

# HOW TO USE DIFFERENT ATHLETIC.NET FEATURES

## **To Activate A New Account (only the first time)**

1. In your browser type in: [www.athletic.net](http://www.athletic.net)
2. Click on the “California” icon, then section icon
3. Select your school and open
4. Click on “Sign Up Here” under Coaches on the right
5. Follow the instructions by typing in your email address, verification phone number, and password.
6. An activation link will immediately be sent to your email address.
7. Close Athletic.net, open your email, click on the activation link, and your account is ready to add your team schedule.
- 8.

## **To Access Athletic.net**

1. In your browser type in: [www.athletic.net](http://www.athletic.net)
2. Sign in by entering your email address and password
3. Click on the “California” icon
4. Click on your appropriate California section
5. Select your school and open

## **To Add/Edit Schedule**

1. Click on “Edit Calendar” from the Coaches Tools list above
2. Type date of meet, then hit next.
3. Hit “New Meet”
4. Type title of meet, location, meet time, and select if you are hosting the meet or not. Hit “Save”
5. Repeat for additional meets.

## **To Add Athletes**

1. Click “Enter Meet Results” from the above Coaches Tools
2. Select “Boys or Girls” from the above box.
3. In the “Add a New Athlete” box below, type first and last name, and grade.
4. Hit “Add”
5. Repeat for other athletes

## **To Enter Results (manually)**

1. Click “Enter Meet Results” from the above Coaches Tools
2. Select “Boys or Girls” from the above box.
3. Select an event to enter results.
4. In the “Edit/Add Results” box, begin typing the last name of an athlete, type result and place.
5. Hit “Add”
6. Repeat for other events.

NOTE: If the meet was timed using Fully Automatic Timing, include an “a” after the time.

### **To Enter Athletes into a Meet (manually)**

1. Select "Meet Registration" from the above Coaches Tools.
2. Under "Manage Athlete Registration for a Meet", select the meet.
3. Select an event to enter athletes into.
4. Select the athlete and division from your team roster.
5. Hit "Update".
6. Repeat for all events.

NOTE: Entry marks are their PR's from previously entered meets. If an athlete has not run the event this year, they will have a "No Mark" for a seed mark.

### **FOR SCHOOLS WHO DON'T NORMALLY USE ATHLETIC.NET:**

1. Go to "Enter Meet Results", then enter the athlete's PR's under one meet.
2. Go back to "Meet Registration" and the seed mark will be available.

### **To Print Meet Entries by Event if you are a hosting school**

1. Select "Meet Registration" from the above Coaches Tools.
2. Under "Manage a Home Meet", select the meet.
3. Under "Pre-Meet Downloads", click "By Event" next to "Print".

### **FOR HYTEK USERS:**

#### **To Import Entries into HyTek from Athletic.net**

1. Get your HyTek meet file ready by going to File – Purge – Remove Data Selectively.
2. Click "Teams", OK, OK, OK.
3. Log on to Athletic.net and select "Meet Registration" from the Coaches Tools.
4. Under "Manage a Home Meet", select the meet.
5. Under "Pre-Meet Downloads", click "HyTek Roster/Entries" next to Download.
6. Save the "MeetEntries" file to your computer.
7. In HyTek, click File – Import – Semi Colon Delimited Roster/Entries
8. Select the "MeetEntries" data file, click Open.
9. The entries will download into HyTek. If there are any problems, a list will pop up. Enter those by hand.

#### **To Export Results from HyTek onto Athletic.net**

1. In HyTek, go to File – Export – Semi Colon Delimited Results.
2. Click OK, OK, then save to a location on your computer. Hit "OK".
3. Log on to Athletic.net and select "Meet Registration" from Coaches Tools.
4. Under "Manage a Home Meet", select the meet.
5. Under "Post-Meet Results", click "Upload Meet File".
6. Click "Browse" to find the saved HyTek file, check FAT or HT, and hit "Process File".
7. Results from each school will automatically be uploaded onto the website.