

How to Submit Meet Entries Online

Athletic.net is a resource for high school Track & Field and Cross Country coaches, offering free **statistic tracking**, easing **meet registrations**, and providing free tools to simplify common coaching tasks. Follow the 4 steps below to get started:

1. Locate your school and sign up for a free coach account

- In a web browser, go to the website: www.athletic.net
- Locate your state, and then your school
- Once on your school's page, locate the "**Sign Up Here**" link, click it and follow the instructions
- After you have received the confirmation email, you may proceed to the next section

2. Enter your season calendar

- Use your email address and password to sign into the website, and again locate your school's page
- Click on "**Edit Calendar**" from the Coaches Tool Bar on your school home page
- Where it says "Add meet to the Calendar" select the date of the meet and click **Continue**
- For Region, select: **West Virginia**
- To sign up for a meet that already exists, click **Select** on the line that says the name of the meet, for example: **Preston High Campus, Kingwood, Mountaintop Combo Invitational**
- Review the information and click **Save and Continue**
- Repeat this process for the rest of your cross country season calendar
- Verify on the "Edit Calendar" page that all your meets have been entered correctly. If you see a mistake, use the Edit button next to the meet to make corrections.

3. Enter team roster

- Click "**Edit Athletes**" from the Coaches Toolbar, on your schools page
- Add an athlete to the roster
- Repeat for all athletes

4. Register athletes for a meet: For Example, the Mountaintop Combo Invitational

- Back on your school's main cross country page
- Locate **Mountaintop Combo Invitational** and click on it
- On the left, locate **Registration Tools** and click on **Register Athletes**.
- Click **Increment Divisions** to quickly register all of your athletes in the first race division, or you can manually select the race division for each athlete.
- Use the boxes on the bottom of the page to add additional athletes to your roster.

You can use the meet registration feature of Athletic.net for all your meets because you can print out and fax the entries, even if the host school is not collecting entries online!