

16th Annual Kiwanis de Amigos Relays Online Entry Instructions

This meet is using free online registration at Athletic.net!

Date:	4/14/2018	Host:	Kiwanis de Amigos
Location:	University of Arizona 501 S. Plumer Ave. Tucson, AZ 85719	Registrar:	George Mitcham
		Email:	bullet45@macace.net
		Phone:	(520) 904-4769

Region: Arizona
Field Start: 8:15 AM
Track Start: 8:15 AM

Website: www.kiwanisdeamigos.org

1. Locate your team or sign up for a free coach account (if you don't have one.)

- Go to www.Athletic.net
- Go to the Middle School level under Track & Field.
- Locate your state, then your team. If not listed scroll to the bottom of the page to “can't find team here” to add.
- After receiving the confirmation email, return to Athletic.net home page and click on Middle School, locate state, then your team. Click onto team.
- In the “Info for Coaches” box, log-in by clicking "**Sign Up Here**".
- Proceed to step 2

2. Enter your season calendar

- Sign into www.Athletic.net with your email and password, and click your team name in the left navigation menu .
- Click "**Edit Calendar**" on the Coach Tools bar near the top of your team page
- Next to "T&F Meet" select the date **4/14/2018** and click **Add Meet by Date >**.
- For Region, select: **Arizona**
- Click **Select** on line that says: **University of Arizona , Tucson, KIWANIS de AMIGOS RELAYS.**
- Review the information and click **Save**.
- Verify meet on the "Edit Calendar" page. Click "Edit" next to a meet to correct.

3. Register athletes for the 15th ANNUAL KIWANIS de AMIGOS RELAYS

- Back on your team page, click "**KIWANIS de AMIGOS RELAYS**" in the calendar.
- Click **Register Athletes**
- Add additional athletes (if needed) at the bottom of the page.
- Click on an Event
- Select the athletes you want to compete, division , and enter seed mark.
- “Seed Marks” are athletes or relays previous best marks. Estimate if no previous mark is available. You can estimate from practice sessions or enter “no mark”.
- Click the Update button to save changes.
- Print your entries for review and or use at our meet.