User Guide

Everything you need to check your team's levels, build routines, get start values and send reports to families. Updated October 2026.

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Quick start

1. **Sign in** at routinemasterpro.com/app and choose your password.
2. **Add your gymnasts**, one at a time or all at once from a CSV file, with their level or Xcel division.
3. **Enter routines** skill by skill. Requirements tick themselves and the start value updates as you go.
4. **Check the roster bars**: green is ready, gold meets your team minimum, pink isn't there yet.
5. **Open the report** to email, share or print it for her family.

1. Signing in

Go to **routinemasterpro.com** and tap **Sign in**, or go straight to **routinemasterpro.com/app**. The app works in any browser on a phone, tablet or computer. There is nothing to install.

Your first sign-in

1. Your gym owner sends you your email and a temporary password.
2. Sign in with them. You'll be asked to choose your own password (8 or more characters).
3. Read the short disclaimer and terms once and tap **Agree and continue**.

Forgot your password?

On the sign-in screen, type your email and tap **Forgot password?**. A reset link arrives by email within a minute or two (check spam too). The link opens the app at a "choose a new password"

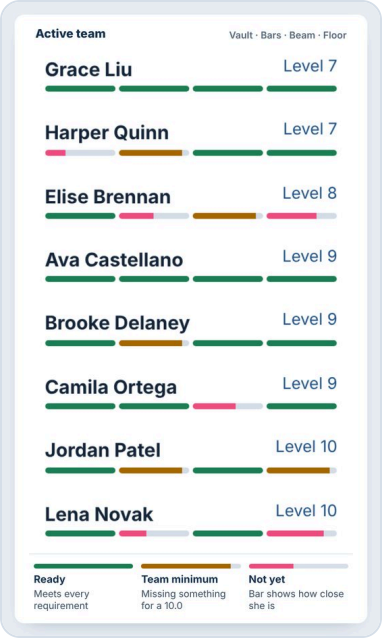
screen. If no email comes, ask your gym owner to reset it for you from the Coaches screen.

> Everything saves as you go. The top bar shows **Up to date** once your changes are saved. If you switch devices, tap **Refresh** to load the latest.

2. Your roster

The left side of the app lists your active gymnasts. Each one has four bars, one for each event: **vault, bars, beam and floor**. You can see who's ready to compete before opening anyone.

- **Green**: meets every requirement on that event.
- **Gold**: meets your gym's team minimum, but is still missing something for a 10.0 start value.
- **Pink**: not ready yet. The bar fills to show how close she is.



The roster at a glance. Names are examples.

Find and filter

- Type in **Find a gymnast** to search by name.
- Use the level menu to show one level, one Xcel division, all Development or all Xcel.
- **Active Team** and **Archived** switch between current gymnasts and ones you've archived.

Add gymnasts

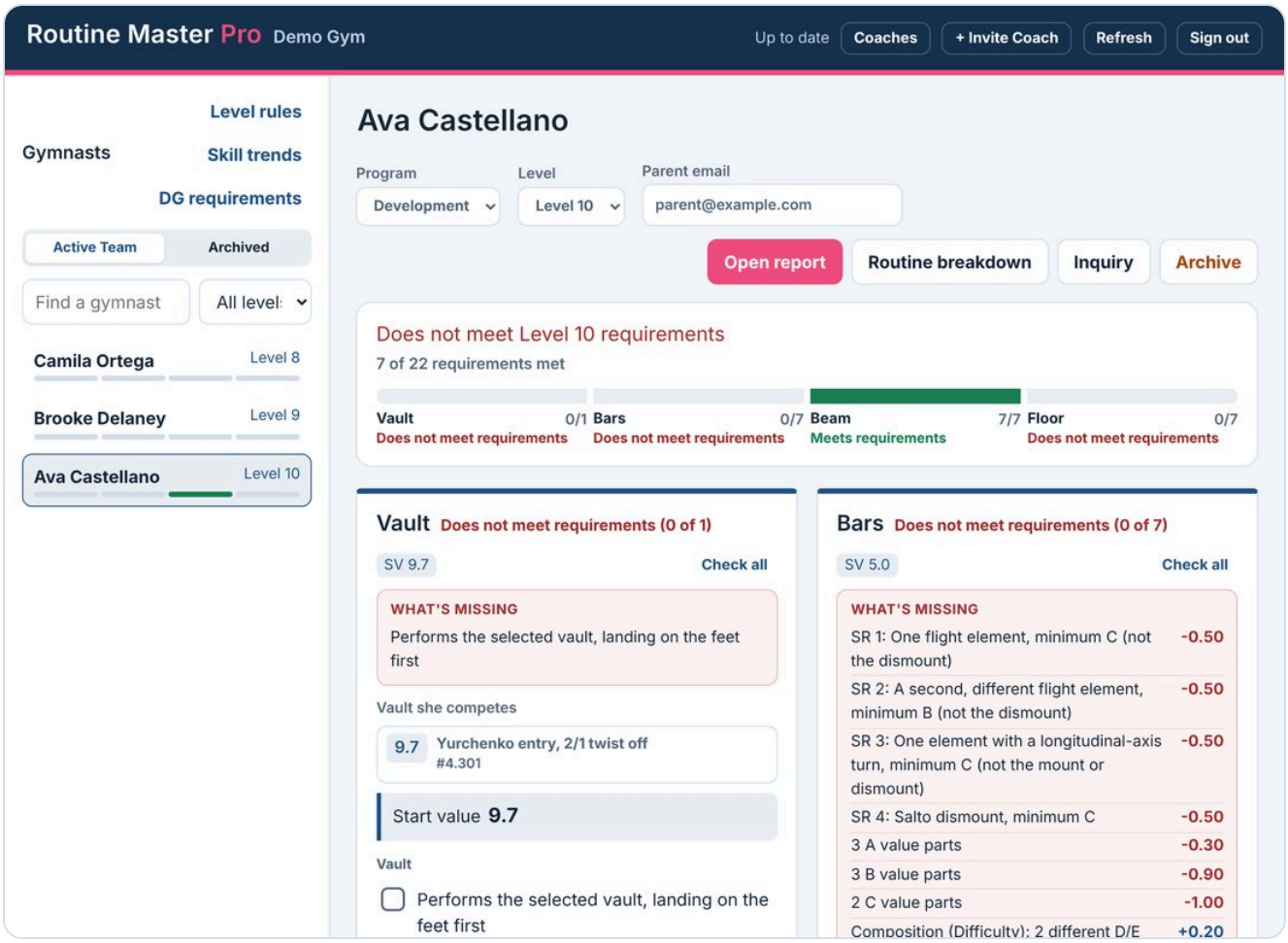
1. At the bottom of the roster, type her name.
2. Choose **Development** or **Xcel**, then her level or division.
3. Tap **Add gymnast**.

Adding your whole team at once: tap **Import Roster (.csv)** and pick a spreadsheet saved as CSV. It needs a **Name** column and a **Level** column (6–10, or an Xcel division such as "Gold"). **Program** and **Parent email** columns are optional.

Archiving: on a gymnast's page, **Archive** moves her off the active team without deleting anything. Open the Archived tab and tap **Restore** to bring her back.

3. A gymnast's page

Tap a name on the roster to open her page.



Top of a gymnast's page.

At the top

- **Program and Level**: change these when she moves up. Her checklist and start values switch to the new level's rules.
- **Parent email**: used when you email her report. You can enter more than one address, separated by commas.
- **Open report** opens her family report (section 6). **Tools** holds everything else for her: Routine breakdown, Skill ideas, Try at the next level, Compare to other gyms, Score inquiry and Archive (section 7).
- The summary card says whether she meets her level overall, and how many requirements she's met.

Event cards

Each event shows her start value (**SV**), and below it a **What's missing** box listing exactly what she still needs and what it costs, and the full checklist of requirements for her level.

- Requirements that the routine proves (special requirements, value parts, composition) **tick themselves** as you enter skills, and show which skill met them.
- Requirements that need a coach's eye, like landing the vault on her feet, are boxes you tick yourself. **Check all** ticks every box on that event.
- Your gym's own requirements and minimum start values (set by your gym owner) appear on the same card.
- **Coach note** on each event, and the **Overall note for family**, are printed on her report.

4. Entering routines

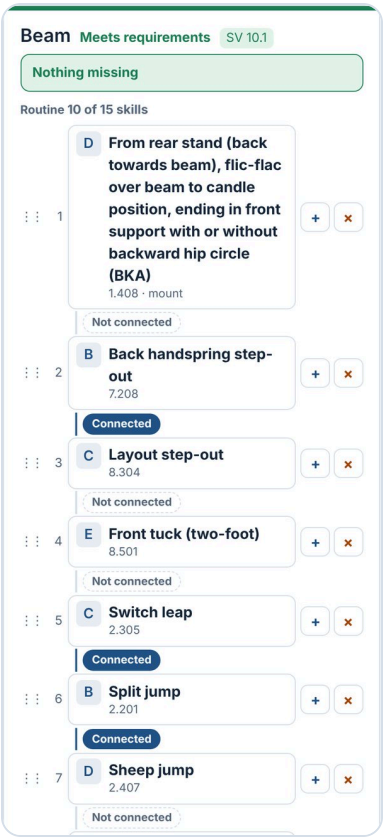
Adding skills

1. On an event card, tap **+ Add first skill** (or **+ Add skill**).
2. Search by name ("front tuck", "switch leap") or by Code number ("8.501").
3. Narrow the list with the value and type buttons: **A–E**, **Acro**, **Dance**, **Dismounts**.
4. Tap the skill. It's added in order with its value.

Every element in the Code of Points is there. Where the Code allows more than one body shape (tucked, piked, stretched), the shape is shown as a tag and counted separately.

Changing the routine

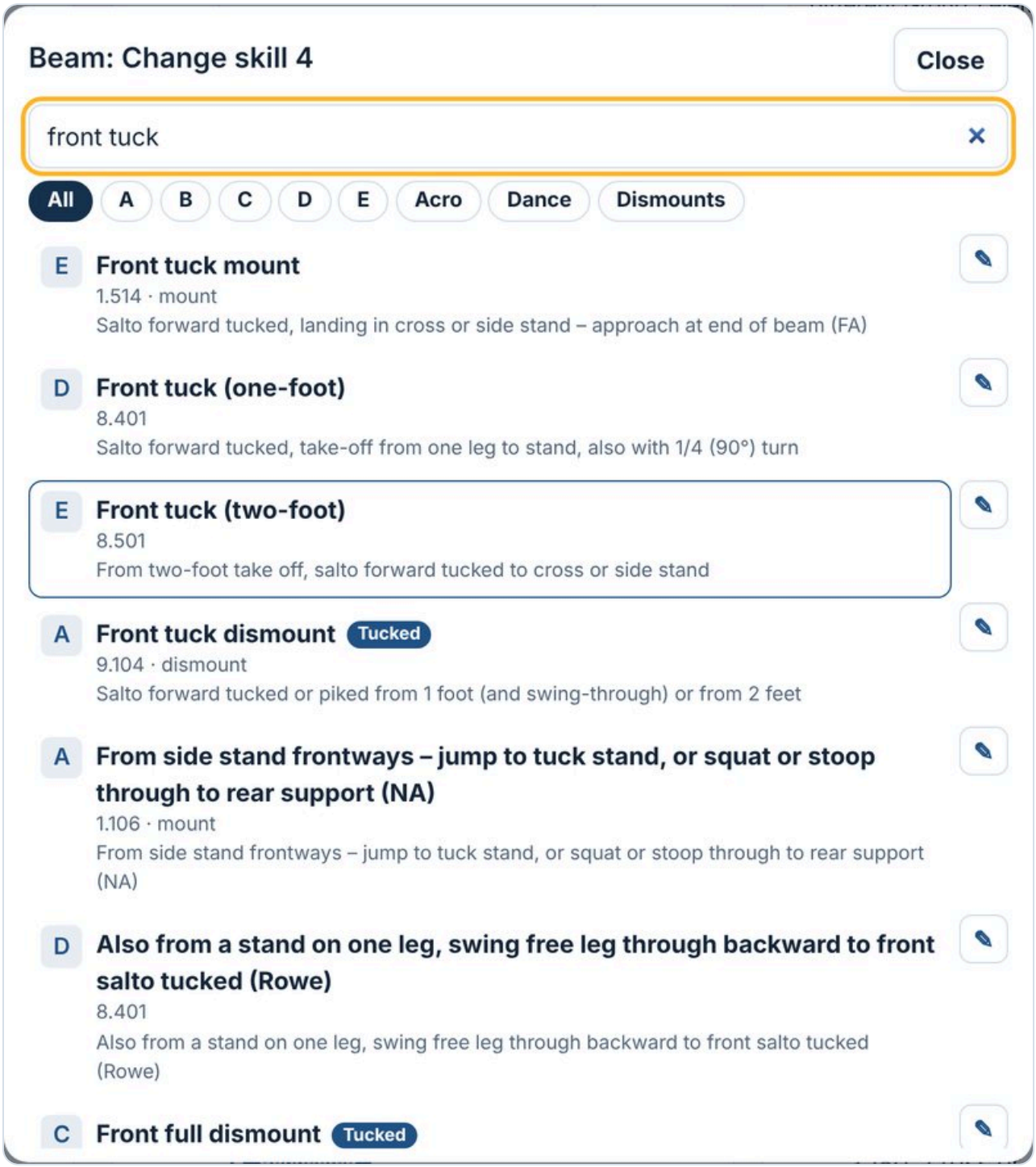
- Tap a skill to change it to a different one.
- **+** next to a skill inserts a new skill after it. **×** removes it.
- Drag the dotted handle on the left of a skill to move it up or down.
- Tap the link between two skills to connect them. On bars and beam it switches between **Not connected** and **Connected**. On floor it cycles **Not connected**, **Direct** and **Indirect**.
- Routines can have up to 15 skills.



A Level 10 beam routine. Each skill shows its value, Code number and connections.

Vault

Tap the vault box and search by name or number. The vault's value becomes her vault start value. Tick the vault requirement once she's performing it.

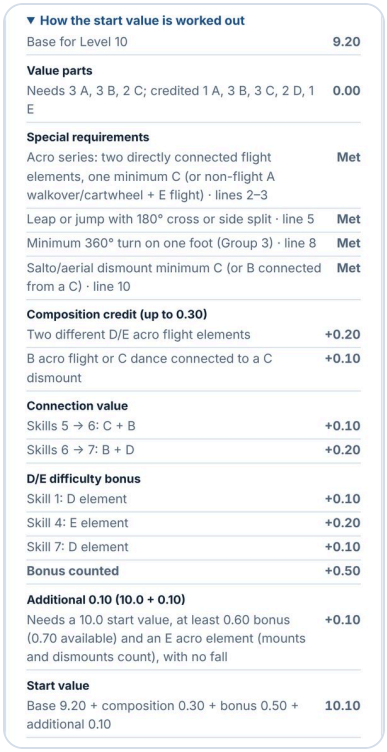


The skill picker. Search by name or number, and filter by value or type.

5. How start values are worked out

Under each routine, tap **How the start value is worked out** to see the whole calculation, line by line:

- **Base** start value for her level.
- **Value parts** needed and credited, with the deduction for anything missing. A higher value part can stand in for a lower one.
- **Special requirements**, each marked Met or with its deduction, and the skill lines that met it.
- **Composition credit**, **connection value** and **D/E bonus** where her level has them, and how much bonus is counted.
- **Restricted elements**, repeated skills and a missing dismount, if any.



Base 9.20 + composition 0.30 + bonus 0.50 + additional 0.10 = 10.10.

Level 10: the additional 0.10

A Level 10 routine can start from **10.1**. It needs a 10.0 start value, at least 0.60 in bonus, and a qualifying skill, performed with no fall:

- **Beam**: an E acro element. Mounts and dismounts count.
- **Floor**: an E acro element, except #6.501 (front 2/1 twist).
- **Bars**: a single-bar D release, or any E release (not the dismount).

The panel shows an **Additional 0.10** line saying whether it's earned and why.

> Start values are for planning. Check every routine against the current USA Gymnastics rules before competition.

6. Reports for families

Tap **Open report** on a gymnast's page for a one-page report written for families. It shows whether she meets her level, her start value on each event, what she's missing and your notes.

Button	What it does
Download PDF	Saves the one-page report as a PDF.
Email to parent	Emails the PDF straight to the parent email on her page. It comes from your gym's name, and when a parent replies, the reply goes to you.
Share PDF	On phones and tablets: opens the share sheet with the PDF attached, for Mail, Messages and other apps.
Print	Prints the report.
Copy as text	Copies a plain-text version to paste anywhere.

- After an email goes out, the report shows **Last emailed** with the date and address.
- Each report can be emailed once a minute, so a double tap doesn't send it twice.
- If there's no parent email on her page, the app asks you to add one first.

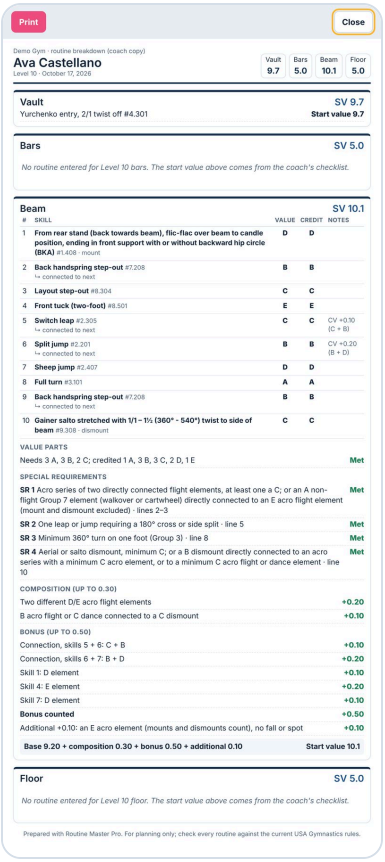


The family report.

7. Breakdown, skill ideas, moving up and inquiries

Routine breakdown (coach copy)

Open **Tools** on her page and tap **Routine breakdown** for a printable sheet of every routine, skill by skill. It shows the value of each skill, the credit she's actually getting, connection value and notes, then every requirement, composition and bonus line, and the final start value. Use it in the gym or with your staff. Tap **Print**.


Print
Close
Demo Gym · routine breakdown (coach copy)
Ava Castellano
Level 10 · October 17, 2026
Vault 9.7
Bars 5.0
Beam 10.1
Floor 5.0
Vault
SV 9.7
Yurchenko entry, 2/1 twist off #4.301
Start value 9.7
Bars
SV 5.0
No routine entered for Level 10 bars. The start value above comes from the coach's checklist.
Beam
SV 10.1
SKILL VALUE CREDIT NOTES
1 From rear stand (back towards beam), flic-flac over beam to candle position, ending in front support with or without backward hip circle (BKA) #1.408 · mount D D
2 Back handspring step-out #7.208 ↳ connected to next B B
3 Layout step-out #8.304 C C
4 Front tuck (two-foot) #8.501 E E
5 Switch leap #2.305 ↳ connected to next C C CV +0.10 (C + B)
6 Split jump #2.201 ↳ connected to next B B CV +0.20 (B + D)
7 Sheep jump #2.407 D D
8 Full turn #3.101 A A
9 Back handspring step-out #7.208 ↳ connected to next B B
10 Gainer salto stretched with 1/1 – 1½ (360° - 540°) twist to side of beam #8.308 · dismount C C
VALUE PARTS
Needs 3 A, 3 B, 2 C; credited 1 A, 3 B, 3 C, 2 D, 1 E Met
SPECIAL REQUIREMENTS
SR 1 Acro series of two directly connected flight elements, at least one a C; or an A non-flight Group 7 element (walkover or cartwheel) directly connected to an E acro flight element (mount and dismount excluded) · lines 2–3 Met
SR 2 One leap or jump requiring a 180° cross or side split · line 5 Met
SR 3 Minimum 360° turn on one foot (Group 3) · line 8 Met
SR 4 Aerial or salto dismount, minimum C; or a B dismount directly connected to an acro series with a minimum C acro element, or to a minimum C acro flight or dance element · line 10 Met
COMPOSITION (UP TO 0.30)
Two different D/E acro flight elements +0.20
B acro flight or C dance connected to a C dismount +0.10
BONUS (UP TO 0.50)
Connection, skills 5 + 6: C + B +0.10
Connection, skills 6 + 7: B + D +0.20
Skill 1: D element +0.10
Skill 4: E element +0.20
Skill 7: D element +0.10
Bonus counted +0.50
Additional +0.10: an E acro element (mounts and dismounts count), no fall or spot +0.10
Base 9.20 + composition 0.30 + bonus 0.50 + additional 0.10 Start value 10.1
Floor
SV 5.0
No routine entered for Level 10 floor. The start value above comes from the coach's checklist.
Prepared with Routine Master Pro. For planning only; check every routine against the current USA Gymnastics rules.

The routine breakdown.

Skill ideas

Open **Tools** on a gymnast's page and tap **Skill ideas**. For each special requirement she's missing, the app lists skills that would meet it, and the start value she'd have with each one. Every idea is tested by adding that skill to her current routine. Skills marked "popular" are among the most used at her level across gyms.

Moving up: Try at the next level

In **Tools**, tap **Try at Level …** (for example "Try at Level 9", or the next Xcel division) to see her current routines judged by the next level's rules: her start value on each event there, what she'd be missing, any skills that would be restricted, and whether her vault is on that level's chart. Nothing changes on her page; it's a preview for planning.

Compare to other gyms

In **Tools**, tap **Compare to other gyms** to see her start value on each event next to the average for her level across every gym, the difference, and how many gymnasts at that level meet every requirement. Averages show once at least 3 gyms have gymnasts at her level.

Score inquiry form

At a meet, open **Tools** and tap **Score inquiry** and pick the event. The official USA Gymnastics score inquiry form is filled in from her routine: elements, bonus and expected start value, fitted to one page.

- Tick the reasons for the inquiry and add details. Only ticked reasons print.

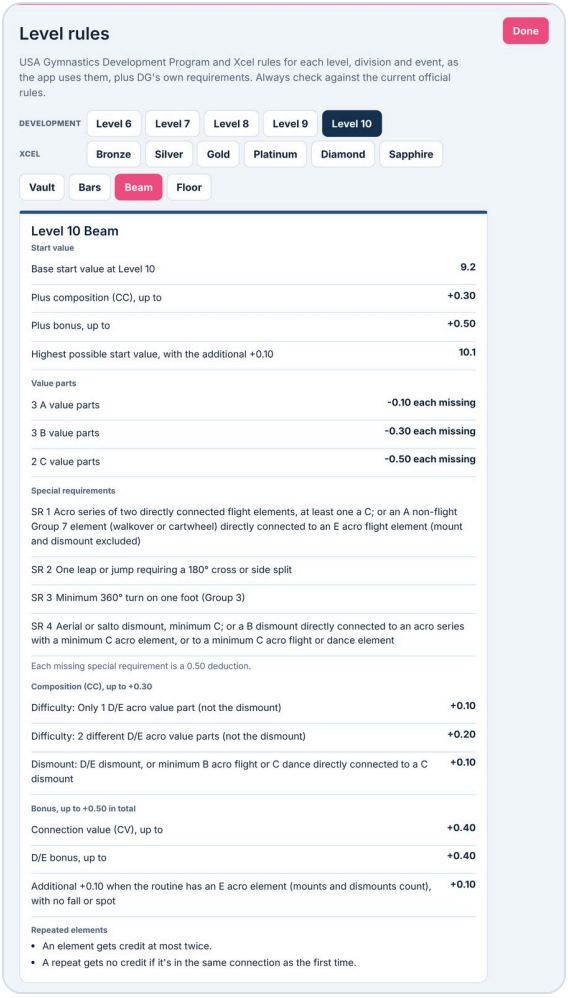
- Change anything you need to on the form. **Refill from routine** puts back what the app filled in.
- Tap **Print** or **Download PDF**.

8. Level rules, team report, trends and insights

Level rules

Open **Tools** at the top of the roster and tap **Level rules**. Pick any level or Xcel division and an event to see every rule at a glance, without opening a gymnast:

- Base and highest possible start value
- Value parts and special requirements
- Composition, connection and bonus rules
- Restricted elements and repeat rules
- Your gym's own requirements
- For vault, the full vault chart with values (search by name or number)



Level rules for Level 10 beam.

Skill trends

In **Tools**, tap **Skill trends** to see the most common C, D and E skills on each event, at each level, across every gym using Routine Master Pro. Filter by type, such as releases, dismounts or saltos. The list shows totals only: no gym or gymnast names, and a skill appears only once at least 3 gyms use it.

Team report

Open **Tools** at the top of the roster and tap **Team report** for a one-page view of a whole level: every gymnast's start value and status on each event (Ready, Team min, or how many requirements she has), the team's average on each event, and the most common gaps across the level. Switch levels at the top and tap **Print** for staff meetings.

Level insights

In **Tools**, tap **Level insights** and pick a level or Xcel division. For each event you'll see the average start value across every gym, the share of gymnasts who meet every requirement, the range of start values, and the USA Gymnastics requirements gymnasts most often miss. Like skill trends, it shows totals only and appears once at least 3 gyms have gymnasts at that level.

9. For gym owners

Gym owners and admins see a few more buttons.

Gym requirements

Open **Tools** at the top of the roster and tap your gym's **requirements** (for example "ABC requirements"). For each level and event you can:

- Set a **minimum start value to compete**. A gymnast who reaches it but isn't at 10.0 shows **gold**.
- Add your own requirements, such as "Back handspring series on beam". They appear on every gymnast's checklist at that level as boxes for coaches to tick.

Tap **Done** to go back to the roster.

Coaches

- **+ Invite Coach**: enter the coach's name and email. A temporary password is made for you; give it to the coach, and they choose their own when they first sign in.
- **Coaches** lists everyone at your gym and when they last signed in. For each coach:
  - **Turn login off** blocks them from signing in until you turn it back on. Nothing is deleted.
  - **Reset password** gives a new temporary password to pass on, and signs them out everywhere.
  - **Remove** deletes their login. Your gymnasts and routines stay with the gym.

Trial and subscription

- **Free trial:** new gyms get 5 days with up to 5 gymnasts. Emailing, printing, downloads and inquiry forms unlock when you subscribe, and trial reports show a TRIAL watermark. A banner counts down the days.
- **Subscription:** runs for the season, July 1 to June 30. From June 1 you'll see a reminder to renew.
- **Grace week:** if a subscription isn't renewed by June 30, the gym works on trial limits from July 1 to 7, then is locked. Your gymnasts and routines are always kept.

To subscribe or renew, use the contact link in the banner.

10. Xcel gymnasts

- Add an Xcel gymnast by choosing **Xcel** and her division: Bronze, Silver, Gold, Platinum, Diamond or Sapphire.
- Start values follow the Xcel Code of Points (2022–2028, revised August 2026): restricted elements, value parts, special requirements, the repeat rule, and the Sapphire bonus.

- The skill picker only offers skills allowed in the Xcel Code, including Xcel-only elements like casts and tap swings. Vault uses the Xcel vault chart.
- On bars, each skill has an **LB**/**HB** button. Tap it to mark the low or high bar, so high-bar requirements and dismounts are checked correctly.
- Some requirements depend on things the app can't see, such as cast height or angles. Those are boxes for you to tick.

11. Questions and fixes

I can't find a skill.

Try searching by Code number, or a shorter word ("layout" instead of "layout step-out"). Clear the value and type filters. For Xcel gymnasts, skills not in the Xcel Code aren't offered.

The start value looks wrong.

Open **How the start value is worked out**. Check the skill order and the connections between skills, since those decide connection value and some requirements. If it still looks wrong, send a screenshot to Routine Master Pro and we'll check it against the Code.

A parent didn't get the email.

Check the parent email on her page for typos, and ask them to look in spam. The report shows when it was last emailed and to which address.

Buttons show a lock.

Your gym is on a free trial or in its grace week. Those features unlock when your gym subscribes.

I see an old version, or another coach's changes are missing.

Tap **Refresh**. On a computer you can also reload the page.

My login stopped working.

Use **Forgot password?**, or ask your gym owner. If the app says your login or gym is turned off, contact your gym owner.

Routine Master Pro is a planning tool. While every effort is made to follow the complete Code of Points, it's up to the coach to verify that all information is correct against the current USA Gymnastics rules.