
State Championship Entry Procedure

Online Entry Procedures

Please Note: Throughout this process, the web page may extend beyond the height of your screen, and you may have to scroll down to see the bottom of the page and the “Submit” button.

You can receive e-mail confirmation of your meet entries by clicking the link on the Meet Entry page. E-mails will be sent to the e-mail address in your account profile.

Online Entry Instructions

1. From your desktop, log on to www.directathletics.com
This may involve the following steps:
 - Connect to your Internet Service Provider (either dial up or broadband)
 - Log on to your Internet Browser.
 - At the upper left of your screen there should be a “File” tab. Click on it and then select “Open ...”
 - Enter www.directathletics.com and press the “Enter” key to access the site.
2. Enter the Username and Password provided to you and click on “Login”.

On your first access to the site, you must fill out contact information.

3. The following information is required:
 - Name
 - E-mail address (this is where the e-mail entry confirmations will be sent).
 - Phone number
 - Address
4. To change your password
 - Click on the “SETUP” link in the upper right of the page.
 - Click the “Change Password” link on the left of the screen.
 - Change your default password to something private and easy to remember.

You must enter the names of the athletes on your team before you can process event entries

5. Click on the “HOME” tab at the upper left of the page.
6. Click on “TEAM” tab at the upper left of the page.
7. You may have to enter the Women’s team and Men’s team separately – select the appropriate one from the “Team” drop-down menu near the top of the page. If your team is not listed, contact Mark Koski, NMAA Assistant Director for assistance.

You will see all athletes from last year already on your roster. You do not need to add these athletes again; just update the school year by selecting the athlete and then clicking on the black “Edit” button. You may wish to delete athletes who are no longer on the team by selecting the athlete(s) and then clicking on the red “Delete” button.

Adding the roster

8. Click on the green “Add” athlete’s button at the top left of the Team Roster screen.
9. Enter the number of athletes you would like to add (10 is the maximum allowed at one time – you may enter less athletes than you specify) and click on “Submit.”
10. Fill out the form with your athletes’ names (use full first name) and school years.

After you have loaded your team rosters

11. Click the “Submit” button to finalize the additions and actually add this information to the database.
12. Repeat steps 7-11 to enter athletes for the other portion of your team (Men or Women).
13. To add more athletes, repeat steps 7-11 for the appropriate team.

14. Your team roster will be displayed as soon as you return to the "TEAM ROSTER" page or select the "TEAM" tab.

You can view and/or edit your roster at any time by selecting the "TEAM" tab at the top of the screen and selecting the appropriate team from the "Team" drop-down menu near the top of the page. To edit an athlete, select the appropriate athlete then then click on the black "Edit" button.

You can now submit event entries

15. From the "HOME" tab (under "Upcoming Meets") or the "SCHEDULE" tab, click the "enter" link next to the "2007 NMAA State High School Championships."
16. You have to enter the Women's team and the Men's team separately – select the appropriate team from the "team" drop-down menu near the top of the page.
17. Next to "ATHLETE" on the left side of the screen, click on the "Choose an Athlete" to activate the drop-down menu listing athlete names. Select the athlete you wish to enter into the meet.
18. A screen displaying the individual events will drop down
19. Select the events in which the athlete is to be entered.
 - Type the entry time for the athlete in the appropriate "Time Mark" boxes. Be sure to include the appropriate punctuation (1:59.96, not 15996). If the entry time is slower than the event qualifying time (listed in the "Standard" column), you will get an error message when you press the "UPDATE" button below.
 - Enter the dates and location in the "Performance Location" boxes.
 - Click the "UPDATE" button (at the upper left of the screen). The athlete and entry times will move to the RIGHT section of the screen for review.
 - Repeat the above steps for each athlete.
 - Review your entries in the RIGHT section of the screen.
 - If you have made an error in an entry that appears on the RIGHT section of the screen, click on the appropriate athlete there. The entries for that athlete will be displayed in the LEFT section of the screen with the current entry times displayed in the "Suggested Mark" column. You may change the entry time by entering the revised time in the "Custom Mark" box and entering the "Performance Location" information as specified above. When you have finished the corrections, click the "UPDATE" button (at the upper left of the screen).
 - When you are satisfied with your entries as displayed in the RIGHT section, **click on the "FINISH" button (at the upper left of the screen).**

YOUR ENTRIES ARE NOT ACTUALLY TRANSFERRED TO THE DATABASE UNTIL YOU CLICK THE "FINISH" BUTTON!!

After clicking the "FINISH" button, your entries and entry times for this team will be displayed on the "View Entries" display.

20. Repeat steps 16-19 to enter the athletes for the other team (Men or Women).
21. To enter relay events, click on the appropriate "HERE" link on the "VIEW ENTRIES" page. **Do not enter any relay event unless you have at least four athletes entered on your roster – you will be required to list at least four athletes as relay participants! To add athletes to your roster, select the "TEAM" tab.**
22. Next to "RELAY" on the left side of the screen, click on the "Choose a Relay" to activate the drop-down menu listing the relay events. Follow the same steps as above to enter these qualifiers.
23. When you are satisfied with your entries as displayed in the RIGHT section of the screen, **click on the "FINISH" button (at the upper left of the screen).**

YOUR ENTRIES ARE NOT ACTUALLY TRANSFERRED TO THE DATABASE UNTIL YOU CLICK ON THE "FINISH" BUTTON!

You can edit your entries at any time before the entry deadline by logging on to the site and then clicking the black "Edit" entries button next to the meet name on the main entry page. Make any necessary changes and click on "FINISH". Your previous entries will be over-written and your current entry information will be displayed on the "VIEW ENTRIES" page. You may make changes to your entries as often as you wish—up to the entry deadline.

You can receive email confirmation or print a receipt of your current entries by clicking the appropriate "HERE" link on the "VIEW ENTRIES" page (you can get to this page by following the instructions in the preceding paragraph). Emails will be sent to the email address in your account profile.

Contact Information:

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