

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. We use the site to handle all of our meet entries and results. We encourage you to use it for your track program as well. Follow the 4 steps below to get started:

1. Locate your school and sign up for a free coach account (You may skip this step if you already have an account at athletic.net.)

- 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 **of the meet** and click **Continue >**
- For Region, select: **Wisconsin**
- Click **Select** on line that gives the name of the **Kettle Moraine Lutheran** meet
- Review the information and click **Save**
- 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 your athletes (if you don't already have them in athletic.net*)

*If you already have your roster in from last year, you should only need to add new students/athletes or deactivate students who are no longer participating. Athletic.net automatically updates the grades in the summer, so students that have graduated should now be gone and grades should be updated. If not, edit them as needed or upload a new roster using the directions below.

If you need to enter an entire new roster:

- Click on "**Edit Athletes**" from the Coaches Tool Bar on your school home page
- Make sure the "Season to Edit" is 2008 Outdoor (click on it)
- Click on "Upload Athlete Roster"
- Choose a method to enter all your athletes. Since you probably have your roster in a spreadsheet already, the copy and paste option is usually the easiest. In a spreadsheet (like Excel), make the first column the gender (M/F), the second column the first name, the third column the last name, and the fourth column the numerical grade of each of your athletes. Then just copy the information from the spreadsheet and paste it into the box on the athletic.net page and click "process". Once processed, athletic.net will allow you to flip the names of the athletes (if needed) and either replace any current rosters or append the roster of your athletes. Then click "Accept Roster as Shown Below".
- Notice that you can always add/edit athletes in the "edit athletes" section if needed

4. Register athletes for the KML meet

- Again on your school's page, click "**Meet Registration**" in the coach's toolbar
- Locate **the KML meet** in the right column and click on it
- Use the boxes on the bottom of the page to add any additional athletes (if needed)
- Click on either an Athlete or an Event
- Select the athletes you want to compete, the division they are competing in (JV for a JV meet, Varsity for a varsity or grade school meet), and verify their seed mark (use an "override" seed time/mark if needed).
- **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. "--" means that athlete is not participating in the event.

Large teams often have each of their coaches sign into the website to assign the athletes that they are responsible for to events. Once you are done you can exit athletic.net. We will be notified by athletic.net that you have made your entries. We will "confirm" them if/when we get the chance, but do not worry if you are not "confirmed" – as long as you can see your entries, we can see them too. You can make changes on athletic.net up to noon on the day of the meet. After that, you will need to make changes in person before the meet.

Contact Tim Kuehl (tkuehl@kmlhs.org) if you need assistance.