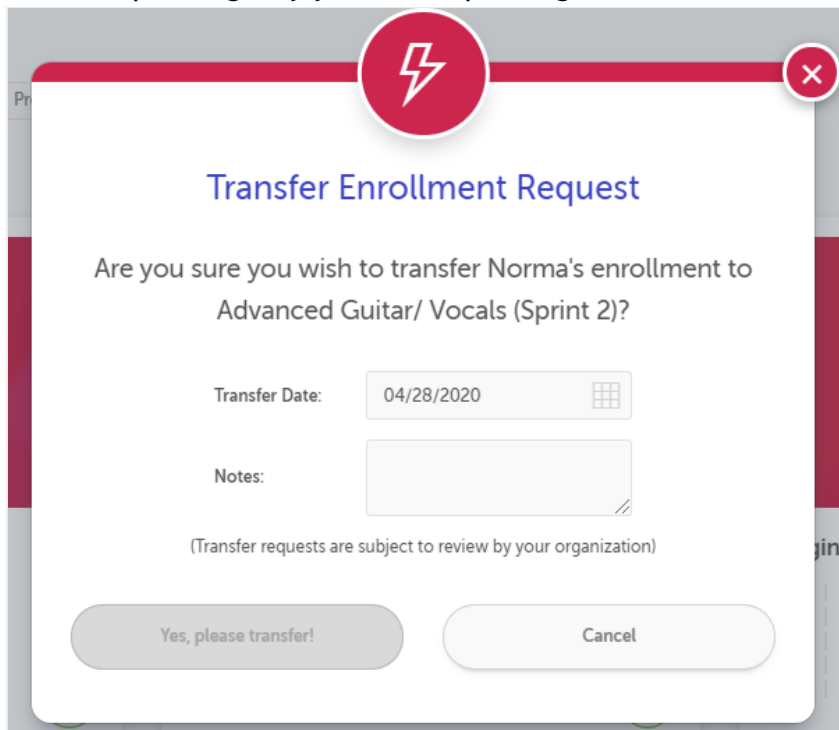**GYMNASTICS**
JOIN THE MOVEMENT

5. Click on the class you wish to transfer INTO. This will launch the "Transfer Enrollment Request" window.

6. Enter the TRANSFER DATE (the date you wish to start the new class), along with any NOTES explaining why you are requesting the transfer.

7. Click "Yes, please transfer!" to submit the transfer request, or "Cancel" to close the window without submitting the request.