**Athletic.net Instructions**

Follow the 4 steps below to get started:

1. Sign up for a free coach account (if you do not have one)

 Go to the website: www.athletic.net

 Click on 'Sign up for a free coach account' on the homepage

 Complete the signup wizard

 After receiving the confirmation email, go on to #2

2. Add meets to your season calendar (the track commissioner will enter

each of the meets for coaches to join)

 Login to Athletic.net using your email address and password

 Click on your team's name in the left navigation bar

 Click "Add Meet" above your calendar box and search for the Tah-

Neva meets

 Review the information and click Save and Continue >

 You may need to click Save and Continue > again

 Repeat this process for the rest of your season calendar (You can

also add meets by date, if you don't know the Meet ID)

 Verify that your calendar is correct. Use the Edit button next to

meets to make corrections

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3. Enter team roster

 Click “Edit Athletes” on the Coaches Toolbar, on your team's page

 Add athletes to the roster manually, or upload your roster using the

"Upload Athlete Roster" option

4. Register athletes for Tah Neva League Middle School meets

 Locate Tah Neva League Middle School meets on your team's main

page

 On the right under Team Tools, click Register Athletes.

 Click Increment Divisions to quickly register all your athletes in their

respective divisions and races or manually select the race division

for each athlete

 Use the boxes on the bottom of the page to add additional athletes

to your roster