

2010 Capital Athletic League Center Meet & Finals Athletic.net Online Entry Instructions

1. Locate your team and sign up for a free coach account. (If you already have an account, have the four CAL meets on your season calendar, and have entered your team roster skip to step 4.)
 - Go to www.athletic.net.
 - On the main athletic.net page under the *Track and Field* heading click **High School**.
 - Locate **California** then click.
 - Click the **Sac-Joaquin** link near the bottom of the page.
 - Under *Div II – Capital Athletic* find **your school** and click.
 - On your team page under the *Info for Coaches* heading click **Sign up for a free account** and then follow the instructions.
 - After receiving the confirmation email, proceed to step 2.

2. Enter season calendar
 - Sign into www.athletic.net with your email and password, and click your team name in the left navigation menu.
 - Click **Edit Calendar** on the *Coach Tools* bar near the top of your team page.
 - Under *Add Event* and next to *T&F Meet* select the date **3/10/2010 (or 3/24/10, 4/21/10, 5/13/10 depending on meet)** and then click the **Add Meet by Date** button. The next page will ask which region the meet is in so select **CA: Sac Joaquin** and click **Next**.
 - Click **Select** on the line that says: *Bella Vista HS, Fair Oaks, Capital Athletic League Center Meet 1, 2, 3, or Finals*.
 - Review the information and click **Save**.

3. Add Athletes to your team roster
 - Go back to your team page by clicking the **School Track and Field Home** link (above *Coaches Tools bar*) in the upper left corner of the page.
 - You will next need to add athletes to your roster so under *Info for Coaches/Track List* click **Add athletes to your team roster**.
 - Start entering athletes first and last names, grade in school, and gender by simply typing them into the appropriate boxes and selecting grade and gender from the scroll down menu.
 - Click **Add Athlete** every time to enter each athlete.

4. Register athletes for the Capital Athletic League Meets
 - Back on your team page click the appropriate **Capital Athletic League Meet** in the calendar to the left then click **Register Athletes**.
 - Click on the **athletes name** to begin entering that athlete.
 - To enter athletes into specific events select the division scroll down arrow next to the events you want to put them in and make sure it reads **Varsity or Frosh/Soph**. NOTE: Do not exceed four events per athlete and Remember that girls are varsity only.
 - Finally click the **Update** button to save changes.