

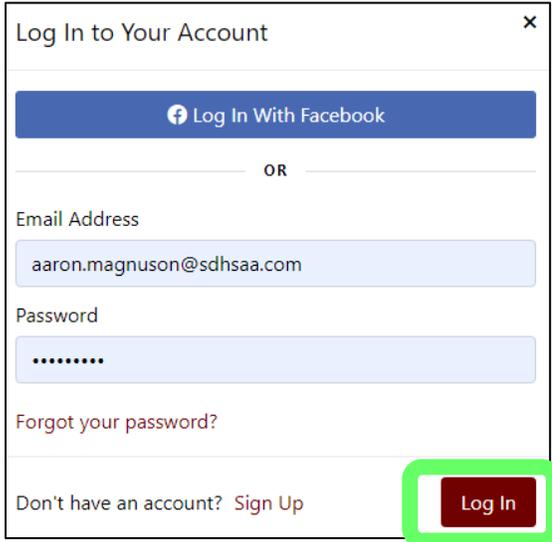
ATHLETIC.NET – TRACK & FIELD MEET SETUP

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

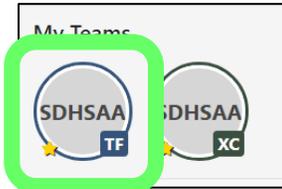
2. Click: Log In (top-right corner)



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



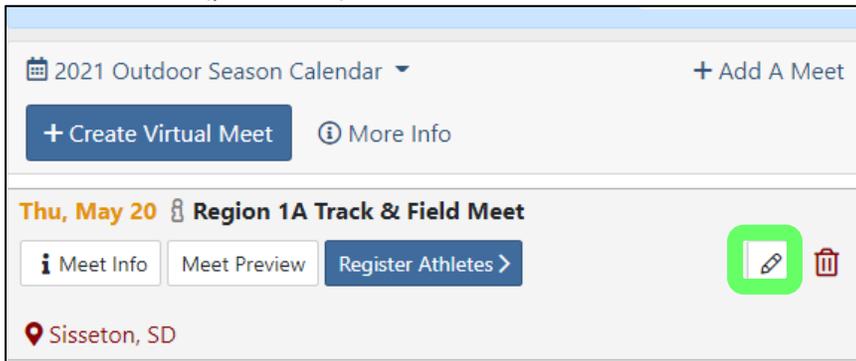
4. From top of Dashboard screen, click: Cross Country (XC) or Track & Field (TF) team under “My Teams”



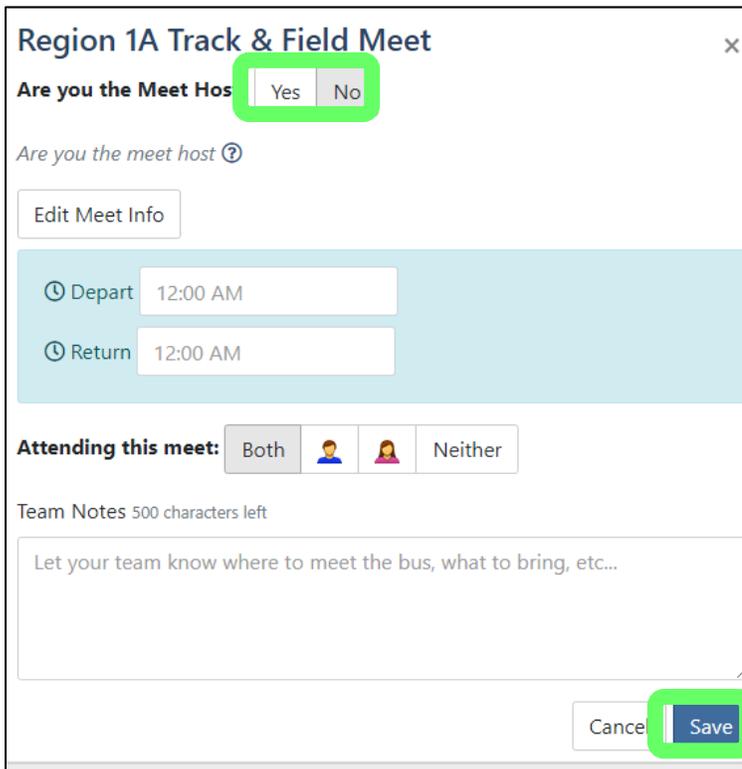
5. Click: Meet Name (from team calendar/schedule on Athletic.net)



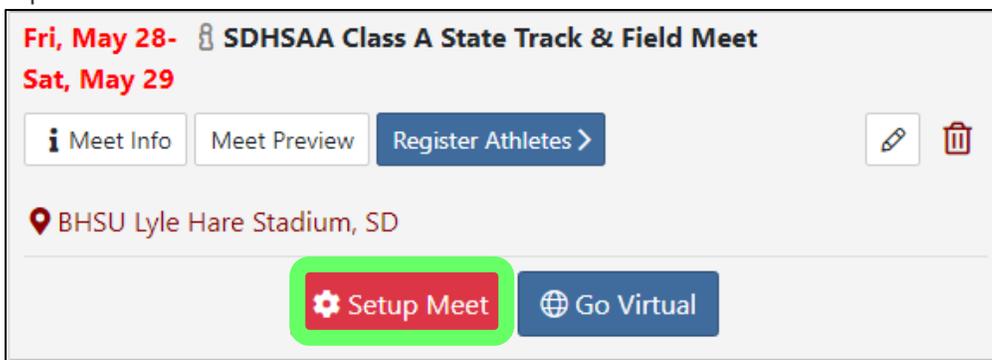
6. Click: Edit Calendar Item (pencil icon)



7. Click: Yes and then click: Save



8. Click: 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 **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 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 **Settings** and **Race Divisions** for you.

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

Publicly Show Contact Info

Entry Beginning

Entry Deadline

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

Divisions

Name: Varsity | ID: 1 | Abbrev: V

High School | Middle School | College | Club | Unattached | Advanced Settings

+ Add Race Division

Mark Complete

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

4 Max events per Athlete (1 - 20)

4 Relay Athletes Required (1 - 4)

4 Relay Alternates (0 - 4)

Relay legs count towards athlete entry limit

Relay alternates count towards athlete entry limit

Meet History: -- Select List -- | [Edit meet history using the Custom Lists Editor](#)

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

[Set Up Forms](#)

Mark Complete

14. On Seeds screen, click: Mark Complete.

Seeds

Some settings are only available to Site Supporters. Upgrade to gain access to features.

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

Source: Season Records | [Custom Lists Editor](#)

Hand Time Standardization: Athletic.net/T&F News (24/14/0) Conversion | [Learn More](#)

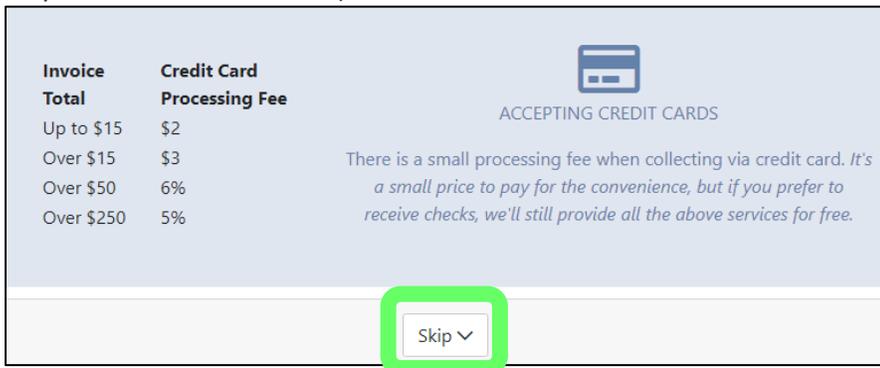
Field Events: English

Accept Overrides

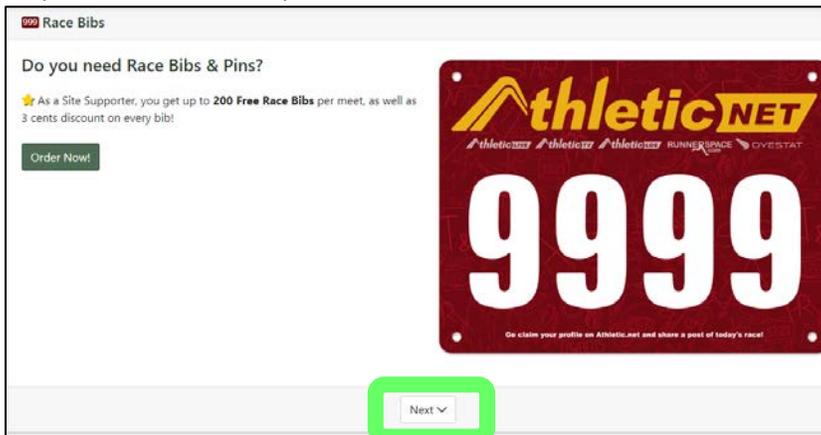
Accept Unofficial Results

Mark Complete

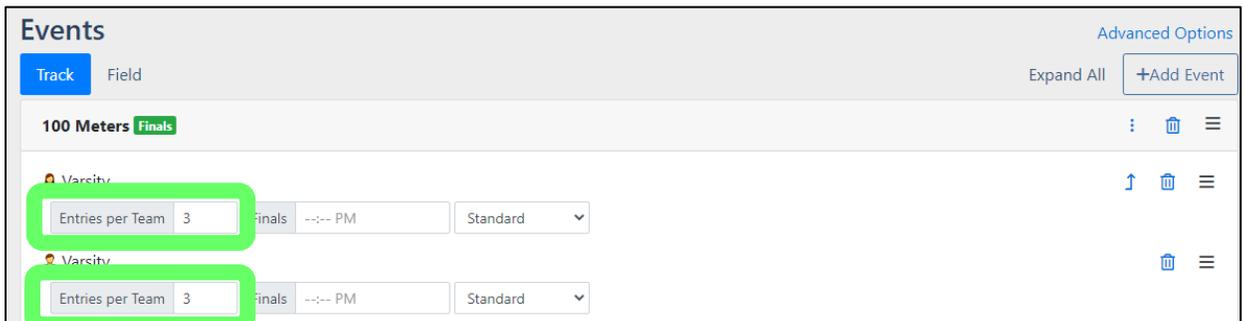
15. Scroll to bottom of page and click: Skip (on Entry Fees, e-Ticketing, Merch, Donation Collection... screen – options only available to subscribers)



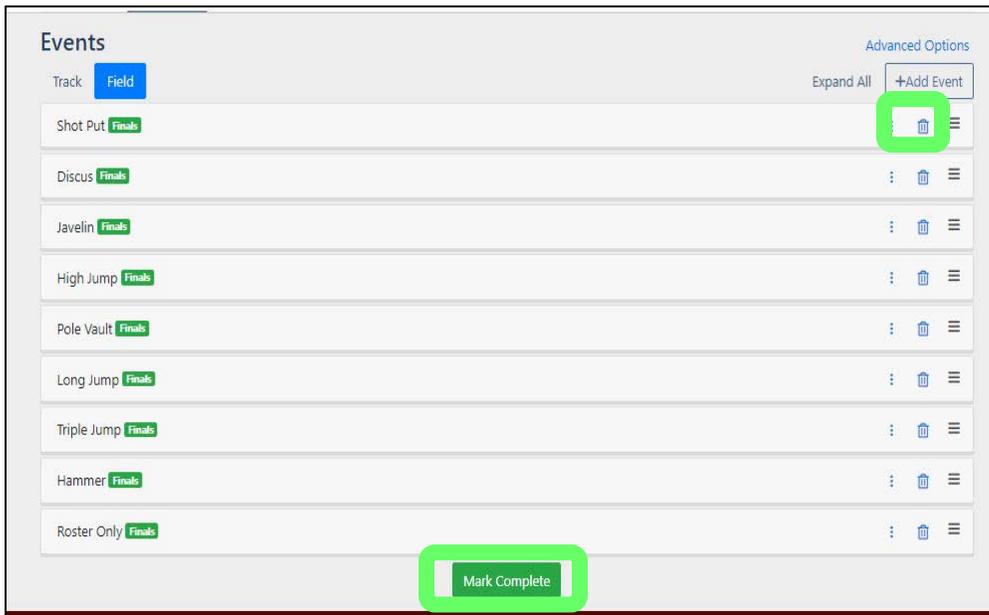
16. Click: Next (on Race Bibs screen)



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.



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
- Track Events** = 1500 Meters, 1 Mile, 3000 Meters, 2 Miles, 400m Hurdles, SMR 100-100-200-400, DMR 1200-400-800-1600
 - Field Events** = Hammer, Roster Only



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 is 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.