

## 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**.

2019 Outdoor Season Calendar ▾ + Add A Meet

Thu, Apr 18 Freeman Invite

**Fri, May 3- Sat, May 4** **Howard Wood Dakota Relays**

Meet Info Register Athletes > Edit Delete

Howard Wood Field, SD

First Event: 2:00 PM

Entries due by: 7:00 AM, Tue, Apr 30

Colored Dates? Add a Non-Meet Event Print Download

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**.

 Male Entries

100 Meters

200 Meters

400 Meters

800 Meters

1500 Meters

1600 Meters

1 Mile

3000 Meters

3200 Meters

2 Miles

110m Hurdles

300m Hurdles

400m Hurdles

4x100 Relay

4x200 Relay

4x400 Relay

4x800 Relay

SMR 100-100-200-400m

SMR 200-200-400-800m

DMR 1200-400-800-1600m

Shot Put

Discus

Javelin

High Jump

Pole Vault


Long Jump


Triple Jump

Hammer

Roster Only

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



 100 Meters ▾

Filter by Grade, Athlete or Division

12 Preston Engbrecht

---

▼

**A** 11.64

11 Beau Miller

Varsity

Junior Varsity

12 Luke Allison

10 Payton Arbach

---

▼

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

The screenshot shows the 'Register by Event' interface. At the top, a header bar contains the title 'Register by Event' and a 'Multi-Button View' checkbox. Below the header, a blue button with a back arrow and a person icon is labeled '100 Meters' with a dropdown arrow, marked with a red circle 1. A search bar labeled 'Filter by Grade, Athlete or Division' is marked with a red circle 2. The main list of athletes is marked with a red circle 3. Each athlete entry includes a name, a division dropdown menu (e.g., 'Varsity' for Preston Engbrecht), a seed time (e.g., '11.64' for Preston Engbrecht), a red 'A' icon indicating the source of the seed time, an 'Override seed' input field marked with a red circle 4, and a comment icon marked with a red circle 5. At the bottom left, there is a '+ Add an Athlete' button marked with a red circle 6. On the right side, there is a sidebar titled 'Event Details' containing 'Team Entry Totals' (marked with a red circle 8) showing counts for 'Varsity' (1) and 'Junior Varsity' (0), and 'Seeds' information (marked with a red circle 9) including 'Source: Personal Records', 'Type: All Results', 'Standardized: Yes', and 'Overrides: Accepted'.

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 to enter comments about the entry that will be viewable by both you and the meet host.
6. Use the **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" (⊥) 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**.

### Register by Athlete

 Male Entries

Filter by Grade, Athlete, or Event

12	Luke Allison	800m
10	Payton Arbach	
12	Preston Engbrecht	
10	Gavin Haggerty	

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.

← **Luke Allison** 12

Use the button dropdowns to register Luke.

100 Meters	---
200 Meters	---
400 Meters	---
800 Meters	--- <b>A</b> 2:32.67
1500 Meters	Varsity
1600 Meters	Junior Varsity
1 Mile	---

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

Register by Athlete Multi-Button View

← **Luke Allison** 12

Registered for 1 of 4 Events


100 Meters	---			
200 Meters	---			
400 Meters	---			
800 Meters	Junior Varsity	<b>A</b> 2:32.67	Override seed	
1500 Meters	---			
1600 Meters	---	<b>A</b> 5:27.98		
1 Mile	---			
3000 Meters	---			
3200 Meters	---	<b>A</b> 11:29.49		
2 Miles	---			

**Athlete Details**  
⌚ Seeds  
Source: **Personal Records**  
Type: **All Results**  
Standardized: **Yes**  
Overrides: **Accepted**  
[Go to Athlete Profile](#)

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  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.
  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.

## 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.

## Register Relay Teams



4x100 Relay ▾

### Varsity Division

+ Enter Relay

### Junior Varsity Division

+ Enter Relay

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

4x100 Relay ▾

Cancel

Save Changes

Varsity Division

**Team A** - Seed Time:

Leg 1	Kaitlyn Epp ▾	≡	Alt 1	-- Select an Alternate ▾
Leg 2	Alyssa Dent ▾	≡	Alt 2	-- Select an Alternate ▾
Leg 3	Emily Heeg ▾	≡	Alt 3	-- Select an Alternate ▾
Leg 4	-- <b>Select an Athlete</b> ▾		Alt 4	-- Select an Alternate ▾

- Please fill legs 1 through 4

+ Add Varsity Team B

Junior Varsity Division

+ Enter Relay

Cancel

Save Changes

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.