# Accessing the Meet Registration Page on Athletic.net

From your team's homepage, scroll down to the calendar and click on the meet name you're registering for- **Click on the Sectional Meet link**. This will expand the calendar entry to show details about the event, including the location, time, and entry deadline. From here, click on **Register Athletes**.



Meet hosts have the option to set a date and time for both entry beginning and entry deadline. If you encounter a message like the one below, it means that it's too early to register your participants. If the meet host has set the date that the registration opens, it will be listed in the message.

Athlete Registration is not open yet.

Please return later.

© Entry opens Sun 3/31/19 @ 10:00 pm PDT.

## Entering Individual Athletes on Athletic.net

There are two different methods by which participants can be entered in their specific events. The first is **By Event** and the second is **By Athlete**. In a nutshell, Registering by Event involves selecting an event (e.g., the 200 meter dash) and then choosing which participants will compete in it. Registering by Athlete, by contrast, involves selecting an athlete and choosing which events he or she will participate in.

Remember, there is no need to "save changes" when entering athletes. All changes are saved automatically as soon as you make them. To cancel a change, simply undo the selection you made.

#### **By Event**

When you choose to register by event, you'll be presented with a list of each event that will occur in the meet you are registering for, grouped by **Male Entries** and **Female Entries**.

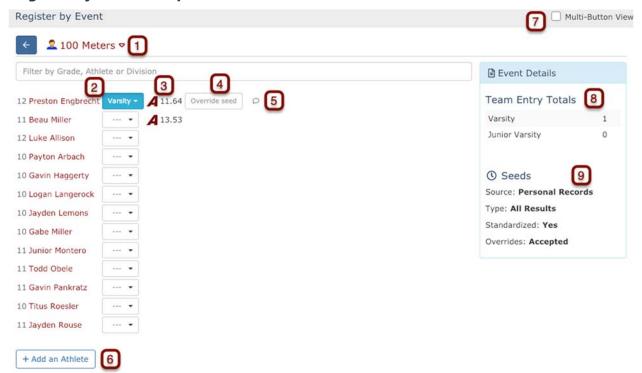


Select an event, and you'll be presented with a list of the participants that can be entered in that event.



Simply click on the drop-down box next to each athlete's name and select the appropriate division into which they will be entering. Athletes with existing seeds will be listed first. Once a division is selected, you'll be able to enter an override seed (if the meet host allows) and enter comments regarding the entry that are visible to both you and the meet host.

#### Register by Event Sample



Above is an example of a main Register by Event screen, with the features numbered. They are as follows:

- 1. Event Selection: This displays the event you are currently editing entries for. Click the drop-down arrow to jump to any other event in the meet without needing to return to the preceding screen.
- 2. This athlete has been entered into the Varsity division of this event. You can click on the drop-down arrow to change divisions or remove the athlete's entry from the meet.
- 3. This is the athlete's seed time or mark. The **A** indicates that this seed time is taken from Athletic.net records.
- 4. If the meet host accepts them, you may enter an override seed here.
- 5. Click the  $\upsilon$  to enter comments about the entry that will be viewable by both you and the meet host.
- 6. Use the  $\gamma$  **Add an Athlete** button to quickly add an athlete to your roster without leaving the entry page.
- 7. Use the **Multi-Button View** to change the layout slightly so that divisions can be chose for each athlete with a button, rather than choosing from a drop-down menu. This can reduce the number of clicks required to enter athletes on large teams.
- 8. The **Team Entry Totals** will show how many athletes you've entered for each gender-division combination (i.e., the Women's Varsity division or the Men's JV

division). Please remember that schools may enter a maximum of 2 athletes in individual events and 1 relay team per relay event. It will also show how many entries are left, if the meet host has configured a maximum number of entries for a given event. In other words, if the meet host has decided that each team may field no more than two competitors for the Men's 8<sup>th</sup> Grade 100 meter dash, this area will show you how close you are to the maximum number of entries. If you reach the maximum number of entries, you will be prevented from making further entries into the event without first removing another athlete. If you attempt to enter an athlete and your mouse shows the "prohibited" ( $\bot$ ) symbol, you have reached your maximum number of entries for the event.

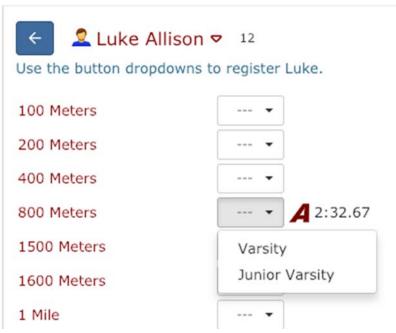
- 9. Data listed in the **Seeds** section will display the parameters the meet host has set for entry seeds:
  - 0. **Source** indicates what determines an eligible seed. Meet hosts may choose to accept an athlete's personal best, season best, or best mark from a particular meet or set of meets.
  - 1. **Type** indicates whether the meet host is requiring seeds to be pulled from official results only, or whether unofficial results are an acceptable source of seeds.
  - 2. **Standardized** indicates the type of conversion the meet host has specified for seed times that are hand timed. Hosts may choose not to accept hand times at all, not to apply any conversion factor to hand times, or to apply the NFHS conversion standard.
  - 3. **Overrides** shows whether the meet host has allowed override seeds to be entered.

### By Athlete

When you choose to register by Athlete, you'll be presented with a list of each athlete on your roster, grouped by **Male Entries** and **Female Entries**.



Select a participant and you'll be presented with a list of events that he or she may be entered into. Any existing eligible seeds (as decided by the meet host's rules) will be displayed.



For each event the athlete will be participating in, click the drop-down box and select the appropriate division. Once a division is selected, you'll be able to enter an override seed (if the meet host allows) and enter comments regarding the entry that are visible to both you and the meet host.

## **Register by Athlete Sample**



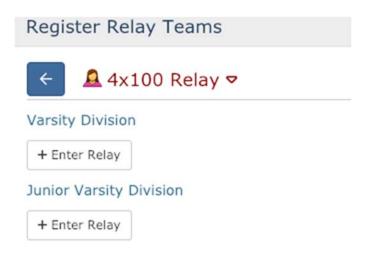
Above is an example of a main Register by Athlete screen, with the features numbered. They are as follows:

1. **Athlete Selection:** This displays the athlete you are currently editing entries for. Click the drop-down arrow to jump to any other athlete in your roster without

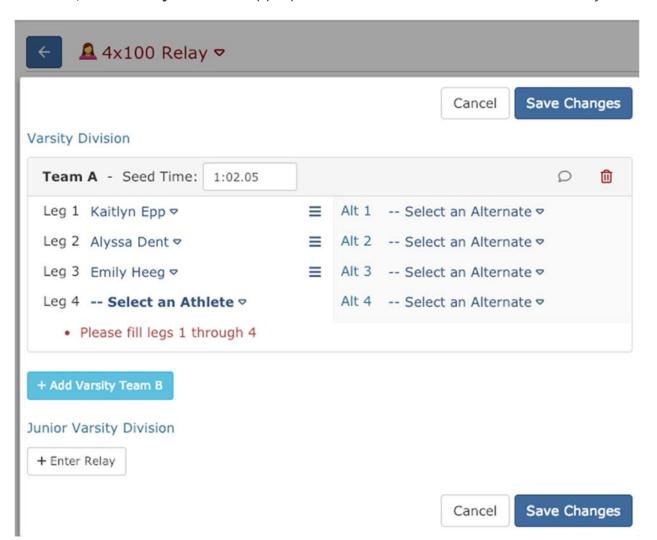
- needing to return to the preceding screen. The small number to the right of the drop-down arrow indicates the athlete's grade.
- 2. **Event Counter:** If the meet host has configured the meet so that there is a maximum number of events that an athlete may participate in, the number of remaining events will be noted here. **Please remember that schools may enter a maximum of 2 athletes in individual events and 1 relay team per relay event.**
- 3. This athlete has been entered into the 7<sup>th</sup> Grade division of the 800 Meter event. Click the drop-down arrow to change divisions or to remove the athlete's entry for this event.
- 4. This is the athlete's seed time or mark for this event. The **A** indicates that this seed time is taken from Athletic.net records.
- 5. If the meet host accepts them, you may enter an override seed here.
- 6. Click the  $\upsilon$  to enter comments about the entry that will be viewable by both you and the meet host.
- 7. Use the **Multi-Button View** to change the layout slightly so that divisions can be chosen for each event with a button, rather than choosing from a drop-down menu. This can reduce the number of clicks required to enter athletes on large teams.
- 8. Data listed in the **Seeds** section will display the parameters the meet host has set for entry seeds:
  - 0. **Source** indicates what determines an eligible seed. Meet hosts may choose to accept an athlete's personal best, season best, or best mark from a particular meet or set of meets.
  - Type indicates whether the meet host is requiring seeds to be pulled from official results only, or whether unofficial results are an acceptable source of seeds.
  - 2. **Standardized** indicates the type of conversion the meet host has specified for seed times that are hand timed. Hosts may choose not to accept hand times at all, not to apply any conversion factor to hand times, or to apply the NFHS conversion standard.
  - 3. **Overrides** shows whether the meet host has allowed override seeds to be entered.

# **Entering Relay Teams**

Entering a relay team works nearly identically whether you're entering individuals By Athlete or By Event. If you're working By Event, simply click on the event name (e.g., **4x100 Relay**) under the correct gender. If you're working By Athlete, select an athlete and you'll see **Join** next to all the relay events. In either case, you'll be taken to the Register Relay Teams screen.



Click on  $\gamma$  **Enter Relay** under the appropriate division to select athletes for the relay team.



Use the drop-down arrows next to each leg to select athletes and alternates from the list of eligible athletes.

You must always enter a seed time for each relay team you are entering. Failure to do so may result in inappropriate seeding of your relay team.

When you've finished entering your relay team, click **Save Changes**.

## **View a Report**



When you've finished entering athletes, you can double-check your work by viewing a report of your entries as they will be submitted to the meet host. From the main Meet Registration page, click on / **Print Entries** on the right-hand side. Choose **By Event** or **By Athlete** depending on the type of report you'd like to view.

Remember, you are free to edit your meet entries until the registration deadline listed at the top of the page. Once that deadline has passed, however, you will need to contact the meet host to make changes.