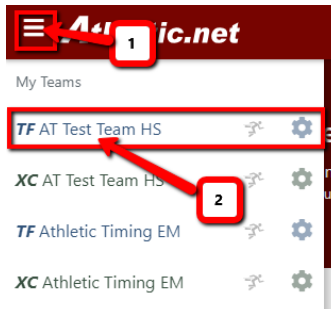
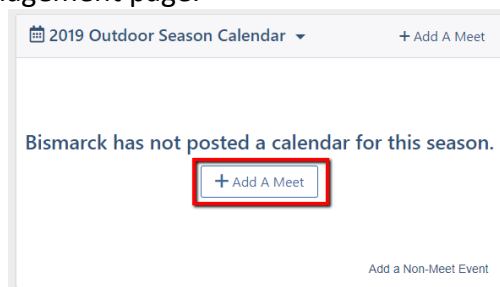


## NORTH DAKOTA MEET MANAGEMENT DIRECTIONS – SETTING UP A HOME MEET

**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.

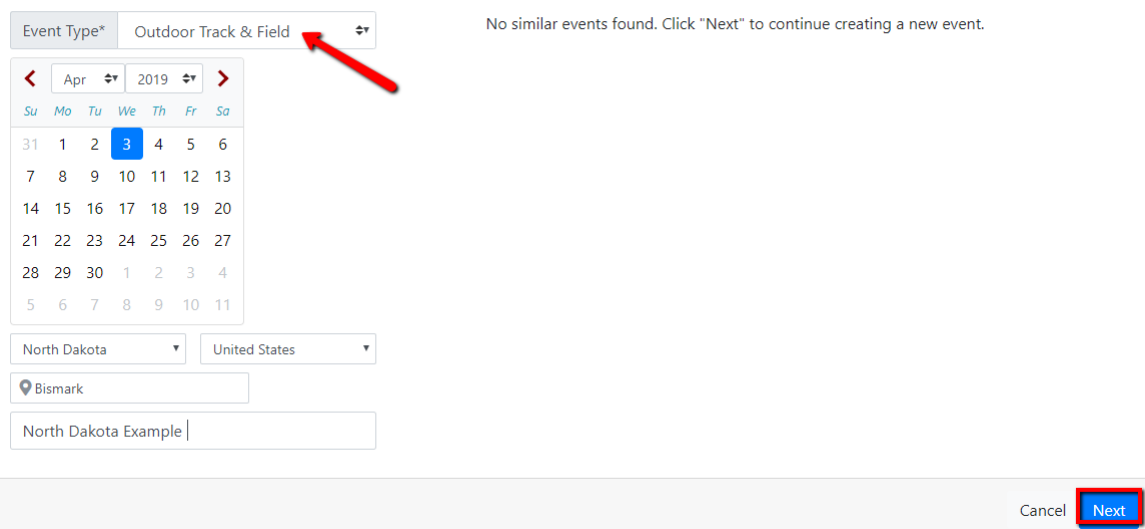


**Step 2:** Click the **+ Add A Meet** button on your event calendar. The event calendar is located on the left side of your Team Management page.



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.

Step 1: Check Already Created Events



Event Type\* Outdoor Track & Field

No similar events found. Click "Next" to continue creating a new event.

Apr 2019

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 31 | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |

North Dakota United States

Bismark

North Dakota Example

Cancel Next

**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.

### Create New Outdoor Track & Field Event

Step 2: Add Further Details to "North Dakota Example " scheduled for **Wed, Apr 3 2019**

|                                  |  |
|----------------------------------|--|
| North Dakota Example High School | Levels Competing in this Outdoor Track & Field Event:*   |
| Street Address                   | <input checked="" type="radio"/> High School <input type="radio"/> Middle School <input type="radio"/> College <input type="radio"/> Club <input type="radio"/> Unattached |
| Bismarck                         | <input checked="" type="checkbox"/> My team is hosting   |
| North Dakota 97845 United States | Add to:*   |
| Website Address                  | <input checked="" type="radio"/> AT Test Team <input type="radio"/> HS <input type="radio"/> TF  |
| Meet Days 1                      |  |
| Field Start 3:30 PM              |  |
| Track Start 4:30 PM              |  |

Back

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.

**Wed, Apr 3** North Dakota Example

North Dakota Example High School, ND

First Event: 3:30 PM

**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

### Setup Meet

What is your role in this meet?

Host Team     Meet Manager     Attending Team / Other

Participants will be able to register for your meet via Athletic.net after this setup process has been completed.

Yes, I am authorized to setup the online collection of entries for **North Dakota Example**.

---

**Great! Let's get things ready for your meet.**

We will record that this meet was setup by:

- Name: **Janell Teach**
- Email: **janell@athletictiming.net**
- IP: **74.36.195.74**

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

### Apply Meet Template

Select a Template to quickly get your meet setup started.

We will setup **Settings**, **Divisions**, and **Events** for you.

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.

### Meet Information

|                |                                |                |                                  |
|----------------|--------------------------------|----------------|----------------------------------|
| Meet Title     | North Dakota Example           | Meet Site      | North Dakota Example High School |
| Number of Days | 1                              | Street Address | Street Address                   |
| Website        | Meet Website                   | City           | Bismarck                         |
| Meet Video     | Watch Video URL                | State          | ND                               |
| Meet Contact   | AT Test Team HS - Janell Teach | Postal Code    | 97845                            |
| Field Start    | 3:30 PM                        | Country        | US                               |
| Track Start    | 4:00 PM                        |                | <a href="#">Show Map Below</a>   |

Some settings are only available to Site Supporters. Upgrade to gain access to features marked with a ⭐

Entry Beginning ⭐

Entry Deadline ⭐

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.

Meet Information

Divisions

| Name        | Varsity       | ID      | 1    | Abbrev     | V                 |
|-------------|---------------|---------|------|------------|-------------------|
| High School | Middle School | College | Club | Unattached | Advanced Settings |

+ Add Race Division Merge Divisions

Mark Complete

## Varsity - Advanced Settings

4 Max events allowed per athlete in this division

Filter by Grade

Filter by Age

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.

Events

Track Field

Advanced Options Expand All + Add Event

|                    |   |    |   |
|--------------------|---|----|---|
| 4x100 Relay Finals | : | 🗑️ | ☰ |
| 1500 Meters Finals | : | 🗑️ | ☰ |
| 100 Meters Finals  | : | 🗑️ | ☰ |
| 400 Meters Finals  | : | 🗑️ | ☰ |

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

110m Hurdles Finals

Junior Varsity

Entries per Team Finals --:-- PM 39'

Varsity

Entries per Team Finals --:-- PM 39'

Shot Put Finals

Junior Varsity

Entries per Team Finals --:-- PM 4kg

Junior Varsity

Entries per Team Finals --:-- PM 12lb

Varsity

Entries per Team Finals --:-- PM 4kg

Varsity

Entries per Team Finals --:-- PM 12lb

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

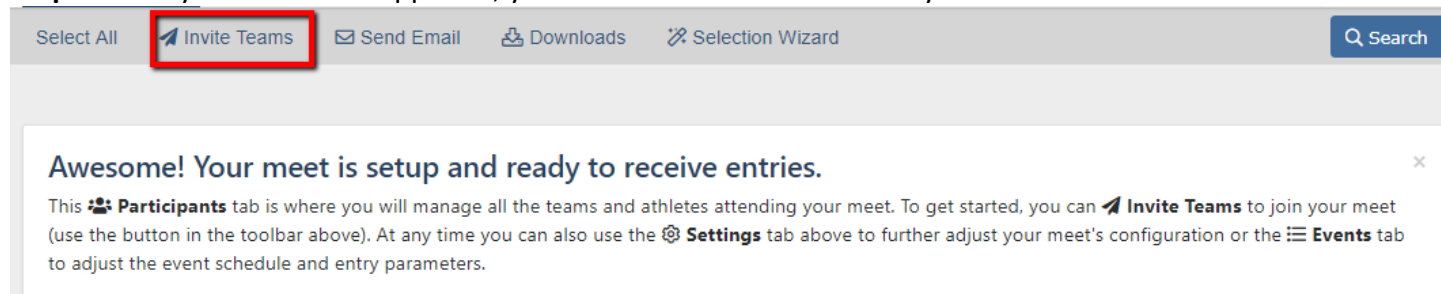
### Your meet is almost ready.

When would you like to allow teams to register athletes?

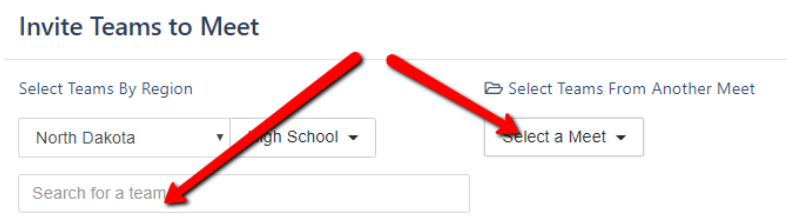
- Open registration **now**
- Open registration **later** ★

Activate Meet >

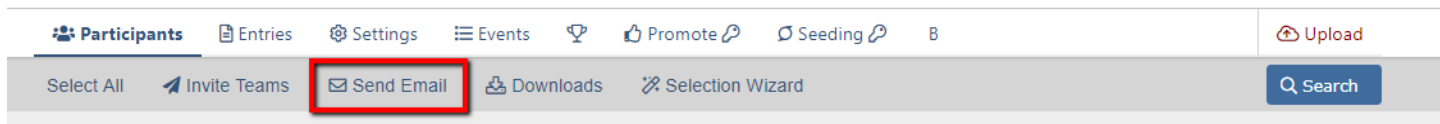
**Step 6:** If you are a Site Supporter, you can **Invite Teams** to attend your meet.



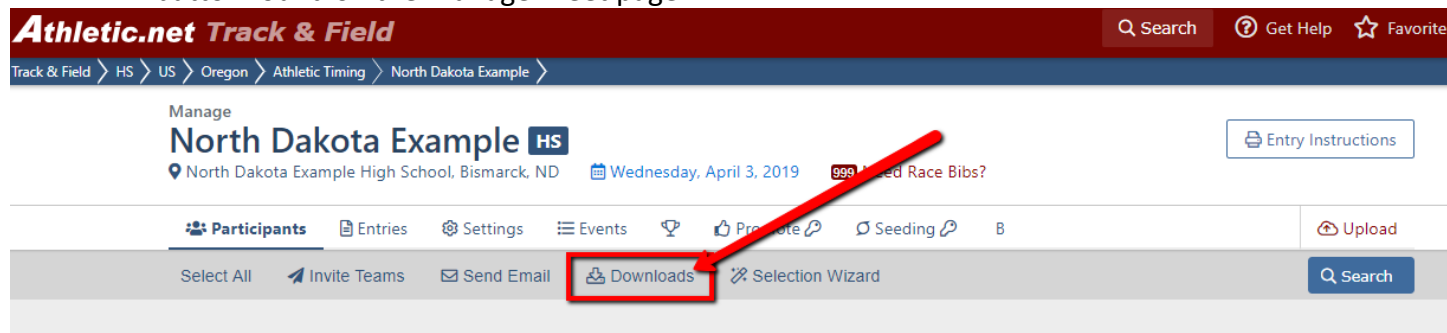
You can Invite Teams by searching your region for teams or selecting teams from a previous meet. These teams will then receive an invite to add this meet to their calendars and then register athletes for the event.



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.

**Download Options**

Age, Grade, Level: United States Grades

**Seed Setup:**  
Seeds are automatically drawn from existing marks on Athletic.net

Source: Season Records [Custom Lists Editor >](#)

Hand Time Standardization: Athletic.net/T&F News (.24/.14/.0) C [Learn More](#)

Field Events: English

Accept Overrides  Accept Unofficial Results

**Download Entries Marked:** Accepted In Process New Rejected

**Select Download Format**

**Entry Exports**

- Excel (.csv)
- HyTek/MeetPro/EasyMeet
- Include full roster in download
- Setup Hy-Tek & Import Entries
- HyTekAB
- HyTekResults - Depth:
- LynxPad
- RaceTab
- Sydex (2009 version and older)

**Reports** ★

● Athletics

**Annotations:**  
Downloads athletes without entries as well. Useful for managing day of changes. →