

## **Bob Hayes Online Entry Instructions**

**[www.directathletics.com](http://www.directathletics.com)**

### **\*\*Important Note for Existing DirectAthletics Account Holders\*\***

*If you already have a DirectAthletics account for your team, you should login at [www.directathletics.com](http://www.directathletics.com) and use your existing account to submit your entries. The Bob Hayes entry process is no different than submitting entries to other DA meets.*

*If you know you have an account but have forgotten your username/password, you can click the “I forgot my password” link in the login box.*

### **STEP 1—Creating a DirectAthletics Account**

***If you are new to DirectAthletics**, you will be able to create an account for your team by following the instructions below:*

- 1) Go to [www.directathletics.com](http://www.directathletics.com) and click the New User link in the upper right.
- 2) Click the link to “Create a Team Account.”
- 3) Follow the prompts and enter the necessary information to find your team. You will create your own username and password.
- 4) Click Continue and you will be brought to the default Team Roster page. You can see what team you are controlling by looking at the Team dropdown on the navigation bar across the top of your account (i.e. Raines (Boys). If you have a boy’s and girl’s account, it will usually default to boys first.
- 5) Follow Step 2 below to enter your roster.

### **STEP 2—Setting Up Your Online Roster**

*Before submitting your entries, you must first add all attending athletes to your DirectAthletics roster:*

- 1) On the default Team Roster page, click the green “Add Athletes” link above “Welcome to your DirectAthletics account!”
- 2) Select the number of athletes you wish to enter. You can always add more later.
- 3) Enter your athletes’ First Names, Last Names and School Years and click “Submit”. Please be aware of what gender you are entering—you will complete the roster and entry process for one gender first, and then repeat the process for the other gender (see the Important Notice after Step 3 below)
- 4) The system will display the athletes you have added to your roster. You are now ready for the final step of Submitting Your Roster/Entries.

### **STEP 3--Submitting Your Roster/Entries**

*Once your athletes are added to your roster, you must submit your event entries to the Bob Hayes Meet.*

- 1) Click the HOME tab in the upper left of the site. Under Upcoming Meets, click the green Register button next to the Bob Hayes Invitational.
- 2) Follow onscreen instructions for submitting your entries. You will see a running tally of your entries on the right side of your screen.
- 3) When you are finished with your entries, click the “Finish” link.
- 4) You will see a list of your current, submitted entries. Click the appropriate link to receive an EMAIL confirmation or a PRINTABLE confirmation.
- 5) To edit your existing entries, click the blue Edit Entries button next to the meet name on your Upcoming Meets or complete Schedule.

### **\*\*Important Note for Coaches Entering Boys AND Girls\*\***

*If you are entering Boys AND Girls, you will now repeat Steps 2 and 3 with the other gender. Select the opposite gender (i.e. Raines (Girls) ) from the Team dropdown on the navigation bar across the top of your account. Repeat Steps 2 and 3. You must request separate email confirmations for Boys and Girls.*