

Submitting Team Entries for a Track & Field Meet

UPDATED 5 MONTHS AGO

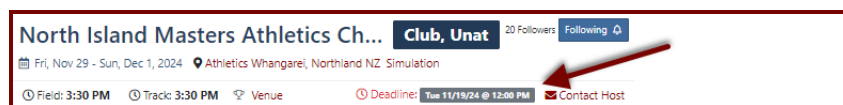
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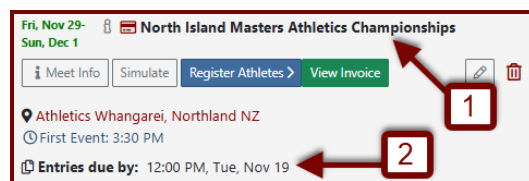
OVERVIEW

One of the biggest time-savers AthleticNET provides for administrators and coaches is the ability to quickly and easily submit meet entries to meet hosts. AthleticNET allows you to enter participants into meets with just a few clicks and uses a participant's past performances that are listed on AthleticNET as seed marks. In this article, we'll show you how to submit entries for an upcoming meet.

If the meet host has set a deadline for meet entries, it will be listed at the top of the main entries page,



as well as on your team's calendar.



- 1 Click on the Meet Heading to drop down further information.
- 2 You will see the entry deadline listed at the bottom of the event information,

Meet entries may be freely changed until this deadline. After this deadline, registrations will lock. You'll need to contact the meet host to make any changes after the registration deadline.

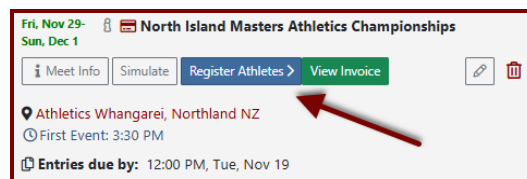
🗨 This article is intended for administrators and coaches submitting entries on behalf of their club / school / team. If you're looking to register as an individual athlete, see [Individual Event Registration: Enter Myself or my Kids](#)

ACCESSING THE MEET REGISTRATION PAGE

- 📌 Before you can submit entries for a meet, you'll need to add the meet to your Club/ School / Team's calendar. See [Adding a Meet to Your Calendar](#) for more information.

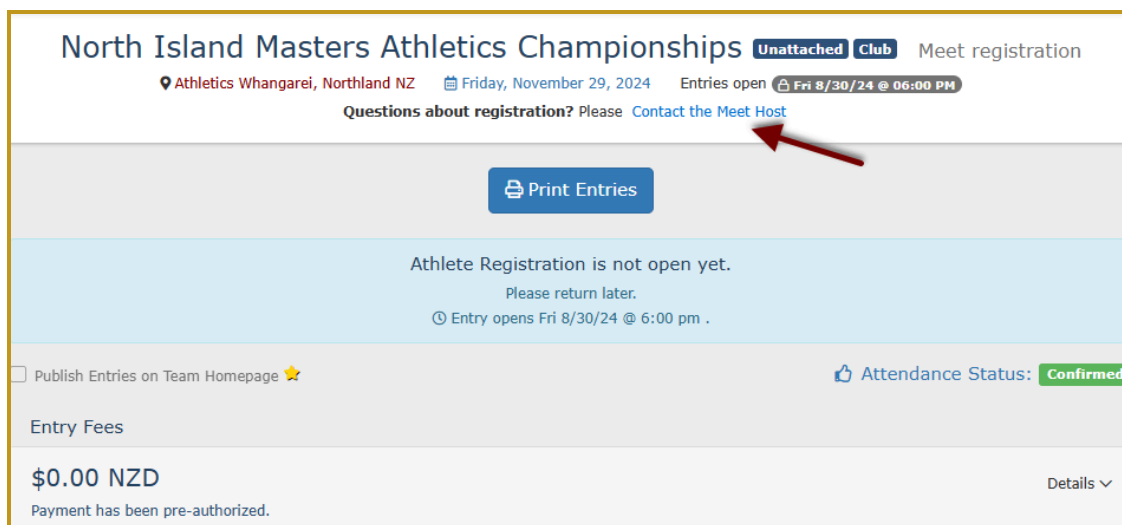
From your Club / School / Team's homepage, scroll down to the calendar and click on the meet name you're registering for. As noted above, this will expand the calendar entry to show details about the

event, including the location, time of the first event, entry deadline, Meet Info and Register Athletes. From here, click on [Register Athletes >](#).



If you don't see the Register Athletes button, then the entries for this event have not opened yet, or they may have closed already.

- i Meet hosts have the option to set a date and time for both entry beginning and entry deadline. If you encounter a message like this one



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. If no date and time are listed, (and as long as the meet host has added their contact details) use the [Contact the Meet Host](#) link at the top of the page to email the meet host with your questions.

ENTERING YOUR TEAM ATHLETES

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

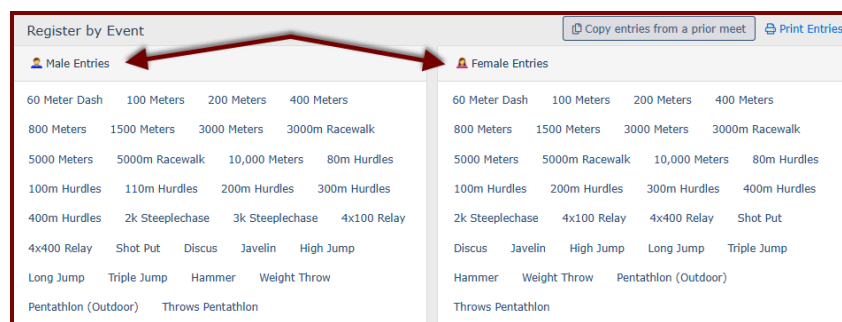
event (e.g., the 200 meters) and then choosing which participants will compete in it. In contrast, Registering by Athlete, involves selecting an athlete and choosing which events he or she will participate in.

i Please Note, when you enter an athlete regardless of the method, there is no need to “save changes”. All changes are saved automatically as soon as you make them. To cancel a change, simply undo the selection you made.

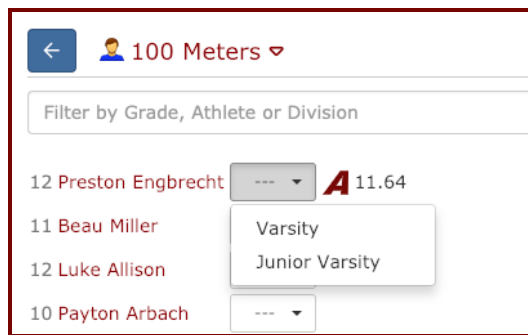
★ In addition, Site Supporters have the ability to copy entries from a prior meet, or from their scratchpad. Learn more about these features in [Copy Entries from a Prior Meet or the Scratchpad](#). Site Supporters can also publish the entries on their team homepage so that all visitors can view them and prepare for the upcoming meet.

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**.

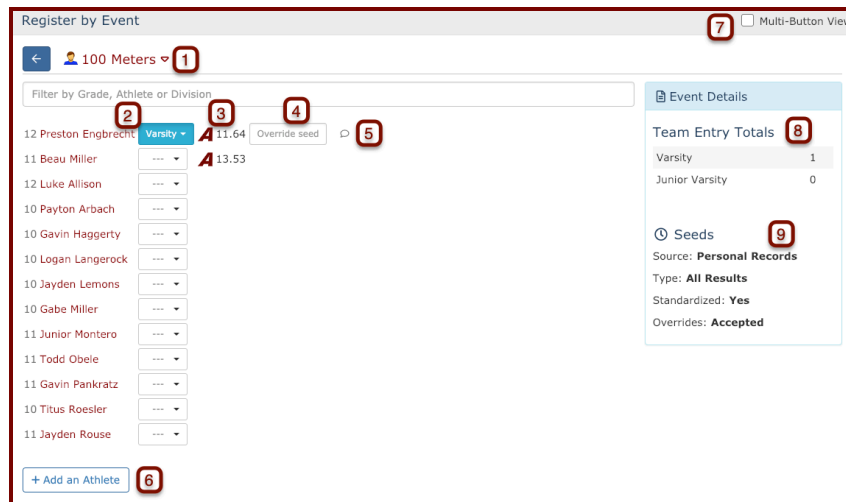


Select an event, and you'll be presented with a list of the participants that can be entered in that event.



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:

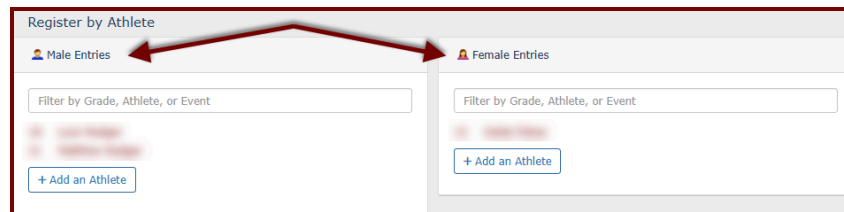
- 1 **Event Selection:** This displays the event you are currently editing entries for. Click the drop-down arrow to jump to any other event in the meet without needing to return to the preceding screen.
- 2 This athlete has been entered into the Varsity division of this event. You can click on the drop-down arrow to change divisions (When it is highlighted blue, the athlete is entered), or remove the athlete's entry from the meet (When the athletes entry shows white with three dashes).

- 3 This is the athlete's seed time or mark. The **A** indicates that this seed time is taken from AthleticNET records.
- 4 If the meet host accepts them, you may enter an override seed here.
- 5 Click the speech bubble 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 membership / roster without leaving the entry page.
- 7 Use the **Multi-Button View** to change the layout slightly so that divisions can be chosen 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 Division or the Men's Division). 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 club / school / team may enter no more than four competitors for the Men's 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:
 - a **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.
 - b **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. For more information, see [Unofficial vs. Official Results](#).

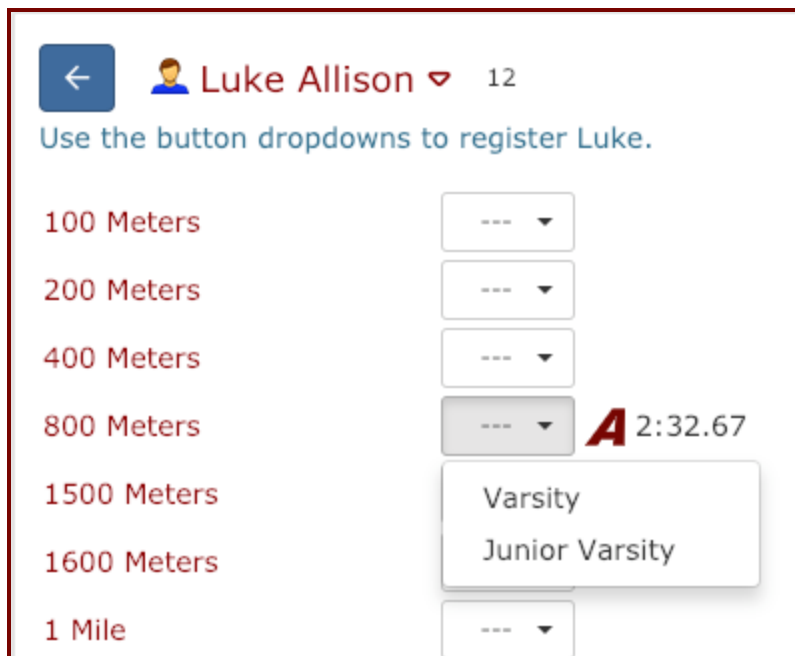
- c **Standardized** indicates the type of conversion the meet host has specified for seed times that are hand timed. Hosts may choose not to accept hand times at all and as such not apply any conversion factor to hand times such as the *Track & Field News* conversion standard, or the *NFHS* conversion standard. For more information see [Hand Time Conversion Standards](#).
- d **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 membership / roster, grouped by **Male Entries** and **Female Entries**.

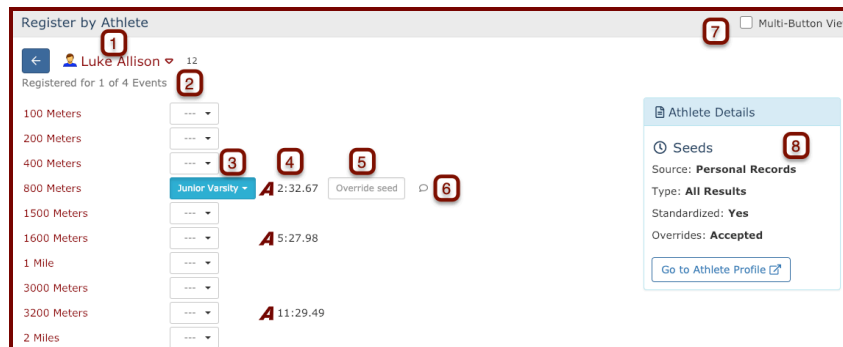


Select a participant and you'll be presented with a list of events that he or she may be entered into. Any existing eligible seeds (as decided by the meet host's rules) will be displayed.



Simply click on the drop-down box next to each athlete's name, and select the appropriate division into which they will be entering. 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.

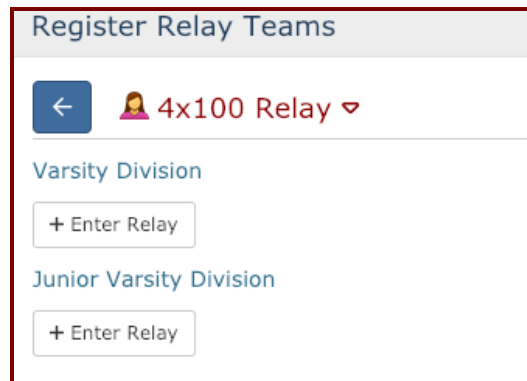
- 2 **Event Counter:** If the meet host has configured the meet so that there is a maximum number of events that an athlete may participate in, the number of remaining events will be noted here.
- 3 This athlete has been entered into the Junior Varsity division of this event. You can click on the drop-down arrow to change divisions (When it is highlighted blue, the athlete is entered), or remove the athlete's entry from the meet (When the athlete's entry shows white with three dashes).
- 4 This is the athlete's seed time or mark for this event. The **A** indicates that this seed time is taken from AthleticNET records.
- 5 If the meet host accepts them, you may enter an override seed here.
- 6 Click the speech bubble 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:
 - a **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.
 - b **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. For more information, see [Unofficial vs. Official Results](#).
 - c **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 and as such not apply any conversion factor to hand times such as the *Track & Field News*

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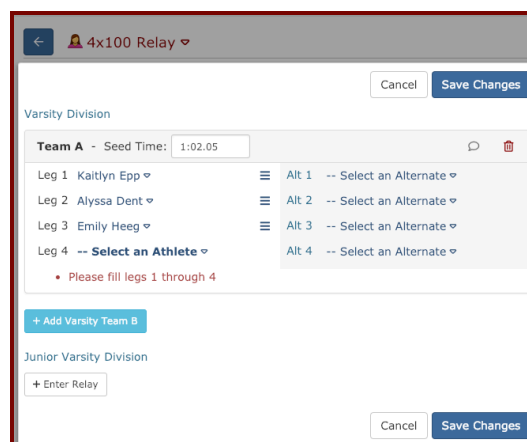
- d **Overrides** shows whether the meet host has allowed override seeds to be entered.

ENTERING RELAY TEAMS

Entering relay teams works similar to entering individuals By Athlete or By Event. If you're working By Event, simply click on the event name (e.g., **4x100 Relay**) making sure you have the correct gender selected.



Click on **+ 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 can add a second team (and more) by using the **+ Add [Division] Team B** button, if the meet host allows it.

If you're working By Athlete, select an athlete and you'll see **Join** next to all the relay events.




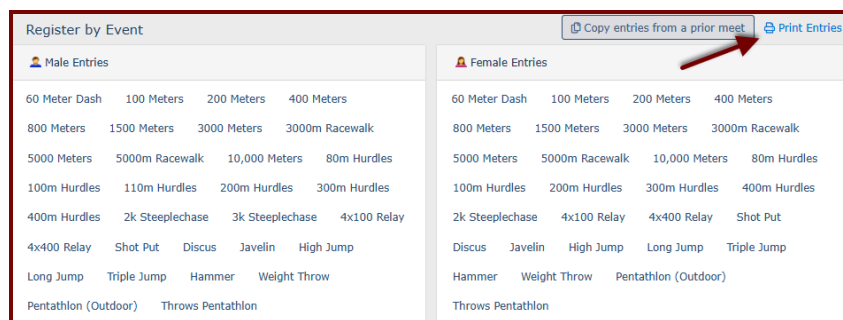
In either case, you'll be taken to the Register Relay Teams screen.

 We advise that it is best to 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**.

TO VIEW AND PRINT ENTRIES

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.



If you want to print the entries, just right mouse click in the report that is displayed and choose print.

[View Entries by Event >](#)

Meet Entries Friday, November 29, 2024 - Sun, Dec 1
Athlete Entries for: Wairarapa Track and Field

Mens
30-34 100 Meters

Right mouse click in the middle of the page and choose print from the displayed menu.

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

