



# HOW TO SUBMIT ONLINE ENTRIES



## STEP 1 — ACCESSING YOUR DIRECT ATHLETICS ACCOUNT

Each coach must have a DirectAthletics username and password for his/her team. If you don't know your username and password, you will be able to create one or retrieve your existing account by following the instructions below. You will use the same account to enter all meets run through DirectAthletics.

**If you already have a DirectAthletics account for your Track & Field team and know your username and password:**

1. Go to [www.directathletics.com](http://www.directathletics.com)
2. In the login box, enter your username and password and click Login

*Remember that your password is case-sensitive.*

**If you do not know your username and password:**

1. Go to [www.directathletics.com](http://www.directathletics.com)
2. Click on the link "New User? Click HERE."
3. Follow onscreen instructions. You will be able to create an account online or retrieve forgotten information for an existing account.

**\*\*NOTE ABOUT MEN'S AND WOMEN'S ACCOUNTS:** You control only one gender at a time, so you will complete the below steps for your men's team, and then switch to your women's team and repeat the process (or vice versa). The team you are controlling is listed on the blue navigation bar across the top of your account, for example:

**Sport:** Track & Field

**Team:** Western Guilford (M)

This indicates that you are controlling the Western Guilford men's team (M=Men). To switch to your women's team, you would select "Western Guilford (W)."

## STEP 2 — SETTING UP YOUR ONLINE ROSTER

Before entering an athlete into a meet, you must add all attending athletes to your roster. If an athlete is already on your roster (from previous seasons or meets) you do not need to add him/her again.

1. Upon logging in, click the TEAM tab. (New users will automatically be in the TEAM module)
2. If you have used DirectAthletics before, you will see your existing athletes on your roster. New users should click the green "Add Athletes" link.
3. Click the green "Add Athletes" link under the Team Roster header. Select an approximate number of athletes you would like to add (you can add more at any time).
4. Enter your athletes' First Name, Last Name, and School Year and click "Submit."
5. You may add, edit or delete athletes on your Team Roster at any time by clicking the TEAM tab. To add athletes, click the green "Add Athletes" link at any time. To delete or edit athletes, check the box to the left of each athlete(s) and then click the red "Delete Selected" link or the blue "Edit Selected" link respectively.

## STEP 3 — SUBMITTING ONLINE MEET ENTRIES

After your athletes are added to your roster, **you still must submit your entries.**

1. In the HOME tab (under Upcoming Meets) or in the SCHEDULE tab, click the green Register button next to the meet you wish to enter.
2. If prompted, choose an entry method. We highly recommend using the NEW, "Enter by Athlete" method.
3. Follow onscreen instructions for submitting your entries. You will see a running tally of your entries on the right side of your screen.
4. When you are finished with your entries, click the "Finish" link.
5. You will see a list of your current, submitted entries. Click the appropriate link to receive and e-mail confirmation or a printable confirmation.
6. To edit your existing entries, click the blue Edit Entries button next to the meet name on your Upcoming Meets or complete Schedule.