

Website Link: <https://www.directathletics.com/meets/xc/18545.html>

1. Click on Create Account & Sign Up

2021 Northern Arizona Middle School Cross Country Championships Date: 10-23-21 Venue: Ft. Tuthill, AZ

MEET INFORMATION
Types of Entrants:
[Individual Athletes](#),
[Middle Schools/Junior High/Elementary](#)
Meet Site: Meet Information
Meet Events: Available
View All Entries: Available

MEET CONTACT
Name: Vince Sherry
[Contact Meet Director](#)
Phone: 928 774 2990

Open
Online entries are **OPEN**
until 10/20/21 11:59
PM US/Central

Existing Users Login to Enter: Username Password [login](#) [Create Account & Sign Up](#)

Meet Notes:
\$125 for boys or girls team (same gender) or \$200 per school (boys & girls). Individuals: \$20 Payable to: Run Flagstaff, 204-A East Route 66, Flagstaff, AZ 86001

2. Select your Account Type (Team Account)

Sign Up

Select an account type

Team Account
Typical for a coach or other representative of a school, university, or club.

Athlete Account
For individual athletes.
(Team affiliation is optional with this account)

3. Fill out the form with your School/Team Info and contact email, then click submit

Sign Up / Team

Preliminary Information

Before creating a team account, we must check that

- 1.) an account for the specified team doesn't already exist
- 2.) the team specified is eligible for account creation**

**Some leagues and associations standardized on DA distribute account information themselves, and in those instances account creation is not permitted.

Email:

Sport:

Team Type:

State/Province:

Country:

Submit

4. On the next page, begin by filling out the Team Account information....

Team Account Information

Preferred Username

Password

Repeat Password

First Name

Last Name

Email

Email (confirm)

Phone

Team Name Use the complete, official name of your institution as you would want it to appear in the entries and results (ex. Brunswick High School, Adams College). DO NOT use mascots, nicknames or abbreviations.

Team Type:

Sport:

Team Gender: Choosing "Men and Women" is recommended. Men only or Women only will restrict your access to that gender in the future.

Address 1

Address 2

City

State/Province:

5. Under Meets, Select the 2021 Northern Arizona Middle School Cross Country Championships (AZ), then click Submit

Meets:

If you are entering a specific meet, select the meet(s) from the dropdowns below. You may add other meets to your schedule at any time.

Choose Meet
Choose Meet
Choose Meet

Note:

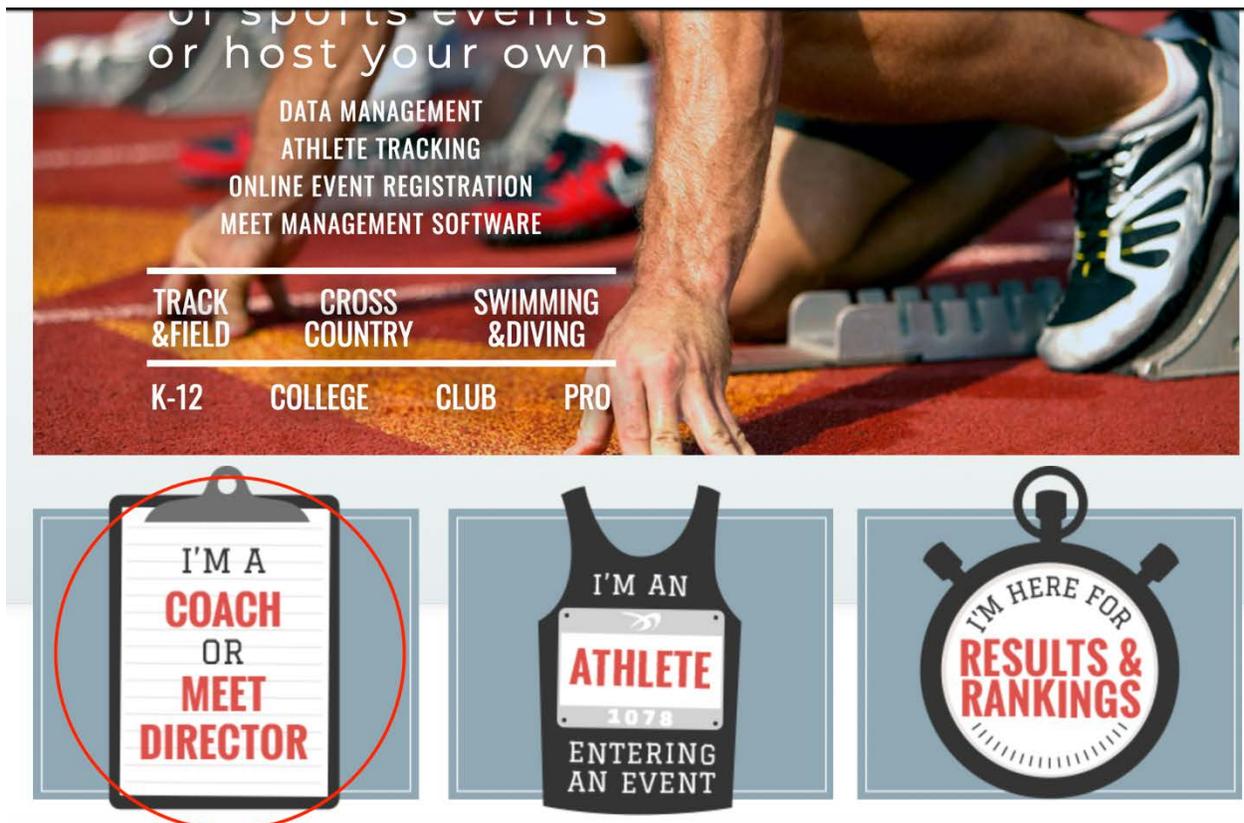
If you have any special notes, requests or questions regarding your account, type them in below.

MSTOR DICK ARNISON XC INVITATIONAL (MIA)
2021 Northern Arizona Middle School Cross Country Championships (AZ)
CLVC XC Championships (IL)

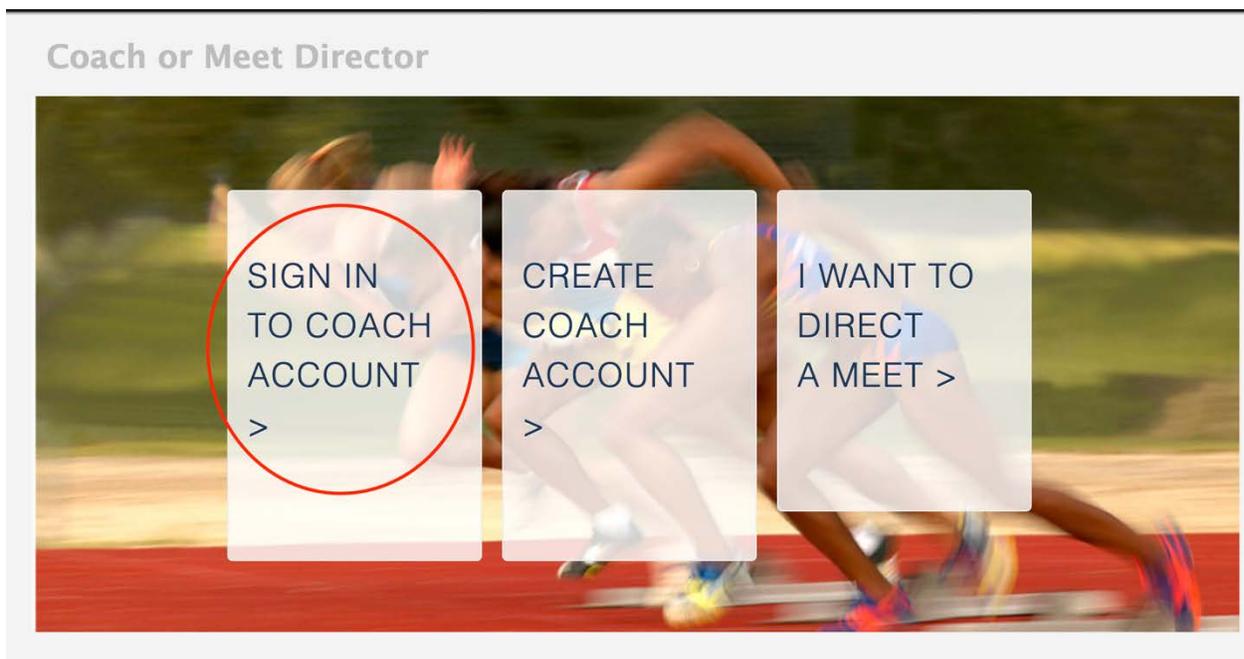
6. You should see a screen that says Your new account is ready! Click the BLUE hyperlink to continue.

Your new account is ready!
Click [HERE](#) to Continue.

7. You will be directed back to the home screen. Select “I’m a Coach or Meet Director”



8. Then click on “Sign in to Coach Account”



9. Use the login credentials you created and click Submit.



Sign In

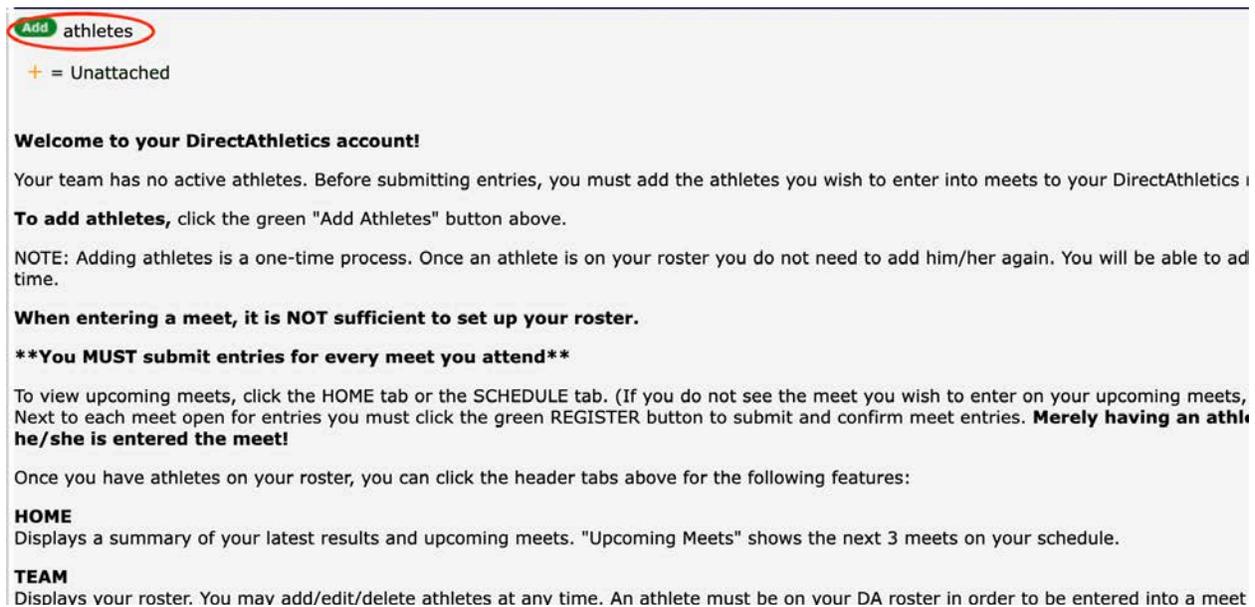
Submit Username or Email

Username:

Password:

Submit

10. Next, you will add athletes to your roster. Click on the Green “Add” Button
**If you are signing up a Boys & Girls Team, you will do one gender first (default is Men) and then go back to the roster and add the Women. In this example, we are starting with Men.



Add athletes

+ = Unattached

Welcome to your DirectAthletics account!

Your team has no active athletes. Before submitting entries, you must add the athletes you wish to enter into meets to your DirectAthletics account.

To add athletes, click the green "Add Athletes" button above.

NOTE: Adding athletes is a one-time process. Once an athlete is on your roster you do not need to add him/her again. You will be able to add more athletes at a later time.

When entering a meet, it is NOT sufficient to set up your roster.

****You MUST submit entries for every meet you attend****

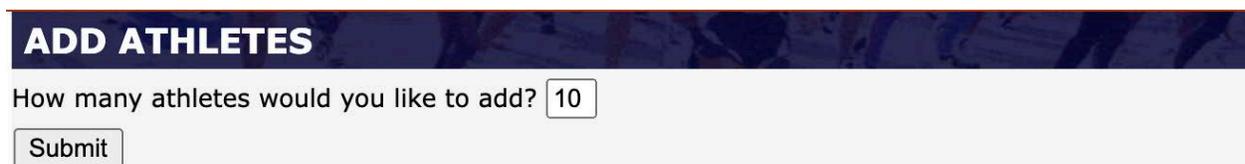
To view upcoming meets, click the HOME tab or the SCHEDULE tab. (If you do not see the meet you wish to enter on your upcoming meets, click the REGISTER button to submit and confirm meet entries. **Merely having an athlete on your roster does not mean he/she is entered the meet!**)

Once you have athletes on your roster, you can click the header tabs above for the following features:

HOME
Displays a summary of your latest results and upcoming meets. "Upcoming Meets" shows the next 3 meets on your schedule.

TEAM
Displays your roster. You may add/edit/delete athletes at any time. An athlete must be on your DA roster in order to be entered into a meet.

11. Select the number of athletes you would like to add (SPECIFIC TO THE GENDER) and click submit:
**Again, you will repeat this process for the second gender if applicable. In this example, we are starting with Men.



ADD ATHLETES

How many athletes would you like to add?

Submit

12. Fill out the First Name, Last Name and Grade Level for your entire roster (GENDER SPECIFIC). In this example we are starting with Men.

ADD ATHLETE ACCOUNTS

Enter each athlete's First Name, Last Name, and School Year into the fields below.

IMPORTANT:

- Use Upper-Lowercase format for names (i.e. John Smith, Rebecca Van Horn).
- Do NOT use all capital letters.
- Do NOT use all lowercase letters.
- Double-check spelling

These athletes will be **Men**. If you have a WOMEN'S (W) team, you must switch to that team to add Women.

If you are adding athletes that are **Unattached**, check the "Unattached" box to the right of each unattached athlete's name.

[Show Advanced Settings](#)

First Name	Last Name	Grad. Year
John	Doe	6
		Choose a Year

Submit

13. If you click on Roster, you can now View/Edit your athletes. You can also Deactivate athletes who are no longer running.

Roster

ADD ATHLETES

The following athletes have been added to your roster.

[Click HERE to view your schedule and submit entries for an upcoming meet.](#)

[Click HERE to view or edit your roster.](#)

Athlete	Year
Doe, John	6
Smith, John	7
Johnson, Matt	8
Smith, Matt	8
Doe, Scott	7

14. Now we will add in our Female Athletes. You will go to the Dropdown Menu along the dark blue bar and select the Women.

DULE

FIND A MEET

| Sport: Cross Country | Team: Kids on the Run (Men) Kids on the Run (Women) **LOGOUT**

15. You will now repeat steps 10 – 13 for your Female Roster.

16. Next you will ENTER THE MEET. Start by clicking on the SCHEDULE tab at the top and then click the green REGISTER button under the meet:

The screenshot shows the Direct Athletics website interface. At the top, there is a navigation bar with tabs: HOME, ROSTER, SCHEDULE (circled in red), FIND A MEET, RESULTS, and SETUP. Below the navigation bar, there are dropdown menus for Sport (Cross Country) and Team (Kids on the Run (Women)), along with a LOGOUT button. The main content area is titled "SCHEDULE" and shows the year "2021". There is a "Previous Year" link and a "Next Year" link. A message says "Click for a printable version." Below this, there is a table with columns: Date, Meet Name, Home Team, Venue, State, and Options. The table shows an event on 10/23/21 at Ft. Tuthill, AZ. A green REGISTER button is circled in red, and a message indicates that registration has begun and ends on 10/20/21 at 11:59 PM.

17. First note: On the TOP BLUE BAR, under Team, we have the WOMEN selected. So first we are entering our girls team.
You can check the box next to each athlete and which race they are running in. You can also add a new entry directly from this screen as well. When you have it set, click on the Submit Entries/Finish button.

The screenshot shows the "SUBMIT/EDIT ENTRIES" page for the 2021 Northern Arizona Middle School Cross Country Championships. At the top, there is a navigation bar with tabs: HOME, ROSTER, SCHEDULE, FIND A MEET (circled in red), RESULTS, and SETUP. Below the navigation bar, there are dropdown menus for Sport (Cross Country) and Team (Kids on the Run (Women)), along with a LOGOUT button. The main content area is titled "SUBMIT/EDIT ENTRIES" and shows the year "2021". There is a "Previous Year" link and a "Next Year" link. A message says "Click for a printable version." Below this, there is a table with columns: Date, Meet Name, Home Team, Venue, State, and Options. The table shows an event on 10/23/21 at Ft. Tuthill, AZ. A green REGISTER button is circled in red, and a message indicates that registration has begun and ends on 10/20/21 at 11:59 PM.

18. Now we will go back in and register our Boys Team. Select Men from the Team dropdown on the blue bar and the Schedule tab at the top. Then click the green register button:

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19. Here you can select which race each athlete is running in. In the example, you will see we selected John Doe to run "up" in the 7th/8th Grade race, even though he is only in 6th. Click on Submit Entries/Finish when you are done.

2021 Northern Arizona Middle School Cross Country Championships

Check off the athletes from your existing roster under the event you wish to enter. You can check the top box to select (or un-select) your entire roster. To add a new athlete that is not already on your roster, use the "Add New Entry" box below. When you have completed your entries, **you MUST click "Submit Entries/Finish" to finalize your entries.**

Add New Entry

First Name Last Name School Year

Boys 4th-5th-6th
 Boys 7th-8th

Athlete	Year	Boys 4th-5th-6th	Boys 7th-8th
Doe, John	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Doe, Scott	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Johnson, Matt	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Smith, John	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Smith, Matt	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>

20. From the Home Screen, you can toggle back and forth between each team (if you have both genders) from the same dropdown in the dark blue bar. You can also click to edit your entries.

Direct Athletics

HOME **ROSTER** **SCHEDULE** **FIND A MEET** **RESULTS** **SETUP**

Sport: Cross Country Team: Kids on the Run (Women) LOGOUT

HOME

Recent Results:
You have no results.

Upcoming Meets:

Date	Meet
10/23/2021	2021 Northern Arizona Middle School Cross Country Championships

Don't see a meet you are trying to enter?
Click [HERE](#) to view your entire schedule.
Click [HERE](#) to add a meet to your schedule.