

# **College Meet Registration Information - Athletic.net**

**Athletic.net** is a resource for Track & Field and Cross Country coaches, offering free **statistic tracking**, easy **meet registrations**, free **meet managers**, and free tools to simplify common coaching tasks.

***Follow the steps below:***

## 1. [Sign Up For a Free Coach Account](#) (If You Don't Have One)

- Go to: [www.athletic.net](http://www.athletic.net)
- Click on '**Log In**' in the upper right-hand corner, and then click '**Sign Up**' on the bottom of that screen.
- Complete the signup wizard
- After receiving the confirmation email, go on to Step #2

## 2. Add Meets to Your Season Calendar

- **Log In** to Athletic.net
- Navigate to your team home by clicking your name in the upper right hand corner to open the side menu, and then the home icon next to the appropriate team.
- **If you have received an invite to enter a meet**, it will appear on your team page under your calendar box. Click "**Accept**" if you want to register for that particular meet. You will then be able to click on "**Register Athletes**" (Step #4).
- **If you have not received an invite to enter a meet**, click "**Add a Meet**" in your calendar box to navigate to the [Events page](#)
- In the search bar, enter the meet name you are trying to register for
- Click on the meet to expand it, and locate the button to add it to your team's calendar
- You will then be able to click on "**Register Athletes**" (Step #4)

## 3. Enter Team Roster

- Navigate to your team page by opening the side menu, then click on your team.
- Click on Manage Team
- Click on Edit Roster under Athletes
- Add athletes to the roster manually, or upload your roster using the "**Upload Athlete Roster**" option.

## 4. Register Athletes

- Locate the meet on your team's main Track & Field page and click on the meet name.
- Click "**Register Athletes**"
- Click on an event name, or athlete name to begin registering
- Choose the correct division to enter athlete in

- Entries will be saved automatically. *For meets that collect entry fees online, be sure to enter payment information if you want your entries to be accepted.*
- Use the "**Add an Athlete**" buttons to add athletes to your roster if needed.

## 5. Submit Roster on DirectAthletics for Single-Meet ID

*As of **December 7, 2023**, each meet is now required to use single-meet DirectAthletics ID numbers when reporting results to TFRRS; this involves you submitting a minimum of your full roster on DirectAthletics for each meet.*

- Login to DirectAthletics and accept the meet invite. If the meet is 'Open' to any team, then search for the meet by date/name and add it to your Schedule.
- For both your Men's and Women's teams, click the "**Register**" button.
- Select the checkbox next to "**Registered?**", then scroll down to click "**Submit Entries/Finish**"

**IMPORTANT:** Always submit your entire roster, with the above step on DirectAthletics. This does not indicate that you will be registering all athletes to compete in events at the meet. It merely provides meet management with single-meet IDs for each athlete on your roster, in case they get registered.