

# Instructions for using Direct Athletics

**Coaches please read this entire document.**

All schools must use [www.directathletics.com](http://www.directathletics.com) to enter the meet. 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 account on Direct Athletics, create your account and put in your rosters.
2. You must go to your meet schedule and click on the green register bar for the NH Middle School XC Championships. Then you must enter you kids in the meet. You must do this for both boys and girls separately. If you do not see the meet of your Direct Athletics schedule, you need to contact Rick Berryman – [rick@lancertiming.com](mailto:rick@lancertiming.com)

**ENTRY DEADLINE IS 12:00 NOON ON FRIDAY - OCTOBER 13, 2017**

For those NEW coaches - you will either have to get the user name and password used by a previous coach or create a new account for yourself. Instructions are detailed below.

All schools are REQUIRED to use DirectAthletics for their entries into the Cross County Championships.

THERE WILL BE NO PAPER ENTRIES ALLOWED.

The following are the instructions for setting up your school account on DirectAthletics. There is no charge to the Member Schools for using this website. If you already have an account, use that one and do NOT create a new account.

For those needing a new account do the following.

1. Go to [www.DirectAthletics.com](http://www.DirectAthletics.com)
2. In the upper right hand corner click on: **Sign Up**
3. Choose **Team Account**
4. Fill in the information:
  - Email address (please make sure this is accurate)
  - Sport is Cross Country
  - Team Type is Middle School/Junior High/Elementary
  - State is New Hampshire
  - Country is US
  - Click **Submit**
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.
8. Once you get your Team established, follow the prompts to add your athletes and make sure that you click the **Submit** button as this is what actually saves your team to the database.
9. When you have all your athletes in go to the meet and click on the green register bar. At this point you will actually put your athletes into the meet. If you don't do this step, your kids will not be in the meet.

## **VERY IMPORTANT FOR NEW ACCOUNTS**

You must send an e-mail to [rick@lancertiming.com](mailto:rick@lancertiming.com) with the EXACT SCHOOL NAME that you registered under so that your team can be added to the meet. You can also use that email address for questions or email [support@directathletics.com](mailto:support@directathletics.com). Strongly suggest that you not wait until the last minute before the deadline to do this.