## ATHLETIC.NET – TRACK & FIELD MEET SETUP

- 1. Navigate to <a href="https://www.athletic.net/">https://www.athletic.net/</a>
- 2. Click: Log In (top-right corner)



3. Enter Email Address/Password and click: Log In

Log In to Your Account	×
🗲 Log In With Facebook	
OR	
Email Address	
aaron.magnuson@sdhsaa.com	
Password	
•••••	
Forgot your password?	
Don't have an account? Sign Up	Log In

4. From top of Dashboard screen, click: Cross Country (XC) or Track & Field (TF) team under "My Teams"



5. Click: Meet Name (from team calendar/schedule on Athletic.net)



6. Click: Edit Calendar Item (pencil icon)

🛱 2021 Outdoor Season C	Calendar 👻	+ Add A Meet		
+ Create Virtual Meet	<li>More Info</li>			
Thu, May 20 🖞 Region 1A Track & Field Meet				
Thu, May 20 🖁 Region 14	A Track & Field Meet			
Thu, May 20     B     Region 14       i     Meet Info     Meet Preview	A Track & Field Meet	1		

7. Click: Yes and then click: Save

Region 1A Track & Field Meet	×
Are you the Meet Hos Yes No	
Are you the meet host ③	
Edit Meet Info	
① Depart 12:00 AM	
C Return 12:00 AM	
Attending this meet: Both 2 A Neither Team Notes 500 characters left	
Let your team know where to meet the bus, what to bring, etc	<i>i</i>
Cance	Save

8. Click: Setup Meet



9. Select your role for the meet (Host Team or Meet Manager), check the box that you are authorized to setup online entries (even if not collecting online entries), and click" Agree and Continue.

Setup Meet						
What is your role in this meet?						
Host Team Meet Manager Attending Team / Other						
Participants will be able to register for your meet via Athletic.net after this setup process has been completed.						
Yes, I am authorized to setup the online collection of entries for <b>Sample Cross Country Meet</b> .						
Great! Let's get things ready for your meet. We will record that this meet was setup by:						
<ul> <li>Name: Aaron Magnuson</li> <li>Email: aaron.magnuson@sdhsaa.com</li> <li>IP: 24.230.150.206</li> </ul>						
Agree and Continue >						

10. Select USA High School under "Outdoor" heading as Default Configuration and click: Apply Configuration

🗘 Apply Meet Template				
Select a Template or prior meet to quickly get your meet setup started. We will setup <b>Settings</b> and <b>Race Divisions</b> for you.				
USA High School	~	Apply Configuration >		

- 11. Update Meet Information (if needed) and click: Mark Complete
  - a. Setting an Entry Beginning and Entry Deadline date is only available for paid subscribers. You DO NOT have to subscribe unless you choose to. You still can collect entries/rosters without subscribing and setting Beginning and Deadline dates.

(i) Meet Inform	ation	
Meet Title	Sample Cross Country Meet	♥ Location
Number of Days	1 ~	Pierre, SD US
Website	Meet Website	
Meet Video	Watch Video URL	
Meet Contact	No Contact Person	
	Publicly Show Contact Info	
Entry Beginning		
Entry Deadline		
	Mark Comp	lete cip 🗸

12. Edit Meet Divisions (i.e. Varsity, JV, Etc.) as needed and then click: Mark Complete

目 Divi	sion	s							
Name	Vars	ity		•	ID	1	Abbrev	V	
High Sch	ool	Middle School	College	Club	Unatta	ached	🕲 Adva	nced Settings	
							+ Add Rac	e Division	
							_		
						L	Mark Co	omplete	

13. On Additional Meet Options screen, click: Mark Complete. Additional Meet Options are only available to subscribers).

🖒 Additio	nal Meet Options 🔶
l≡ Age, Grade	. Level United States Grades
	Jily, leans
	tries on Maet Dage
	B Verification
Current US	ATF Membership
USATF wai	ver of liability and assumption of risk agreement
4 N	1ax events per Athlete (1 - 20)
4 R	elay Athletes Required (1 - 4) 🛈
4 R	elay Alternates (0 - 4)
Relay legs	count towards athlete entry limit
🗌 Relay alter	nates count towards athlete entry limit
🕲 Meet Histo	ry Select List 🗸 Telect List
Custom Form	<b>is</b> - ask registrants to fill out agreement, opt-in, or data collection forms is
	Mark Complete kip 🗸

14. On Seeds screen, click: Mark Complete.

I≡ Seeds					
	Som	e settings are only	v available to Site Supporters. Upg	rade	to gain access to fi
Seed marks	are automatically dr	awn from our data	abase of existing marks,		
Source 🙀	Season Records	*	Custom Lists Editor >		
Hand Time	Standardization 🔶	Athletic.net/T&d	F News (.24/.14/.0) Conversion	v	E Learn More
Field Events	English 👻				
Accept 0	Overrides 👷				
🛛 Accept l	Jnofficial Results 🔶				
			Mark Complete		ip 🗸

15. Scroll to bottom of page and click: Skip (on Entry Fees, e-Ticketing, Merch, Donation Collection... screen – options only available to subscribers)

Processing Fee	
\$2	ACCEPTING CREDIT CARDS
\$3	There is a small processing fee when collecting via credit card. It's
6%	a small price to pay for the convenience, but if you prefer to
5%	receive checks, we'll still provide all the above services for free.
	Processing Fee \$2 \$3 6% 5%

16. Click: Next (on Race Bibs screen)

🚥 Race Bibs	-
Do you need Race Bibs & Pins?	
As a Site Supporter, you get up to 200 Free Race Bibs per meet, as well as 3 cents discount on every bib!	<i>M</i> thletic NET
Order Now!	Theorem Theorem Theorem Runney and Sove Stat
	Ge claim your profile on Athletic.zet and share a post of today's race!
_	
Nex	IV .

17. On the Events screen, click each event and enter the number of Entries per Team (leave blank in unlimited). Be sure to do this for all Track & all Field events.

Events	Ad	vance	ed Op	otions
Track Field	Expand All	+4	Add E	vent
100 Meters Finals		÷	Ŵ	≡
A Varcity		ſ	ŵ	≡
Entries per Team 3 Finals: PM Standard 💙				
2 Varsity			Û	≡
Entries per Team 3 Finalst PM Standard 💙				

- 18. On the Events screen, the trash can icon and then click: Remove in the pop-up window to remove the following events (in addition to any other events you are not having at the meet). Once done, click: Mark Complete
  - a. Track Events = 1500 Meters, 1 Mile, 3000 Meters, 2 Miles, 400m Hurdles, SMR 100-100-200-400, DMR 1200-400-800-1600
  - b. **Field Events** = Hammer, Roster Only

vents Adv		vanced Option	
Track Field	Expand All +Add I	Even	
Shot Put Finals	<u></u>		
Discus Finals	: 🗊	E	
Javelin Finals	: 🛍	=	
High Jump Finals	: 🏚	=	
Pole Vault Finals	: 🛍	=	
Long Jump Finals	: 🏛	=	
Triple Jump Finals	: 🗊	E	
Hammer Finals	: 🗊	=	
Roster Only Finals	: 🛍	=	

- 19. If you are ready to start allowing online entries, click: Activate Meet. If you are not requiring teams to declare entries ahead of time, it does not matter whether or not you click Activate Meet.
- 20. Notify all coaches that will be attending your meet how you would like them to enter.
  - a. If you are requesting that entries be declared prior to the meet, please ask coaches to do so using athletic.net.
    - i. They will also need to be sure that your meet on their schedule and that they have their roster on the site.
  - b. If you are not requiring schools to declare entries prior to the meet, please ask coaches to be sure that your meet is on their schedule in order for their roster to be included when you download rosters.