

Instructions for Registering for Meet in Direct Athletics (DA)

All schools must use www.directathletics.com to enter the meet. There is NO CHARGE for using this website. The entry process consists of two parts:

1. You must first update your rosters on Direct Athletics or, if you do not have an existing Team in Direct Athletics, create your Team and put in your rosters. Note that you need separate rosters for your Girls team and your Boys team.
2. In DA go to **MEET SCHEDULE**, click on the green register bar for the **NH Large Schools Middle School Cross Country Championships**, and enter each athlete into the meet. You must do this for both boys and girls separately. **Please only enter those athletes that you expect to be racing.** If your school is new to using Direct Athletics, you created new Teams, or otherwise do not see the meet on your DA schedule, you need to contact Justin Platt jsplatt@comcast.net.

If you are a new coach to your school you will either have to get the user name and password from the previous coach (easier for you so you don't need to re-add existing athletes) or create a new account for yourself.

Instructions for Setting Up Team in Direct Athletics

1. Go to www.DirectAthletics.com
2. On the top menu bar click on: **Sign Up**
3. Choose **Team Account**
4. Fill in the information:
 - Email address
 - Sport = **Cross Country**
 - Team Type = **Middle School/Junior High/Elementary**
 - State = **New Hampshire**
 - Country = **United States**
 - Click the **Submit** button
5. Fill in the information on the form completely and click Submit. **Note that you'll have to do this procedure twice if you are coaching both boys and girls teams.** Leave the **Meets** section blank.
6. Once you get your Team established,
 - A. Follow the prompts to add your athletes and make sure that you click the **Submit** button as this is what actually saves each athlete to the database.
 - B. Send an e-mail to jsplatt@comcast.net with the EXACT SCHOOL NAME that you registered under so that your team can be "invited" to the meet. This step is not automated and may take several hours. When your team has been invited you will receive an email confirming.
7. When you have all your athletes in your rosters and have been invited to the meet, click on **MEET SCHEDULE**, click on the green register bar for the **NH Large Schools Middle School Cross Country Championships**, and enter each athletes into the meet. **You must do this for both boys and girls separately.** If you don't do this step, your kids will not be entered into the meet.

Any questions feel free to email jsplatt@comcast.net, or for website assistance support@directathletics.com.