

NMAA Track & Field Performance List

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

If you already have a DirectAthletics account for your team, you should login at www.directathletics.com and use your existing account. You will use the same account and roster you use to submit meet entries via DA.

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.

If you are new to DirectAthletics, please email support@directathletics.com for your account information.

STEP 1—Set Up Rosters Online

Before you can add performances to the Performance List, you must make sure that your online roster is complete and up-to-date. Many schools already have their roster partially or fully set up online, however it is necessary to confirm this before proceeding.

1. Login to your account at www.directathletics.com.
2. Click the TEAM tab. You will see a list of athletes that are already on your roster. Please review the roster for missing athletes, misspelled names, or missing school years.
3. To delete or edit athletes, check the box to the left of each athlete(s) and then click the red “Delete Selected” link or the dark blue “Edit Selected” link respectively. To add athletes, click the green “Add Athletes” link.

Before proceeding, all competing athletes should be listed on your roster with the correct school year.

STEP 2—Managing your Existing Performances

The Manage Performances features displays your team’s current top times/marks.

1. Click the TEAM tab. Click the “Manage Performances” link on the left.
2. You will see the current top time/mark for each athlete in each event. These are the times/marks that are currently displayed on the Performance List. Coaches only have **seven** days following a meet to enter qualifying marks!
3. You can edit or delete a performance by clicking the “edit” and “delete” buttons to the right of each time/mark only during the seven day window following the event.
4. You cannot edit or delete times/marks that were added directly from Hy-Tek meet results or after the seven day window has expired.

STEP 3—Adding New Performances

It is the responsibility of each school to manually add top times/marks that are not added via a results upload.

1. Click the TEAM tab. Click the “Add Performances” link on the left. Select the type of track (outdoor) and the event type (track, field, multi, relay) and click Submit.
2. Fill out the form with the athlete, event, time/mark, date of performance, and meet name. When you are satisfied with the form, click “Submit”. Please note: Coaches only have **seven** days following a meet to enter qualifying marks!
3. You can repeat steps 1-2 to add additional performances at any time.

STEP 4—Viewing the Performance List

1. Anybody can view the master list without logging in by going to <http://www.directathletics.com> and clicking “Performance Lists”.
2. You can filter and search the list, as well as click on athlete names and performances to see performance histories.

Reporting Deadline:

All Direct Athletic entries must be submitted on-line within seven days following the meet. All district qualifiers and “last meet” qualifiers must be enter by noon on the Sunday prior to the State Championships.

****Relay Declaration:****

Coaches must declare their “relay” athletes and alternates from Sunday, April 25 to Sunday, May 2 at noon.

Direct Athletics Verification:

Coaches must ensure that they log onto the NMAA website on Monday, May 3 to verify all Direct Athletic entries. Class A/AA coaches must verify entries by 11:00 AM, whereas Class 3A-5A coaches have until 5:00 PM to verify their entries on May 3.

Frequently Asked Questions

I accidentally added the wrong time/mark for an athlete. How can I correct this?

You can delete or edit a manually entered time/mark by going to the “Manage Performances” page. Click the red “Delete” link or blue “Edit” link next to the performance.

There is an error on the Performance List. Who do I contact?

If you doubt the validity of a performance, please contact your conference administrator to verify the time/mark. If the time was uploaded from Hy-Tek, you should contact the meet director to fix the result and re-submit to the site. If you believe that the error is due to technical problems, please contact support@directathletics.com