

Entry Instructions – 2011 Bella Vista Bronco Cross Country Invitational

Please follow these steps for entering the 2011 Bella Vista Bronco Cross Country Invitational (Invitational):

Step 1: Submitting "Notice of Intent to Enter" Information

Please send or FAX the "Notice of Intent to Enter Form" or submit the same information by e-mailing Brett Sargent at bxvc09@yahoo.com as soon as possible, but it must be received no later than **Friday, September 30, 2011**. We need to have this information on the approximate number of athletes competing from your school in each race to make sure each race is of a manageable size due to start-finish line constraints. Once the total number of athletes entered for any race using this information exceeds the maximum capacity of the start-finish line, the Invitational will be closed. When we have received "Notice of Intent to Enter" information, your school will be "Confirmed" on www.athletic.net and you can begin to enter your athletes into the Invitational.

Step 2: Entering Athletes Through Athletic.net

1. Locate your school and sign up for a free coach account

- In a web browser, go to the website: www.athletic.net
- Locate your state, and then your school
- Once on your school's page, locate the "**Sign Up Here**" link, click it and follow the instructions
- After you have received the confirmation email, you may proceed to the next section

2. Enter your season calendar

- Use your email address and password to sign into the website, and again locate your school's page
- Click on "**Edit Calendar**" from the Coaches Tool Bar on your school home page
- Where it says "Add meet to the Calendar" select the date **10/15/2011** and click **Continue >**
- For Region, select: **CA: Sac-Joaquin**
- Click **Select** on line that says: **Willow Hills Reservoir Course, Folsom , Bella Vista Bronco Invitational**
- Review the information and click **Save and Continue >**
- You may need to click **Save and Continue >** one additional time
- Repeat this process for the rest of your cross country season calendar
- Verify on the "Edit Calendar" page that all your meets have been entered correctly. If you see a mistake, use the Edit button next to the meet to make corrections.

3. Enter team roster

- Click "**Edit Athletes**" from the Coaches Toolbar, on your schools page
- Add an athlete to the roster
- Repeat for all athletes

4. Register athletes for the Bella Vista Bronco Invitational

- Back on your school's main cross country page
- Locate **Bella Vista Bronco Invitational** and click on it
- On the right, locate **Registration Tools** and click on **Register Athletes**.
- Click **Increment Divisions** to quickly register all of you athletes in the first race division,
- or you can manually select the race division for each athlete.
- Use the boxes on the bottom of the page to add additional athletes to your roster.

You can use the meet registration feature of Athletic.net for all your meets because you can print out and fax the entries, even if the host school is not collecting entries online.