



Online Entry Instructions

****SAVE YOUR USERNAME & PASSWORD—YOU WILL USE THE SAME ACCOUNT FOR ALL FUTURE DIRECTATHLETICS MEETS****

Important Notice for Schools Who Have Already Used DirectAthletics

Some of you have already used DirectAthletics for online entries last year or at other meets. If you already have an athlete on your roster, you do not need to add that athlete again.

- Review your existing roster carefully. To **view** your roster, login and click TEAM.
- **Deactivate** all athletes no longer on your active roster. To deactivate an athlete, click on the athlete's name. Then click on the red "Deactivate" button. Repeat for each athlete you want to remove from your active roster.
- **Edit** school year for existing athletes. Please review your entire roster to make sure that the school year is accurate for each existing athlete. If the school year is incorrect, click on that athlete's name, then click the dark blue "Edit" button. Change the school year in the dropdown and Submit.
- **Check** spelling. You can change the spelling of an existing athlete's name by following the instructions in the previous step. Once at the Edit Athlete page, make the appropriate changes to the First or Last Name and Submit.
- **Add** only new athletes not already on your roster (Follow Steps 4-6 below). Do NOT create duplicates on your roster. If you have any duplicate names on your roster, delete one of the duplicates

SETTING UP YOUR ROSTER

- 1) Go to <http://www.directathletics.com/>
- 2) In the login box, enter your username and password and click Login. (Remember that your password is case-sensitive. Use capital letters where appropriate). If prompted, enter your contact information.
- 3) Before submitting entries, you must setup your rosters. NOTE: If you are the coach of Men AND Women, you will see a Team dropdown on the blue navigation bar at the top middle of your screen that contains your team name and gender (i.e. "Reston (M)") The "M" means that you are controlling the MEN'S team-if you switch to the "(W)" you are controlling the WOMEN'S team. You may switch between teams at anytime to edit your rosters or submit entries for each of your teams.
- 4) To setup your MEN'S roster, make sure that your team is set to "(M)" and click TEAM at the top of your screen to right of HOME. Then click the green "Add Athlete" link at the top of your roster screen.

- 5) You will be prompted to enter an approximate number of the athletes you wish to enter. Enter a number and submit.
- 6) You will be prompted to enter the first name, last name and graduation year of each athlete (email is optional). Fill in the form accurately. DO NOT use all capitals and double-check your spelling. When you are satisfied with the form, click Submit. NOTE: You can repeat this process at anytime to add additional athletes.
- 7) To view your roster, click the "Roster" link in TEAM on the left. When you are ready to setup your WOMEN'S roster, switch to the WOMEN'S team ("W") in the Team dropdown as described in Step 3. Repeat Steps 4-6.

SUBMITTING ENTRIES

- 1) Within your account, click on the "HOME" link at the top left of your screen. Or simply login, and you will automatically be in the HOME module.
- 2) In HOME, under "Upcoming Meets", you will see all meets available for registration. You may also click SCHEDULE at the top of your screen to see a full list of meets available for registration. If registration is open, click the green "Register" button that appears next to the meet name.
- 3) You will see a list of all events available for online entries. You will submit your entries one event at a time.
- 4) To register for an individual event, click the green "Register" button next to the desired event.
 - a) Your active roster will appear in the LEFT BOX. Click on and highlight the athlete you wish to register.
 - b) Type in the seed time/mark for the athlete in the middle SEED BOX.
 - c) Click the "Register ==>" button. The athlete and seedtime will move to the RIGHT BOX for review.
 - d) Repeat steps (a)-(c) for each athlete.
 - e) Review your entries in the RIGHT box.
 - f) If you have made an error or would like to delete an athlete in the RIGHT BOX, click on and highlight the athlete in the RIGHT BOX and click "<== De-Register".
 - g) When you are satisfied with your entries as displayed in the RIGHT BOX, click the "Submit" button. YOUR ENTRIES ARE NOT SUBMITTED UNTIL YOU CLICK "SUBMIT".

After clicking Submit, you will see your entries and seed times/marks for each event on your registration event list. Repeat Step 4 (a)-(g) for each individual event.

- 5) For Relay events, the process is exactly the same except that you will see Squads A-D in the LEFT BOX instead of athlete names. Make sure that you submit your "A" Squad if you are entering only one squad. When you submit your relays squad and entry time, you will be prompted to enter the individual members of the relay. Add up to 4 runners plus 4 alternates to the RIGHT box and click "Submit".
- 6) You can edit your entries at anytime before the entry deadline by clicking the blue "Edit" button next to each event on your registration event list. Make necessary changes and Re-submit. Your previous entries will be over-written.

You can receive email confirmation of your entries by clicking the link at the top of the Meet Registration page. Emails will be sent to the email address in your account profile. If you have a Men and Women's team, you must request a separate email confirmation for each team.