

EJC All-Comers Track Meet Online Entry Instructions (#309717)

Date	5/18/2017	Host	EJC Track
Location	Fort Osage HS 2101 N. Twyman Road, Independence, MO 64058	Director	Chris Earley
		Email	christianearley@att.net
Field Start	5:30 PM	Phone	816-878-5384
Track Start	5:30 PM	Website	https://ejctrackclub.wordpress.com/

Follow the 4 steps below to get started:

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

- Go to: 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 #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.
- Click "**Add a Meet**" in your calendar box
- Where it says "Meet ID:" enter **309717** and click **Add**
- Repeat this process for the rest of your season calendar.
- *(You can also add other meets, even if you don't know the Meet ID. Just select your state and click "**Next >**" instead of entering your meet ID.)*
- Verify that your calendar is correct. Click on a Meet, then the pencil icon to make corrections to a meet, or use the trash can icon to delete a meet.

3. **Enter team roster**

- Open the side menu by clicking on your name.
- Click on your team and then click "**Edit Athletes**" from the list of links for your team.
- Add athletes to the roster manually, or upload your roster using the "Upload Athlete Roster" option

4. **Register athletes for the EJC All-Comers Track Meet**

- Locate **EJC All-Comers Track 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.