

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 **4/3/2009** and click **Continue >**
- For Region, select: **Arizona**
- Click **Select** on line that says: **Raymond S. Kellis HS, Glendale, Kellis Invitational**
- Review the information and click **Save**
- Repeat this process for the rest of your 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 past meet results to be used as seed times

Seed times for meet entries are automatically drawn from past meet results. While some meet hosts will accept "override seed marks", which you can enter on the meet registration page, it would be beneficial to enter the marks as results in your past meets. Doing this will ensure that your schools homepage will have current results on it.

- Click "**Enter Meet Results**" from the Coaches Toolbar, on your schools page
- Add an athlete to the roster (repeat for all athletes)
- Select the gender and the **older meet** from the drop-down menus near the top of the page (you do not want to enter results for the meet you are registering for)
- Select an event to enter results
- In the "Edit/Add Results" box, begin typing the last name of an athlete, type result and place
- Click "**Add**"
- Repeat for each result

4. Register athletes for the Kellis Invitational

- Again on your school's page, click "**Meet Registration**"
- Locate **Kellis Invitational** in the right column and click on it
- Use the boxes on the bottom of the page to add any additional athletes
- Click on either an Athlete or an Event
- Select the athletes you want to compete, the division they are competing in, and verify their seed mark
- Be sure to click the Update button to save your changes after updating the athlete or event
- To remove athletes from an event, select the '--' line
- Print your entries for use at the meet