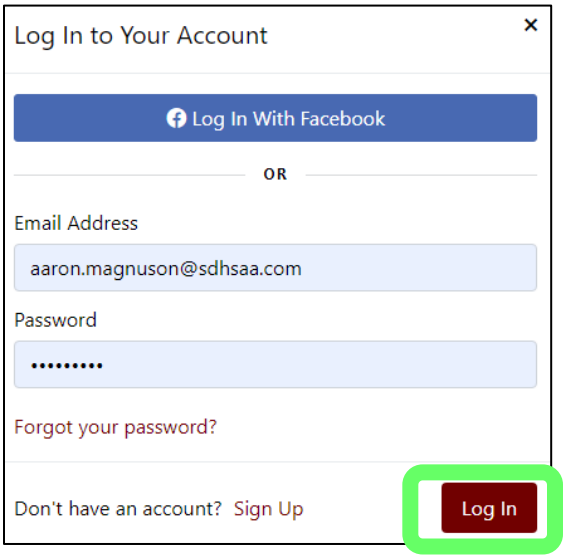
ATHLETIC.NET – CROSS COUNTRY MEET SETUP

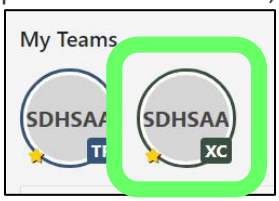
1. Navigate to https://www.athletic.net/

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

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

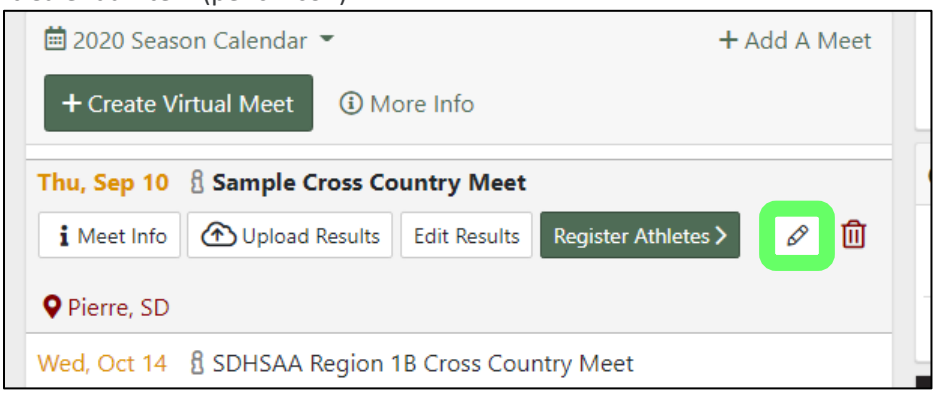


4. From top of Dashboard screen, click: Cross Country (XC) or Track & Field (TF) team under "My Teams"

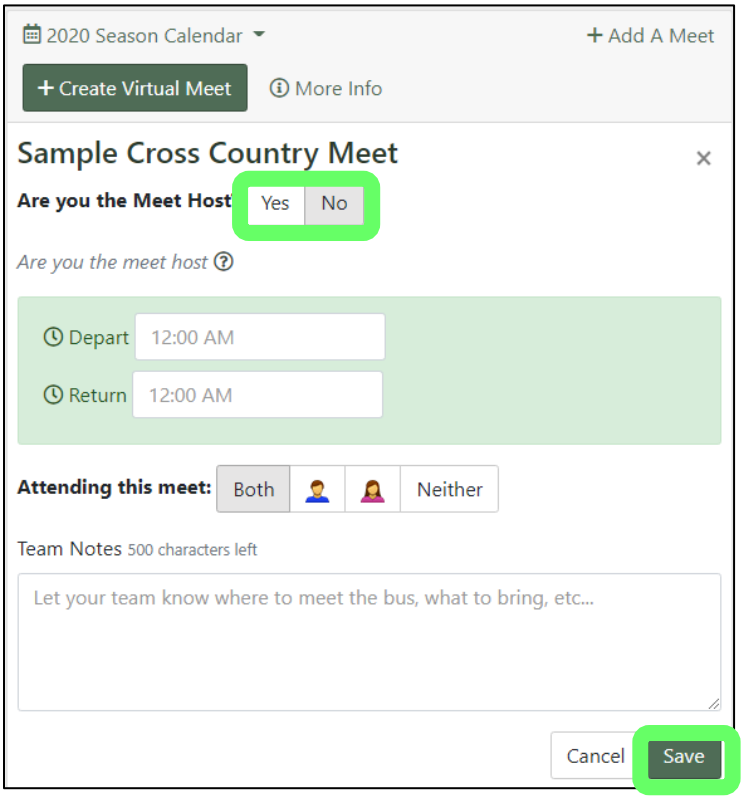


5. Click: Meet Name (from team calendar/schedule on Athletic.net)

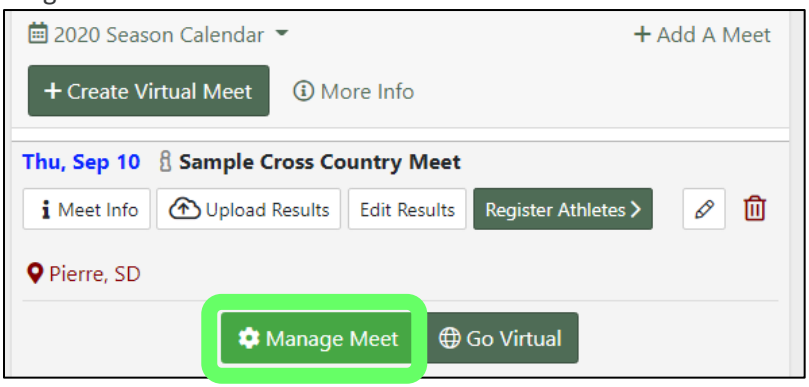
6. Click: Edit Calendar Item (pencil icon)



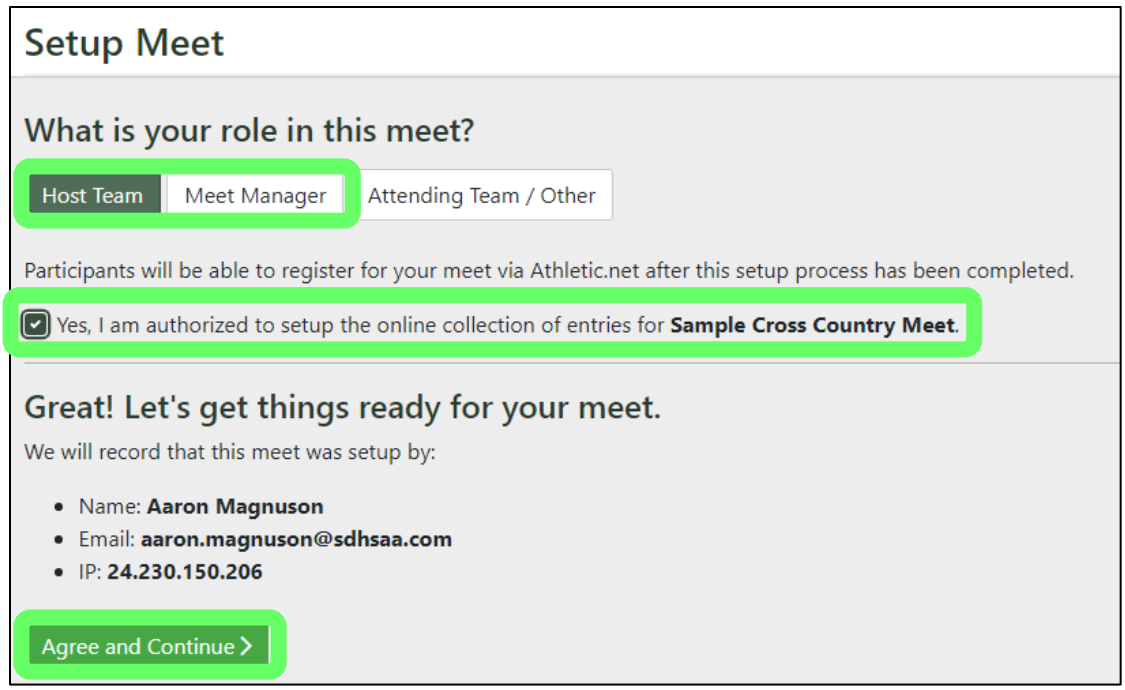
7. Click: Yes and then click: Save



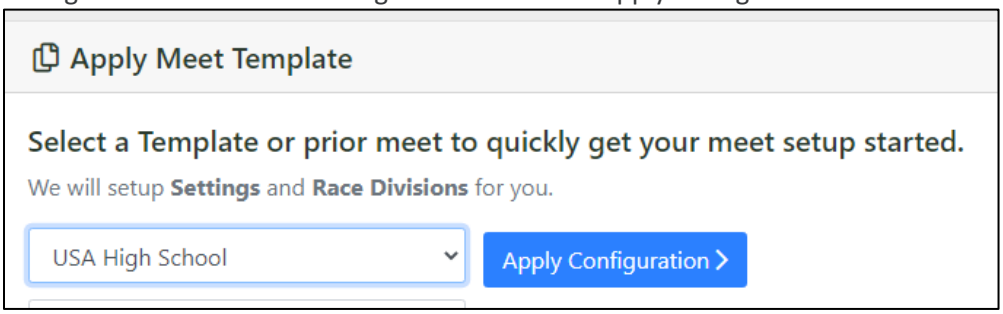
8. Click: Manage Meet



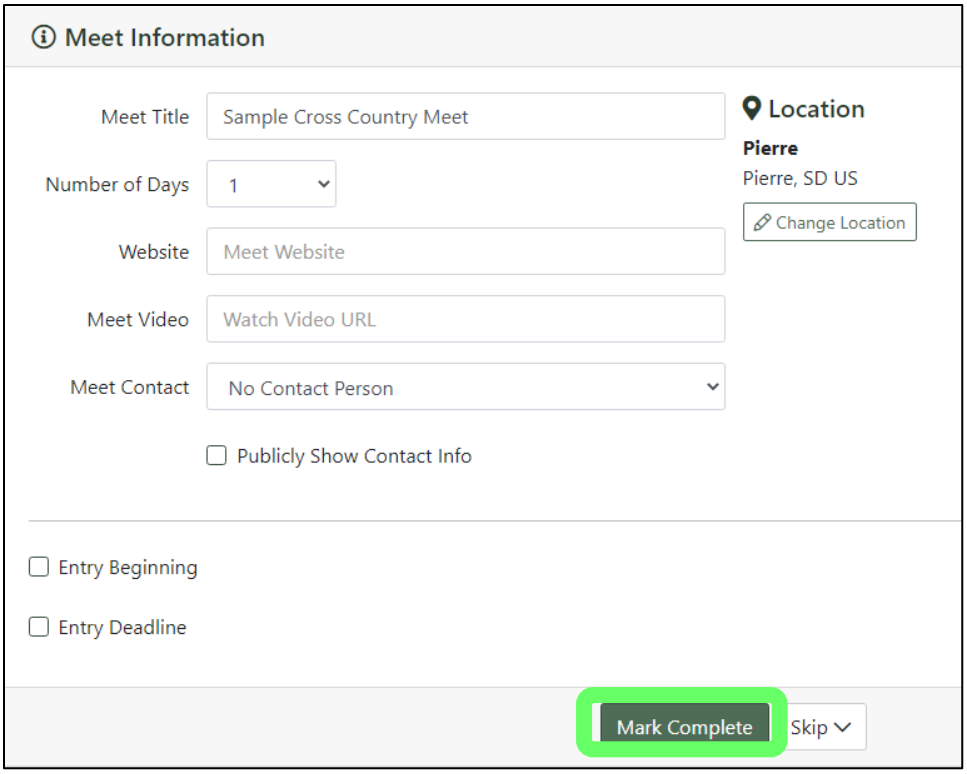
9. Select your role for the meet (Host Team or Meet Manager), check the box that you are authorized to setup online entries (even if not collecting online entries), and click" Agree and Continue.



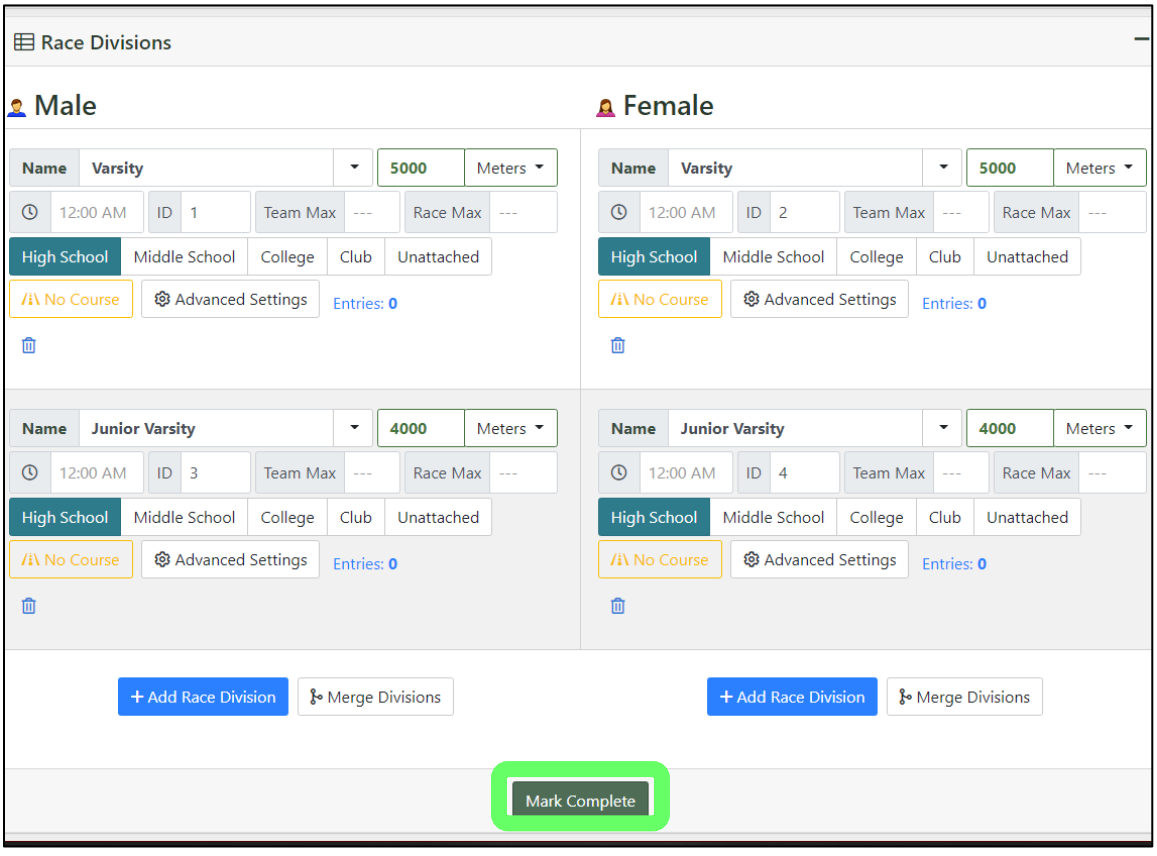
10. Select USA High School as Default Configuration and click: Apply Configuration



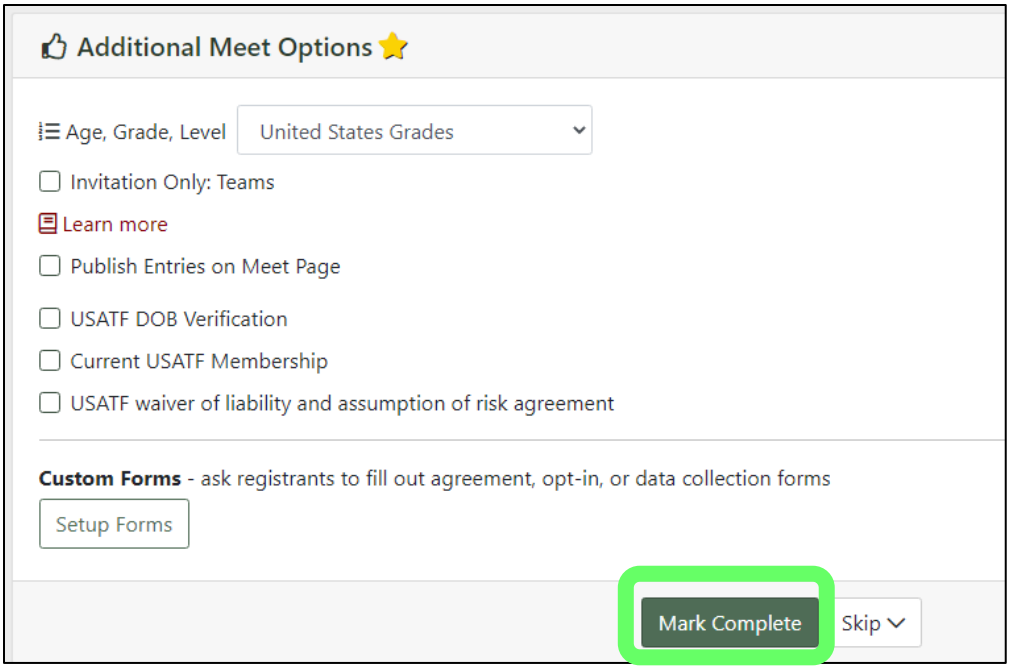
11. Update Meet Information (if needed) and click: Mark Complete
    a. Setting an Entry Beginning and Entry Deadline date is only available for paid subscribers. You DO NOT have to subscribe unless you choose to. You still can collect entries/rosters without subscribing and setting Beginning and Deadline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



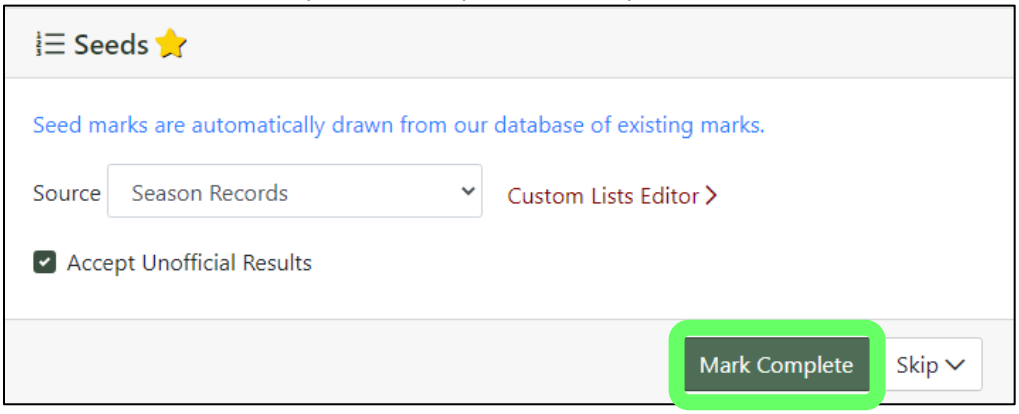
12. Edit Race Divisions as needed by deleting unwanted divisions and/or editing distances, etc. and then click: Mark Complete



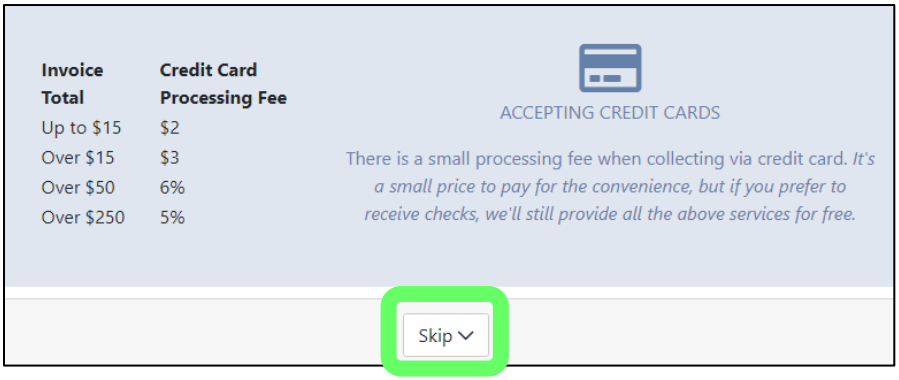
13. On Additional Meet Options screen, click: Mark Complete. Additional Meet Options are only available to subscribers).



14. On Seeds screen, click: Mark Complete. Seed options are only available to subscribers).



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



16. Click: Next (on Race Bibs screen)

17. 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.

18. 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.