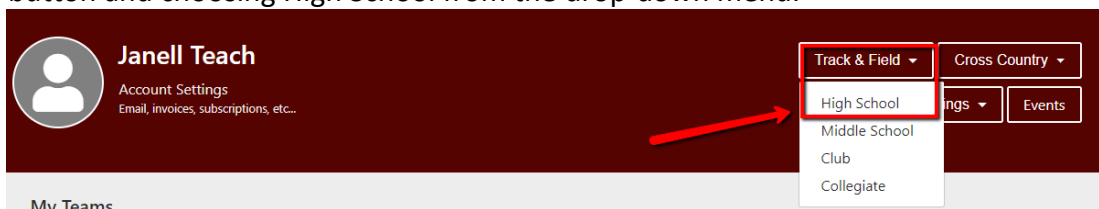


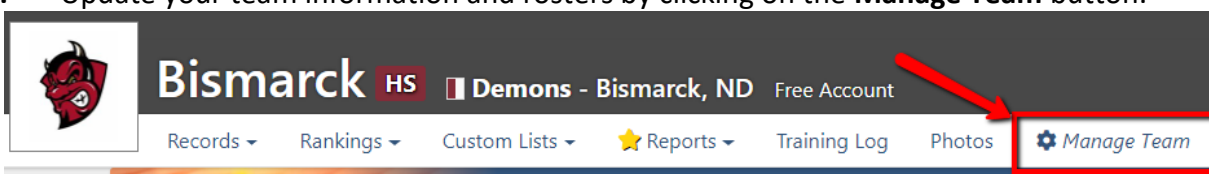
## NORTH DAKOTA TEAM MANAGEMENT DIRECTIONS

**Step 1:** Sign in to Athletic.net. Locate your team on Athletic.net by clicking on the **Track and Field** button and choosing High School from the drop-down menu.

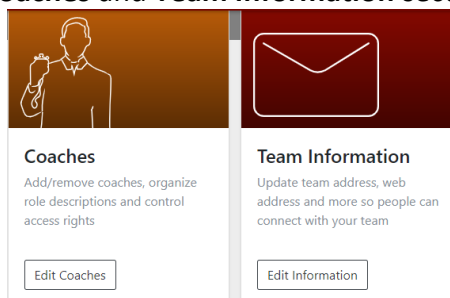


You can then select your State/Region, and your School.

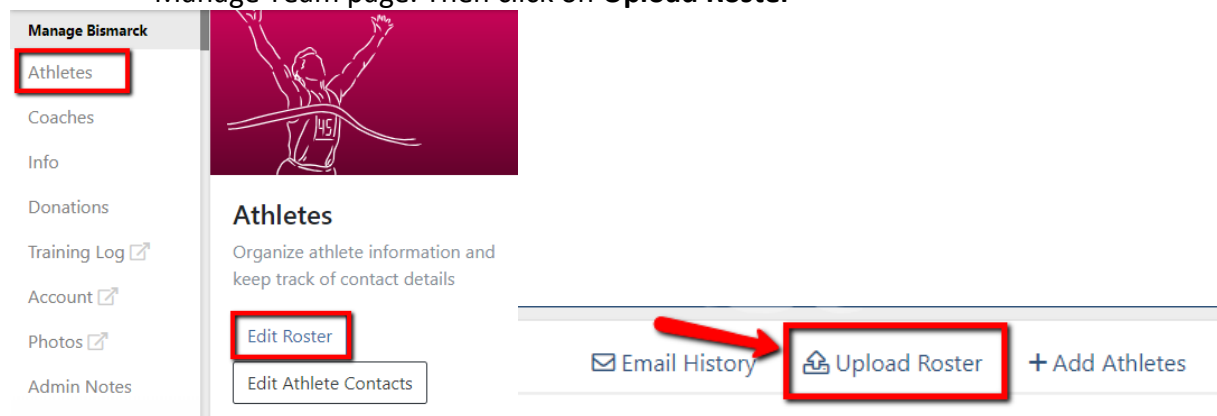
**Step 2:** Update your team information and rosters by clicking on the **Manage Team** button.



Be sure to keep your **Coaches** and **Team Information** sections up to date.



**Step 3:** Upload your roster. Click on the **Athletes** tab on the left or the **Edit Roster** button in your Manage Team page. Then click on **Upload Roster**

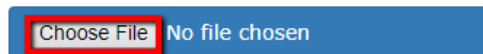


Instructions are provided to either upload your roster from HyTek Team Manager roster files

(TEAM-Roster001.zip or HFILE001.TCL) or any Comma or Tab Delimited files (.csv). Use the **Choose File** button of **Option 1: Upload Athlete Roster** to browse for and select your roster file.

### Option 1: Upload Athlete Roster

Supported formats include **HyTek Team Manager** roster files (TEAM-Roster001.zip or HFILE001.TCL) or any Comma or Tab Delimited files (.csv). *Don't upload Excel files (.xls or .xlsx). These can be pasted into the box below.*

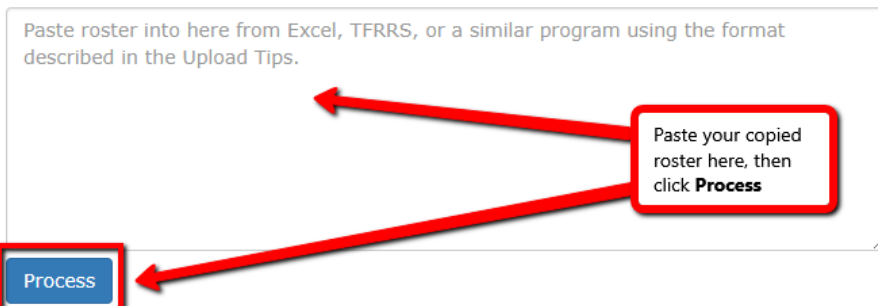


To upload a roster from an Excel file (.xls), copy your roster from your Excel spreadsheet.

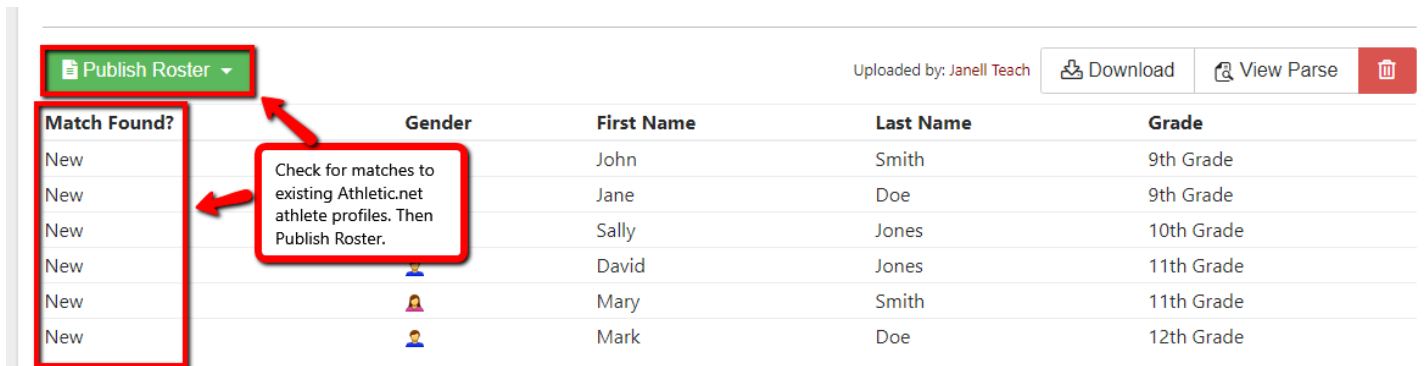
	A	B	C	D
1	Gender	First	Last	Grade
2	M	John	Smith	9
3	M	Mark	Doe	12
4	M	David	Jones	11
5	F	Sally	Jones	10
6	F	Jane	Doe	9
7	F	Mary	Smith	11

Paste this into the space labeled **Option 2: Paste Athlete Roster**

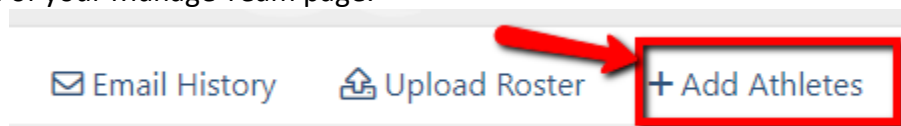
### Option 2: Paste Athlete Roster



**After either roster upload method**, be sure to match any athletes to their already existing Athletic.net profiles (.if any) and then click **Publish Roster**



**Step 4:** You can also add athletes individually. Click on the **+Add Athletes** button in the Athletes section of your Manage Team page.



Type the information of the athlete you wish to add.

**Add New Athlete to 2019 Roster**  
Hint: Save time by [uploading roster](#)

John D Grade 9th Grade Male Birthdate

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**Activate Existing Athletes** (from another season or a linked team)

First	Last	Age	BISM = Bismarck HS		
John	Baumgartner		BISM HS tf (2007: 11, 2008: 12)	<input type="button" value="Activate"/>	
Hunter	Johnson		BISM HS tf (2014: 10, 2015: 11, 2016: 12, Indoor 2015: 11, Indoor 2016: 12)	<input type="button" value="Activate"/>	

Potential matches to existing athletes will appear as you type, enabling you to activate athletes already in the system from prior seasons or linked teams.

**Step 5:** Once your roster is uploaded, you also need to add meets to your calendar (information regarding hosted meets are addressed in the **Meet Management** help guide). From your Team Page, click on **+ Add A Meet**.



This takes you to the **Find an Event** page. It will automatically populate with meets near your school's location, but you can also search for an event by date, school or meet name, or location.

**Step 6:** Once you have found a meet you need to add to your calendar, click on that meet to expand the options and information about that meet.

From here you can add the meet to your team's calendar by clicking the **Add to Calendar** button.

**Step 7:** Once you have added the meet to your calendar, you'll be able to click on that meet in your team's calendar and find links to the Meet Information, entry deadline, and the link to Register Athletes (or a link to the meet results, once the meet is concluded).

**Wed, Apr 3** LaSalle @ Wilsonville

**i Meet Info** Meet Preview **Register Athletes >**

Wilsonville HS, OR

First Event: 4:00 PM

**Entries due by: 8:00 PM, Tue, Apr 2**

2018 Outdoor Season Calendar + Add A Meet

Thu, Apr 19 Bismarck Kiwanis Invite

Sat, Apr 28 Charlie Denton Relays

**Fri, May 4- Howard Wood Dakota Relays**

Sat, May 5

View Results Upload Results Edit Results

Howard Wood Stadium, SD

Sat, May 5 Shiloh Christian Invite

Sat, May 12 Al Cassell Relays (59th Annual)

Mon, May 14 Sophomore WDA

Sat, May 19 West Region Championships

Fri, May 25- NDHSAA Division A State Championships

Sat, May 26