



Featured Meet Entry Advice for Coaches for 2018-19 Indoor T&F Season

*Hello to all new and veteran coaches. I hope that the following advice answers questions about how to use the **EZ Meet Services** website for the **2018-19 Indoor Track & Field Season** to learn about Featured Meets as well as register and make your Athletic.net entries. I am now in my second Indoor Track & Field season partnership with Athletic.net as the preferred event entry system for the meets I manage for meet directors. *Athletic.net is a resource for Track & Field and Cross-Country coaches, offering free statistic tracking, easy meet registrations, free meet managers, and free tools to simplify common coaching tasks.**

EZ Meet Services is now in a remarkable 11th year of providing affordable meet management services via the **EZ Meet Services** website. The services are available for coaches for many scheduled **Indoor Track & Field Featured Meets** this season to make it easier to find all the meet details at each Featured Meet's website, including how to register for the meet. EZ Meet also provides information on the meet schedule about several other meets where you can contact the meet director for further information.

As a new service this year for a Featured Meet you may receive a brief email alert to "Save the Date" for an upcoming meet that you attended last year. Hopefully this helps you to update your team calendar for competition this season.

As always at the [EZ Meet Services Indoor Track and Field](#) website, click a specific Featured Meet website link to visit a meet website and read about Meet Information and Registration Instructions as well as Order of Events and Meet Reports.

Note that the updated 2018-19 Featured Meet websites are marked with a meet

logo or the EZ Meet Indoor T&F icon , **meet websites still under development**

are marked with an EZMS icon . *The Featured Meet website from the previous year are available from the top drop-down menu until the updates are made official.*

For many but all of the scheduled Featured Meets, EZ Meet employs a 2-step registration at each meet website;

1) In the 2018-19 Indoor Track & Field season, a completed **online Intent to Enter form** is required for your team to be Accepted into the meet in Athletic.net so that you can continue your Athletic net event registration.

- In other Featured Meets, the Intent to Enter form is not required for your Athletic net event entry registration so you can review the meet information and sign-up for the meet in Athletic.net.
- Note that Featured Championship meet event entries are only available to the member teams of that conference or league.



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2) EZ Meet Services Featured Meet Management continues to employ the **Athletic.Net system** and features online entry instructions tailored for each meet. This is the same registration system used for the NSSAF Indoor and Outdoor National meets.

- Prior to the start of making your event entries make sure that you have enabled access for your **Athletic.net School account** by visiting the [Connecticut Track & Field](#) home page and then select your Team name.
- Once you are on your Team site, you can Sign-Up for an account by initially providing your email address and verification phone.
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ADVICE for Athletic.net Team Accounts:

I strongly recommend that you use a non-school email account (like Google email etc.) since your school email system may automatically block email from Athletic.net.

On a follow-up screen, enter your new user account information and password. Within minutes after you complete your user account information you will receive an email from the Athletic net team to Activate your new Account.

After activating your new account, you can start updating your team roster and add Featured Meets to your schedule.

If you have any issues or problems with activating your account, then you need to immediately contact Athletic.net support using the 'Contact Us' link found at the bottom of every Athletic.net page.

ADVICE for Updating Athletic.net Team Roster:

Many veteran coaches can use their existing Athletic.net user accounts and team rosters from previous Cross-Country seasons. ***Make sure to update any changes to existing athlete data (spelling of names and grade) or to add new team members before making meet event entries.***

Both new and veteran coaches should take advantage of the detailed online **Get Help** system available in top right of the Athletic.net Team home page where you should view the **Edit Athletes/Roster video** before starting your roster updates.

I strongly recommend reviewing your Team roster data before making entries where you must first ensure that your all of your athletes are correctly listed with Grade 9, 10, 11 or 12 in your Team Roster. If they are not listed with a Grade 9, 10, 11 or 12 then you must update your Athlete in the Roster BEFORE making any event entries.

You are also advised to make sure that your athlete's FIRST and LAST names are a duplicate of the names in your CIAC Roster for accurate reporting of results.



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If you need to deactivate an athlete from your team roster, you can start by using the Edit your Athlete option and then selecting the Check Box next to the Athlete's name. You are then provided with an option near the top of the screen to 'Deactivate' the athlete.

ADVICE for Athletic.net ATTENDANCE STATUS:

Coaches don't need to be concerned with the Attendance setting in Athletic.net for the meet since EZ Meet Services is responsible for making the update on a periodic basis after a review of submitted Intent to Enter forms. Please don't send an email requesting update of the Attendance status.

If you still have questions or comments about a **2018-19 Indoor Track & Field Featured Meet**, please contact me at ezmeetentry@cs.com. Make sure to provide sufficient details in your email so that a complete response can be quickly provided.

The MySportsResults.com website is now entering our 20th year for Indoor Track & Field coverage that continues to provide the latest meet news and results as well as seasonal records since 2000! Stay tuned for the latest updates and new features for this season at **MySportsResults.com!**

Thanks, and see you at the next meet!

Ron Knapp, EZ Meet Services and MySportsResults.com