

How to Enter Athletes into the PAL Championship Meet using www.athletic.net

Skip to “Entering Athletes into the PAL Championship Meet” if you already have set up a www.athletic.net account.

To Activate your Athletic.net account (only done the first time)

1. In your browser type in: www.athletic.net
2. Click on your State’s icon.
3. Click on your Section’s icon.
4. Select your school and open.
5. Under Coaches, click on the “Sign up Here” link.
6. Enter your e-mail address, verification phone number, and make up a password.
7. Close athletic.net, open your e-mail, click on the activation link, and your account is ready to add to your team schedule.

To access athletic.net in the future

1. In your browser type in: www.athletic.net
2. Sign in by entering your e-mail address and password.
3. Click on your state, sections and select your school.

You must enter your Team Schedule or at least the PAL Championships (either JV or Varsity)

1. Click on “Edit Calendar” from the Coaches Tools list above.
2. Type date of meet (May 18, 2008), then hit next. You can enter all PAL meets by entering the dates for the meets. Doing so will enable you to maintain marks on all your runners throughout the season.
3. Select “Sac-Joaquin” since the PAL Championships take place in the Sac-Joaquin Section.
4. Select the “PAL Championships” from a list of meets that will appear on the respective date. Hit “Save.”
5. If you are entering other meets that are not in the database, you will need to type in the date of the meet, name (only if it is a non-PAL meet), location, meet time, and select if you are hosting the meet or not. Hit “Save.”
6. Repeat for additional meets if you are using athletic.net for other meets.

To just enter your team roster

1. Click “Edit Athletes” from the above “Coaches Tools.”
2. In the “Add a New Athlete to the Track and Field Roster” box below, type first and last name, gender and grade.
3. Hit “Add Athlete.”
4. Repeat for other athletes.

Entering Athletes into the PAL Championships (either JV or Varsity)

1. Select “Meet Registration” from the above “Coaches Tools.”
2. Under “Create/Edit Meet Entries,” select the appropriate PAL Championships.
3. Select an event to enter athletes into.
4. At this point, you have two options for entering athletes. Either enter athletes into an event, or select events for an athlete.
5. **Option 1:** From your team roster, click on the pull down window next to the athlete and select the appropriate level of competition for the respective meet (**JV athletes for the JV Championships, etc.**)
6. If you have used athletic.net in the past, seed times/marks will be automatically assigned to the athlete. (With one exception, F/S shot may not have a mark displayed next to your athlete’s name—follow the procedure for entering an “override seed mark”) If you have not used athletic.net, you will need to enter an “Override Seed” time/mark. (You must enter an Override Seed for relays. Do not include an “a” for automatic time when using Override Seeds.)
7. Repeat for all athletes entered into that event.

8. Hit “update” before leaving each event screen and moving on to the next event.
9. **Option 2:** To select events for an athlete, click on an athlete’s name, then select the events they will compete in. Include seed marks in the same way as stated above.
10. Repeat numbers 3-8 for competitors in both divisions of the GIRLS meet.

Given we run on a non-metric track, most of our meet distances are not included in the list of possible events. To create uniformity in event entries, please use the following:

70 yd hurdles	Select 60mH for both boys and girls
440 yard run	Select 400m for both boys and girls
100m	Select 100m for both boys and girls
880 yd run	Select 800m for both boys and girls
220 yd hurdles	Select 200mH for both boys and girls
220 yd run	Select 200m for both boys and girls
mile run	Select mile for both boys and girls
440 relay	Select 4x100m relay for both boys and girls