

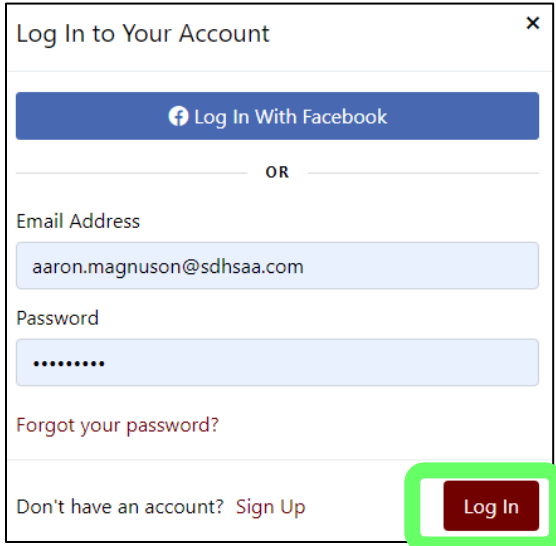
ATHLETIC.NET – ADD SCHEDULE

1. Navigate to <https://www.athletic.net/>

2. Click: Log In (top-right corner)



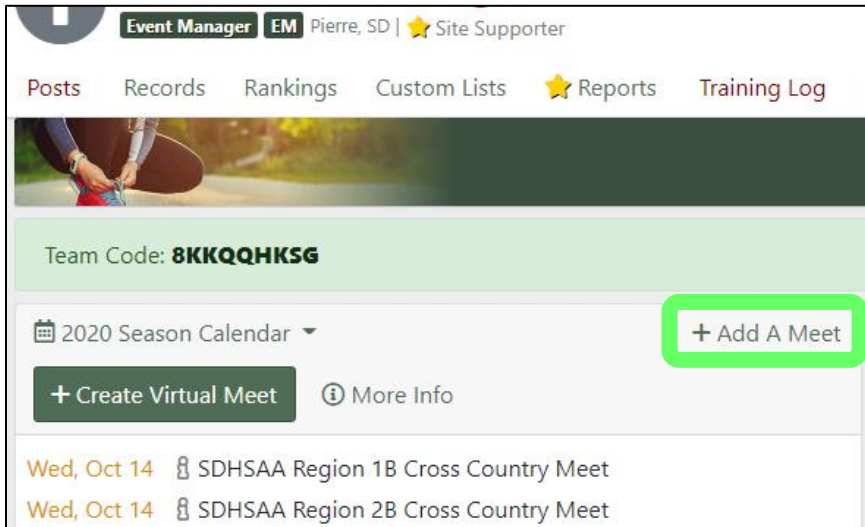
3. Enter Email Address/Password and click: Log In



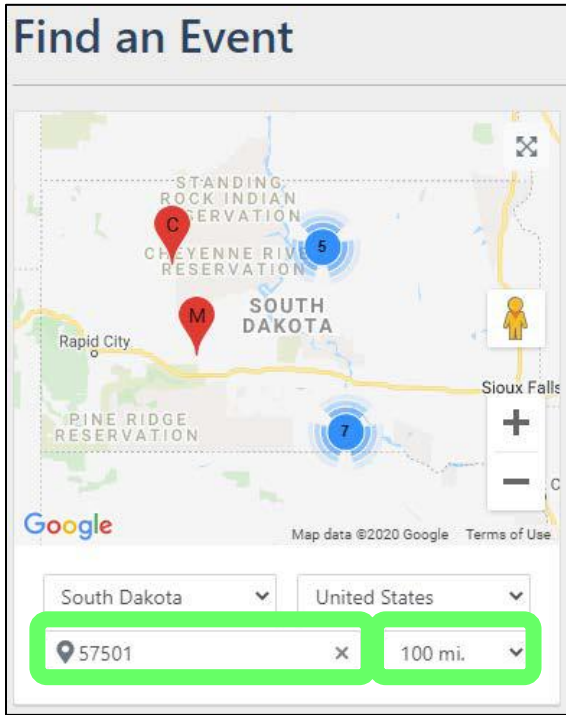
4. From top of Dashboard screen, click: Cross Country (XC) or Track & Field (TF) team under “My Teams”



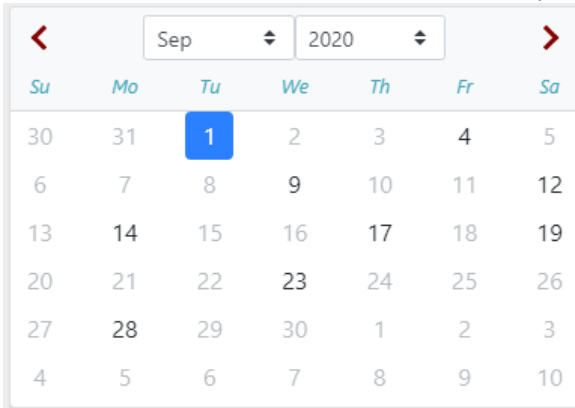
5. Click: Add A Meet



6. Enter your zip code and/or change search distance under the map (if necessary)



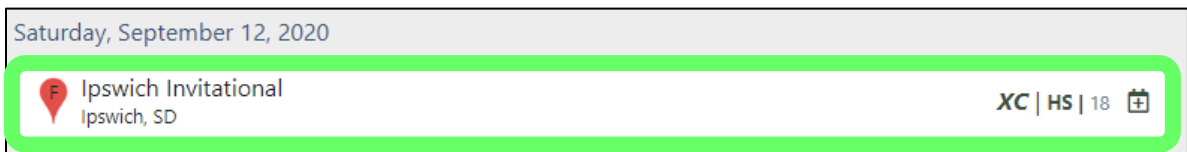
7. Select date of meet on calendar (list of meets will display to right of map/calendar)



8. If your meet appears in list of events, continue to Step #9. If your meet does not appear in list, skip to Step #10.

9. Add Meet Already on Athletic.net to Schedule

a. Click: Name of Meet



- b. Click: Button under “Add to team calendar”

Ipswich Invitational
Ipswich, SD

XC | HS | 18

Meet is hosted by
Ipswich at Ipswich HS

Report Error View Meet Info

Add to team calendar:

South Dakota High School Activities Association EM

register individually
Individual registration is not allowed for this meet.

More Registration Options

- c. You will then be returned to your team Dashboard. **PLEASE NOTE THAT THE MEET YOU JUST ADDED MAY NOT APPEAR ON YOUR SCHEDULE IMMEDIATELY; IT MAY TAKE A MINUTE OR TWO, BUT WILL EVENTUALLY SHOW UP.**

10. Add New Meet to Athletic.net and to Team Schedule

- a. Click: Create New Event, then Regular Event

Find an Event

+ Create New Event

Regular Event

Virtual Event

Search Events

September 10, 2020

All Levels All Sports

Show All Virtual Meets

- b. Select Event Type and then select date of meet from calendar and enter Event Name

Create New Event

Step 1: Check Already Created Events

Event Type* Cross Country

Sep 2020

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

South Dakota United States

57501

Event Name*

- c. If meet appears in list of events, go back to Step #9. If meet does not appear in list, continue to Step #10d.
- d. Click: Next

Create New Event

Step 1: Check Already Created Events

Event Type* Cross Country

No similar events found. Click "Next" to continue creating a new event.

Calendar: Sep 2020, 12 selected

Location: South Dakota, United States, 57501

Event Name: Test Cross Country Meet

Next

- e. Click: Select Location

Create New Cross Country Event

Step 2: Add Further Details to "Test Cross Country Meet" scheduled for Sat, Sep 12 2020

Website Address

Meet Days 1

Levels Competing in this Cross Country Event:*

High School Middle School College Club Unattached

My team is hosting

Virtual Cross Country Meet

Add to:*

South Dakota High School Activities Association EM XC

Back Add Event to Calendar >

- i. If location of meet appears in list, select the location.

Select Location Near 57501, South Dakota, US

Location	City	Distance To
Pierre Municipal Golf Couse	Pierre	1.57
Pierre	Pierre	1.63

- ii. If location of meet does not appear in list, click: Add New Location.

Broadland Creek National Golf Course Huron 103.92

+ Add New Location Cancel

1. Enter location details and click: Create Location

Select Location Near 57501, South Dakota, US

Create a New Location

Location

Location Name*

Street Address ⓘ

Address

Pierre

South Dakota 57501 United States

Cancel Create Location

- f. Select levels competing at the meet, **DO NOT** check the “My team is hosting” checkbox (this will be done later), select radio button for team schedule you want to add event to, and click: Add Event to Calendar.

Create New Cross Country Event

Step 2: Add Further Details to “Test Cross Country Meet” scheduled for Sat, Sep 12 2020

Website Address

Meet Days 1

Pierre Municipal Golf Course

📍 Pierre
1.57 miles from 57501

Levels Competing in this Cross Country Event:*

High School Middle School College Club Unattached

My team is hosting

Virtual Cross Country Meet

Add to:*

South Dakota High School Activities Association EM XC

Back Add Event to Calendar >

- g. You will then be returned to your team Dashboard. **PLEASE NOTE THAT THE MEET YOU JUST ADDED MAY NOT APPEAR ON YOUR SCHEDULE IMMEDIATELY; IT MAY TAKE A MINUTE OR TWO, BUT WILL EVENTUALLY SHOW UP.**