



How to Submit Entries -- Cross Country

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 have a Coach Account for your school, click [HERE](#). If you don't know your username and password, click [HERE](#).

NOTE ABOUT ACCOUNTS: Most coach accounts control a school's Men's AND Women's team. You control only one gender at a 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: [Kane \(M\)](#)

This indicates that you are controlling the Kane High School MEN'S team (M=MEN). To switch to your Women's team, you would select "Kane High 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, you must submit your roster to the meet.

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.



Managing your Roster-How to Add/Edit/Delete Athletes

All athletes from previous seasons will appear on your roster. It is your responsibility to take the following steps to make sure that you have an **accurate, up-to-date** roster:

- 1) Review your existing roster carefully. To **view** your roster, login and click TEAM.
- 2) To **delete** an athlete, check the box(es) next to the athlete(s) you wish to delete. Then click on the red "Delete" button at top of the roster.
- 3) **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, check the box(es) next to the athlete(s) you wish to edit Then click the dark blue "Edit" button at the top of the roster. Change the school year in the dropdown and Submit.
- 4) **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 click Submit.
- 5) **Add** only new athletes not already on your roster. Do NOT create duplicates on your roster.