**How to Submit Online Entries**

***NOTE: After all of your athletes have been added to your online roster (Step 2), you must submit your roster/entries to the meet by clicking the green "Register" link. (Step 3 below) Your rosters/entries are not submitted until you complete Step 3.***

**STEP 1—Access your DirectAthletics Account**
*Each coach must have a DirectAthletics username and password for his/her school. 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.*

| If you already have a DirectAthletics account for your Cross Country team, and know your username and password…. | If you do NOT know your username and password…. |
|---|---|
| 1) Go to www.directathletics.com<br>2) In the login box, enter your username and password and click Login.<br><br>(Remember that your password is case-sensitive) | 1) Go to www.directathletics.com<br>2) Click on the link "New User? Click HERE".<br>3) Follow onscreen instructions. You will be able to create an account online or retrieve forgotten information for an existing account.<br>4) Make sure you create a CLUB team |

**NOTE ABOUT ACCOUNTS: Most coach accounts control a school's Men's AND Women's team. You control only one gender at time, so you will complete the below steps for your Men, 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:** Cross Country **Team:** Trinity College School (M)

**This indicates that you are controlling the Trinity College School MEN'S team (M=MEN). To switch to your Women's team, you would select "Trinity College School (W)".**

## STEP 2—Edit/Set 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) you do not need to add him/her again. Most schools will just need to add new athletes and delete athletes no longer on the roster.*

1) Upon logging in, click the TEAM tab.

2) If you have used DirectAthletics before, you will see last year's roster. School years have automatically been moved forward one year. You can click "Import Track Roster" which is listed on the left. You will be able to add athletes from your Track roster to your Cross Country roster. If you do not see this link or you are new to DirectAthletics, skip this step.

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 anytime by click the TEAM tab.

**STEP 3--Submit Your Roster/Entries**

*Once your athletes are added to your roster, <u>you must submit your roster to the meet</u>.*

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) Check off the box for each athlete you wish to enter. You can check the "All" box to select (or un-select) your entire roster.

3) When you have completed your entries, click "Submit". You MUST click "Submit" to submit your entries.

4) You will see your current, submitted entries on the "View Entries" page. At any time before the entry deadline, you may edit your entries by clicking the "Edit Entries" link.

5) For entry confirmation, simply print the "View Entries" page or click the Email Confirmation link at the top of the "View Entries" page. An Email Confirmation will be sent to the email address in your account.