

Submitting FHSAA District Track & Field Entries

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

If you already have a DirectAthletics (DA) account for your team, you should login at www.directathletics.com and use your existing account to submit your entries. You can skip to Step 2 below.

If you know you have an account but have forgotten your username/password, you can click the “Login Trouble?” link next to the login boxes.

STEP 1—Creating a DirectAthletics Account (New Users Only)

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/fhsaatf
- 2) Select your FHSAA Class and find your school in the dropdown.
- 3) Check off what genders you coach, and enter your contact information. Lastly, enter the username and password you would like for your account. Please choose a username that is unique—common usernames like “bears” or “adam” or “track” are likely to be taken.
- 4) Click Continue to login.
- 5) Follow Step 2 below to set up your rosters.

STEP 2—Importing your Rosters from FHSAA to DirectAthletics

Before submitting meet entries, you must first set up your roster on DirectAthletics. DA is designed to import your rosters from the FHSAA eligibility database, Home Campus. Only schools with Home Campus rosters set up before Feb. 15 may import.

- 1) If your DA roster hasn't been updated in a while, the system will prompt you to import from FHSAA upon login.
- 2) If your roster is newer, click the “Team” module after login and then click “Import from FHSAA” on the left

STEP 3—Managing your Roster

You can manage your roster or add athletes manually at any time

- 1) **To manually ADD athletes** to your roster, go to TEAM and click the green “Add Athletes” link.
- 2) **To DELETE athletes** you no longer want on your active roster, go to TEAM. Select the athlete(s) you wish to remove and click “Deactivate”.

STEP 4—Submitting Entries

Your district meet will be listed under HOME. Click the green “Register” link to enter

Upcoming Meets:	
Date	Meet
4/14/2018	FHSAA Class 2A-District 14

[Register](#)

****Important Note for Coaches of Men AND Women****

If your account controls Men AND Women, you will control your roster and enter meets separately by gender. Select the opposite gender (i.e. “Half Mile HS (Women)”) from the Team dropdown on the navigation bar across the top of your account.