

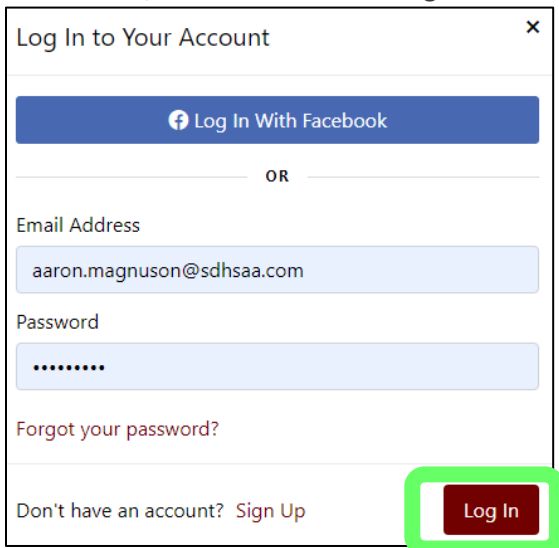
## ATHLETIC.NET – CROSS COUNTRY MEET SETUP

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

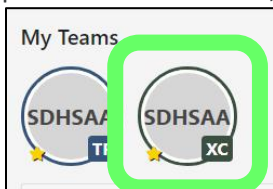
2. Click: Log In (top-right corner)



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

The image shows the 'Log In to Your Account' form on Athletic.net. It features a 'Log In With Facebook' button, an 'OR' separator, and input fields for 'Email Address' (containing 'aaron.magnuson@sdhsaa.com') and 'Password' (masked with dots). Below the password field is a 'Forgot your password?' link. At the bottom, there is a 'Sign Up' link for users without an account and a 'Log In' button, which is highlighted with a green rectangular box.

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)

2020 Season Calendar + Add A Meet

+ Create Virtual Meet i More Info

**Thu, Sep 10** **Sample Cross Country Meet**

i Meet Info 📁 Upload Results Edit Results Register Athletes >  

📍 Pierre, SD

**Wed, Oct 14** **SDHSAA Region 1B Cross Country Meet**

7. Click: Yes and then click: Save

2020 Season Calendar + Add A Meet

+ Create Virtual Meet i More Info



**Sample Cross Country Meet** ×

**Are you the Meet Host?** Yes No

*Are you the meet host?* ?

🕒 Depart 12:00 AM

🕒 Return 12:00 AM

**Attending this meet:** Both   Neither

Team Notes 500 characters left

Let your team know where to meet the bus, what to bring, etc...



Cancel Save

8. Click: Manage Meet



2020 Season Calendar + Add A Meet

+ Create Virtual Meet i More Info

**Thu, Sep 10** **Sample Cross Country Meet**

i Meet Info 📁 Upload Results Edit Results Register Athletes >  

📍 Pierre, SD

 Manage Meet  Go Virtual

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 **Sample Cross Country Meet**.

### Great! Let's get things ready for your meet.

We will record that this meet was setup by:

- Name: **Aaron Magnuson**
- Email: **aaron.magnuson@sdhsaa.com**
- IP: **24.230.150.206**

Agree and Continue >

10. Select USA High School 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 **Settings** and **Race Divisions** for you.

USA High School

▼

Apply Configuration >

11. Update Meet Information (if needed) and click: Mark Complete

- 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.

**Meet Information**

Meet Title

Number of Days

Website

Meet Video

Meet Contact

☐ Publicly Show Contact Info

**Location**

**Pierre**  
Pierre, SD US

☐ Entry Beginning  
☐ Entry Deadline

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

**Race Divisions**

**Male**

Name
Varsity
5000
Meters

12:00 AM
ID 1
Team Max ---
Race Max ---

High School
Middle School
College
Club
Unattached

No Course
Advanced Settings
Entries: 0

Name
Junior Varsity
4000
Meters

12:00 AM
ID 3
Team Max ---
Race Max ---

High School
Middle School
College
Club
Unattached

No Course
Advanced Settings
Entries: 0

**Female**

Name
Varsity
5000
Meters

12:00 AM
ID 2
Team Max ---
Race Max ---

High School
Middle School
College
Club
Unattached

No Course
Advanced Settings
Entries: 0

Name
Junior Varsity
4000
Meters

12:00 AM
ID 4
Team Max ---
Race Max ---

High School
Middle School
College
Club
Unattached

No Course
Advanced Settings
Entries: 0

+ Add Race Division
Merge Divisions

+ Add Race Division
Merge Divisions

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

Additional Meet Options

Age, Grade, Level

United States Grades

☐ Invitation Only: Teams

[Learn more](#)

☐ Publish Entries on Meet Page

☐ USATF DOB Verification

☐ Current USATF Membership

☐ USATF waiver of liability and assumption of risk agreement

**Custom Forms** - ask registrants to fill out agreement, opt-in, or data collection forms

Setup Forms

Mark Complete

Skip

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

Seeds

Seed marks are automatically drawn from our database of existing marks.

Source

Season Records

[Custom Lists Editor](#)

☒ Accept Unofficial Results

Mark Complete

Skip

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

Invoice

Total

Credit Card

Processing Fee

Up to \$15	\$2
Over \$15	\$3
Over \$50	6%
Over \$250	5%

ACCEPTING CREDIT CARDS

There is a small processing fee when collecting via credit card. It's a small price to pay for the convenience, but if you prefer to receive checks, we'll still provide all the above services for free.

Skip

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.