NORTH DAKOTA MEET MANAGEMENT DIRECTIONS – SETTING UP A HOME MEET

Step 1: Sign in to Athletic.net. Go to your team page. You can find it under the My Teams section of your account’s home page, or by clicking on the navigation menu in the upper left hand corner, then clicking on your team.

Step 2: Click the + Add A Meet button on your event calendar. The event calendar is located on the left side of your Team Management page.

Click on the Create New Event button, select Outdoor Track & Field. Proceed through the next prompts of selecting a date, location, and submitting the event name. If you do not see your event listed, click the Next button and you will add it to the system.

If you have additional questions – Contact support@athletic.net
Step 3: Fill out the rest of your standard meet information, by adding to each of the fields shown below. Be sure to select High School, check the box for My team is hosting, and Add to your calendar before continuing to Meet Setup.

By clicking that Continue to Meet Setup button you will be taken directly to the Manage Meet page to set up your meet. You can skip Step 4, below, and go to Step 5 if setting up your meet immediately.

Step 4: To edit the settings or set up your meet, from your Team home page, click on the newly added meet on your calendar to expand the options. Click the Manage Meet button to access your Host Tools for the event.

Step 5: Follow the prompts to establish the settings for your meet.

Your role is the Host Team, and you should be authorized to set up entry collection.

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Templates are useful for meet configuration, especially if you do not have prior seasons’ meet settings to copy.

Complete the **Meet Information** section, adding in the location, meet contact (who will receive email inquiries through Athletic.net from other coaches/teams), location, and start times. If you are a **Site Supporter**, you can also set registration deadlines.

Set up your meet Divisions (typically Varsity and Junior Varsity, Novice as required). The **Advanced Settings** button can be used to limit the total number of events can register for.
Click through and verify your **Additional Meet Options, Seeds, and Entry Fees** (some settings are only adjustable by Site Supporters).

Next you will set up your **Events**. This is separated in **Track** and **Field** tabs. You can click on an event to expand the options, and click and drag the events into your meet’s schedule order using the highlighted button.

Be sure to check your hurdle height and throwing weight settings before clicking **Mark Complete**.

Lastly, determine your registration start time and **Activate Meet**.

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Step 6: If you are a Site Supporter, you can **Invite Teams** to attend your meet.

You can Invite Teams by searching your region for teams or selecting teams from a previous meet. These teams will then receive an invite to add this meet to their calendars and then register athletes for the event.

You can also send emails to all of the teams in your meet (to remind them of deadlines, disseminate start lists, or pass along meet information) from this **Manage Meet** page.

Step 7: Once the registration deadline has passed, you can download meet entries from the **Download** button found on the Manage Meet page.

Here you can select the format for your entries export that works best with your meet management software.

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