



How to Submit TEAM Online Entries—(For Coaches/Registrars)

STEP 1—ACCESSING YOUR DIRECTATHLETICS ACCOUNT

Each coach must have a DirectAthletics username and password for his/her team. If you don't know your username and password, you will be able to create one or retrieve your existing account by following the instructions below. You will use the same account to enter all meets run through DirectAthletics.

If you already have a DirectAthletics account for your Track & Field team, and know your username and password....	If you do NOT have a username and password....
1) Go to www.directathletics.com 2) In the login box, enter your username and password and click Login. (Remember that your password is case-sensitive)	1) Go to www.directathletics.com 2) Click on the link “New User? Click HERE”. 3) Follow onscreen instructions. You will be able to create an account online or retrieve forgotten information for an existing account. 4) You can upload your existing roster from Team Manager Lite, or you can enter your athletes manually. 5) When asked what Team Type – please select Club, even if you are a school. 6) Please input the full name of your school or club, not the team nickname

****NOTE ABOUT MEN’S AND WOMEN’S ACCOUNTS:** You control only one gender at time, so you will complete the below steps for your Men, and then switch to your Women’s team and repeat the process (or vice versa). The team you are controlling is listed on the blue navigation bar across the top of your account, for example:

Sport: Track & Field

Team: Golden Gate Middle School (Men)

This indicates that you are controlling the MEN’S team. To switch to your Women’s team, you would select “Golden Gate Middle School (Women)”.

STEP 2--SETTING UP YOUR ONLINE ROSTER

Before entering an athlete into a meet, you must add all active athletes to your roster. If an athlete is already on your roster (from previous seasons or meets) you do not need to add him/her again. This is a one-time process—you will not need to set up your roster each time you enter a meet.

IF YOU DO NOT HAVE AN EXISTING TEAM MANAGER ROSTER:

- 1) Upon logging in, click the TEAM tab. (New users will automatically be in the TEAM module)
- 2) If you have used DirectAthletics before, you will see your existing athletes on your roster. New Users should click the green “Add Athletes” link.
- 3) Click the green “Add Athletes” link under the Team Roster header. Select an approximate number of athletes you would like to add (you can add more at any time).
- 4) Enter your athletes’ First Name, Last Name, and Year of Birth (i.e. 01/01/92) and click “Submit”. **If you do not see Date of Birth as a default field, click the “Show Advanced Settings” link. To enter age group meets, Date of Birth is REQUIRED.**

- 5) You may add, edit or delete athletes on your Team Roster at anytime by clicking the TEAM tab. To add athletes, click the green “Add Athletes” link at any time. To delete or edit athletes, check the box to the left of each athlete(s) and then click the red “Delete Selected” link or the blue “Edit Selected” link respectively.

IF YOU HAVE YOUR TEAM MANAGER ROSTER

- 1) Click the green “Upload” button “Athletes from Team Manager.” Follow the instructions on the next page carefully.
- 2) When you click submit, it will automatically upload your MALE ATHLETES first. Click “submit” again at the bottom of your male athlete list.
- 3) In the top title bar beside “Team” use the drop down arrow to select your women’s team. You will be jumped back to the page with the green “Upload” button in step 1. Repeat all the steps and upload the same export file from Team Manager again.

STEP 3--SUBMITTING ONLINE MEET ENTRIES

Once your athletes are added to your roster, you must submit your entries.

- 1) In the HOME tab (under Upcoming Meets) or in the SCHEDULE tab, click the green Register button next to the meet you wish to enter.
- 2) Follow onscreen instructions for submitting your entries. If you are entering an age group meet, the entry page will only show events for which the selected athlete is eligible. You will see a running tally of your entries on the right side of your screen.
- 3) When you are finished with your entries, click the “Finish” link.
- 4) You will see a list of your current, submitted entries. Click the appropriate link to receive an EMAIL confirmation or a PRINTABLE confirmation.
- 5) To edit your existing entries, click the blue Edit Entries button next to the meet name on your Upcoming Meets or complete Schedule. **YOU CAN CHANGE YOUR ENTRIES AT ANY TIME UP TO THE ENTRY DEADLINE.**
- 6) If there are faults in the program where the events are not showing for certain athletes, please email Shirley Allan-Boudreau at shirlab@mts.net or the specific meet entry email address to indicate those missing entries.