# Creating Your Account on AthleticNET

**To have an AthleticNET account you must be OVER 12 years old.**

All athletes under 13 MUST be linked to an AthleticNET account either held by a parent / caregiver or some other a trusted adult.  It is through this account that an UNDER 13 athlete registers for a meeting and enters events, with the adult responsible for the entry / payment (if required).

If an event requires an entry fee (such as all Athletics Canterbury Senior Interclub events), these fees are paid via this account at the time of entering.

Please note that APPLEPAY or similar payment methods can be problematic, especially if entering / paying using a smart phone.  Therefore, please link a debit or credit card to this account.  Using the internet is the best way to log into your account on AthleticNET.

The **AthleticNET (entries)** and the **AthleticLIVE (results)** systems are being used at all Athletics Canterbury Senior Interclub meetings.  Canterbury Childrens Athletics are using **AthleticLIVE** at your interclub meetings, which allows you to view results on your smart phones.  As we get more familiar with AthleticNET & AthleticLIVE, the entries system may be used by Canterbury Children's Athletics as well.

The purpose of this information document, prepared using information from the AthleticNET HELP menu, is to up-skill those ADULTS who are going to handle the AthleticNET entry process for children under 13.  We are using AthleticNET to accept entries at the Christmas Cracker Meeting to be held at Nga Puna Wai on Friday 27th December 2024, so this is an opportunity to gain a better understanding of how it works.

I we also setup a 'dummy' athletic event in AthleticNET so you can practice registering and entering events.

*Please read and follow these steps to create your FREE AthleticNET account:*

    Using the internet, open the **HOMEPAGE** of **AthleticNET**          (**https://www.athletic.net/**)

    This is what the HOMEPAGE looks like.
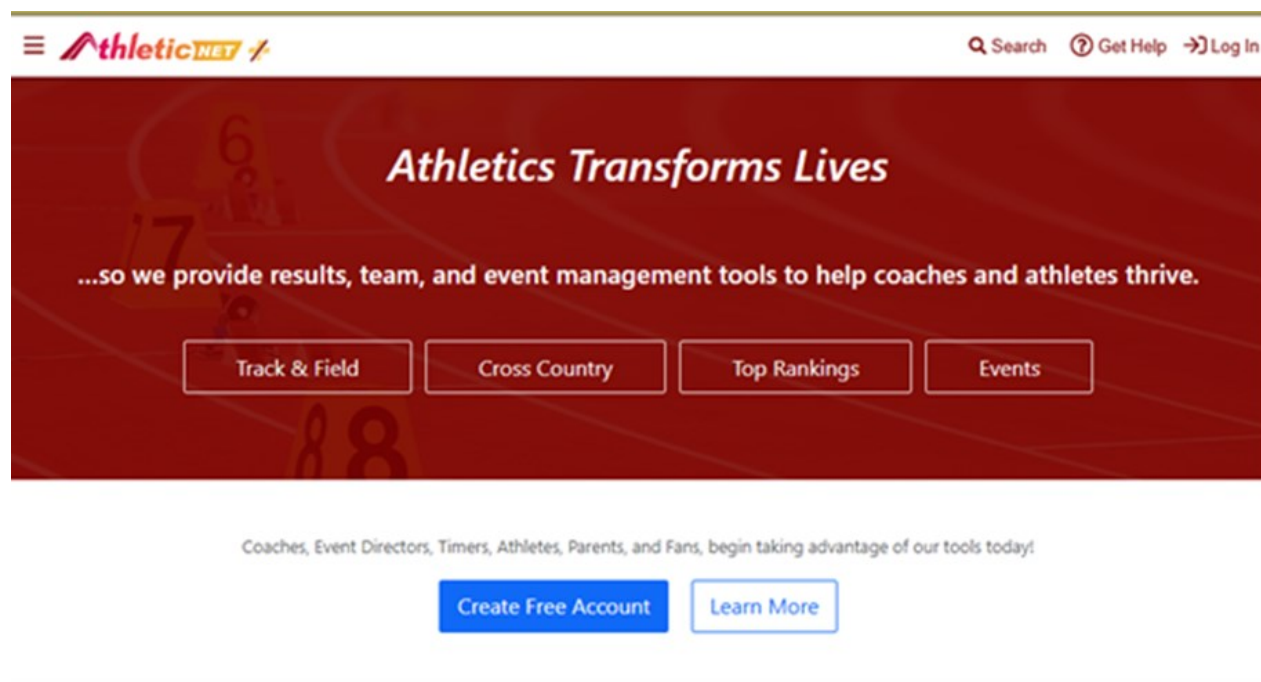
**CLICK** on **CREATE FREE ACCOUNT** to get started.

This popup box will appear.

**Sign Up with Email** and fill in **YOUR** details.

**BIRTHDATE:**

Please note that this is a USA system, therefore the order of entering the birthdate is different to what we are use to.

**MONTH / DAY / YEAR  (mm/dd/yyyy)**

*Example:  02/27/2010 means 27th February 2010*

**TEAM CODE:**

Unless you are a competing athlete yourself, please leave this section BLANK.  You do not require at Team Code unless you intend to enter an event yourself.

**CLIC**K on **Next Step**

Once you've entered your information, the system will search AthleticNET's entire database for athletes with similar names to yours.

If you already have results listed on AthleticNET, make sure that your account is connected with those results.
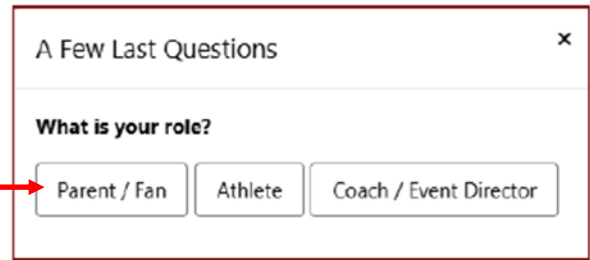
In most cases your name will not appear.

If you see yourself in the list, ensure that the details listed are correct, and click on your name.

If your name is not there, **CLICK** on **I'm Not Listed** at the bottom.
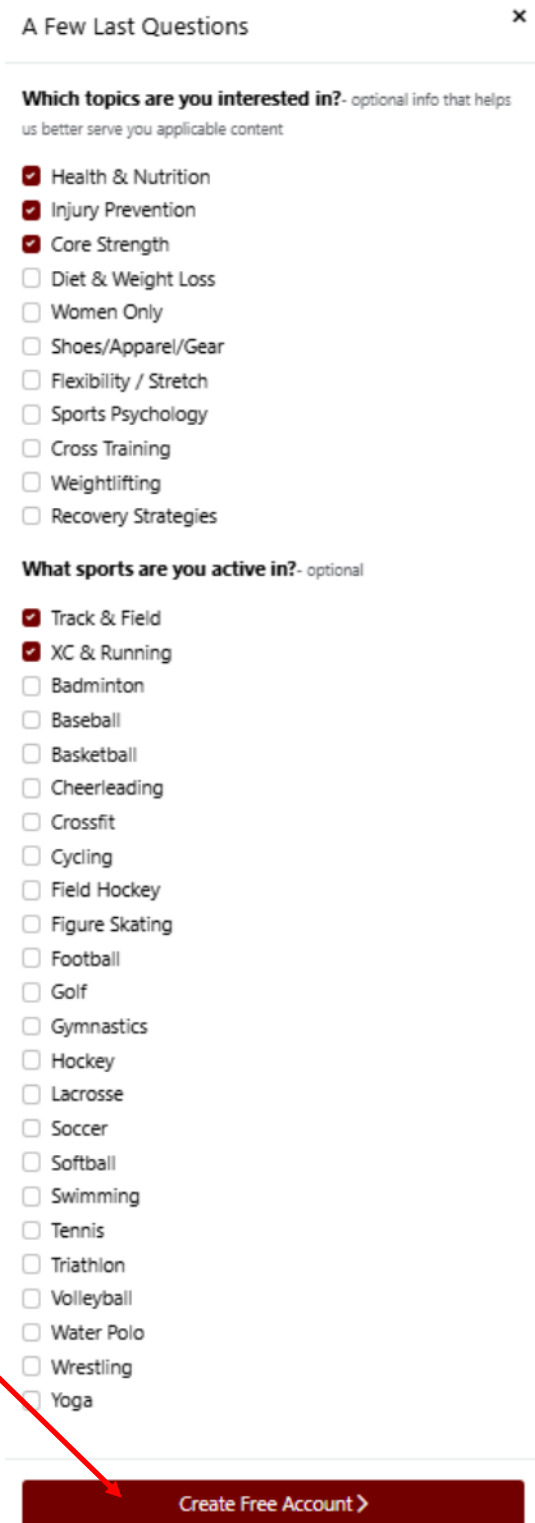
Almost finished ….

Select **Parent / Fan**

**A Few Last Questions**                                    ✕

**What is your role?**

| Parent / Fan | Athlete | Coach / Event Director |

**CLICK** on any areas of interest.

You do not have to select anything.

**A Few Last Questions**                                    ✕

**Which topics are you interested in?** - optional info that helps
us better serve you applicable content

- ☑ Health & Nutrition
- ☑ Injury Prevention
- ☑ Core Strength
- ☐ Diet & Weight Loss
- ☐ Women Only
- ☐ Shoes/Apparel/Gear
- ☐ Flexibility / Stretch
- ☐ Sports Psychology
- ☐ Cross Training
- ☐ Weightlifting
- ☐ Recovery Strategies

**What sports are you active in?** - optional

- ☑ Track & Field
- ☑ XC & Running
- ☐ Badminton
- ☐ Baseball
- ☐ Basketball
- ☐ Cheerleading
- ☐ Crossfit
- ☐ Cycling
- ☐ Field Hockey
- ☐ Figure Skating
- ☐ Football
- ☐ Golf
- ☐ Gymnastics
- ☐ Hockey
- ☐ Lacrosse
- ☐ Soccer
- ☐ Softball
- ☐ Swimming
- ☐ Tennis
- ☐ Triathlon
- ☐ Volleyball
- ☐ Water Polo
- ☐ Wrestling
- ☐ Yoga

Finally, **CLICK** on **Create Free Account** at the bottom.

This should take you to your **AthleticNET HOMEPAGE**.

You're done!

If you are logged in, your initials will appear

at the top right corner of your Homepage.

| Create Free Account ❯ |

*Next step is to link an under 13 child to your account.*

# Adding a Managed Athlete to Your Account

**To have an AthleticNET account you must be OVER 13 years old.**

A managed athlete is an athlete whose registrations are controlled by another AthleticNET account. The managed athlete function is primarily geared towards parents / care-givers whose children are too young to have their own AthleticNET account.

All children under 13 years old must be added to an adult's account as a '**managed athlete**'.

However, a parent / care-giver may list their child as a managed athlete regardless of their age. This has the advantage of allowing the adult to register the child for meetings, as well as paying any applicable registration fees on behalf of their child.

*Please read and follow these steps to add a managed athlete to your AthleticNET account:*

1. **Log into** your **AthleticNET** account. This is called your profile. Your initials will appear in the top right corner. You can add your photo if you like.

2. **CLICK** on **Meet Registration**. This the best way to register for ALL meetings.
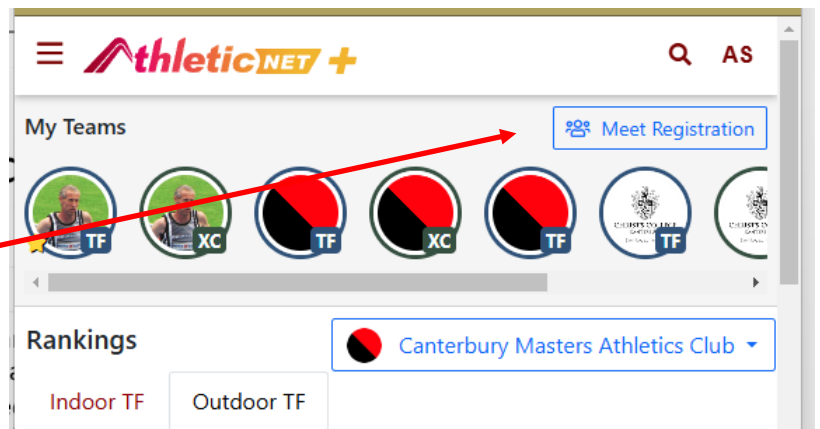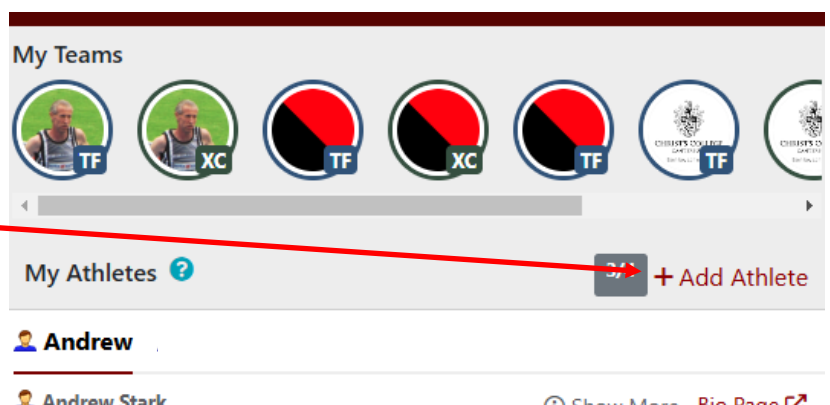
Note: If you **CLICK** on your initials, a dropdown menu appears where you can change the details of your profile.

3. **CLICK** on **Add Athlete**.
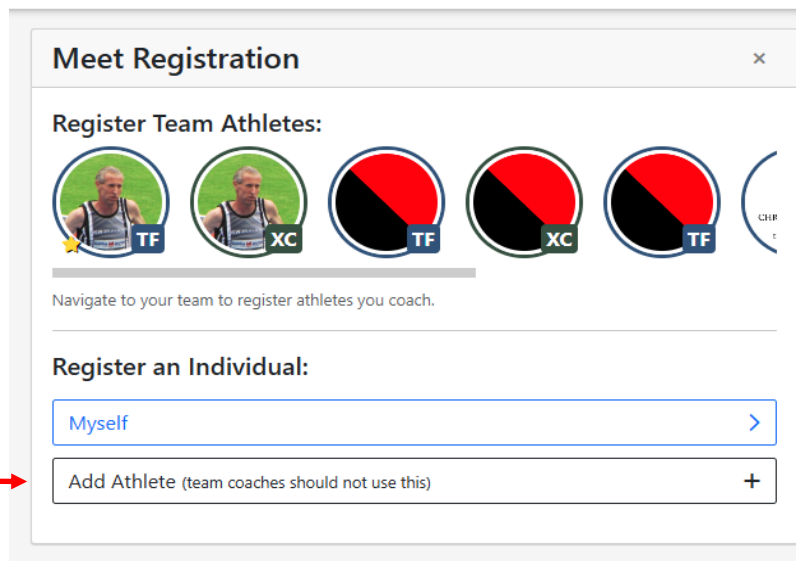
4. **CLICK** on **+ Add Athlete**.

5.  When this box appears, select **NONE** and fill in the details of your child.

**Add Athlete**                                                      ✕

**Membership Type:**   USATF   AAU   None

Remember the birthdate is USA format.

| First | First Name |
| Last | Last Name |
| Birthdate | xx/xx/xxxx |

**MONTH / DAY / YEAR   (mm/dd/yyyy)**

| Male | Female |

*Example:*
*02/27/2010 means 27<sup>th</sup> February 2010*

6.  Complete the process by **clicking** on **+ Add**.                          Cancel   **+ Add**

**My Teams**

**My Athletes** ❓                                    3/4  **+ Add Athlete**

👤 **Andrew**   👤 Fergus   👤 Rebecca

👤 Andrew Stark                          ⓘ Show More   Bio Page ↗
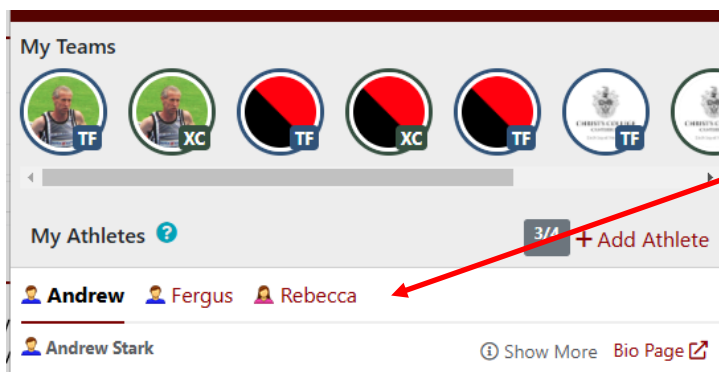
The name of the athlete you have added with now appear next to your name.  You can add up to FOUR names.
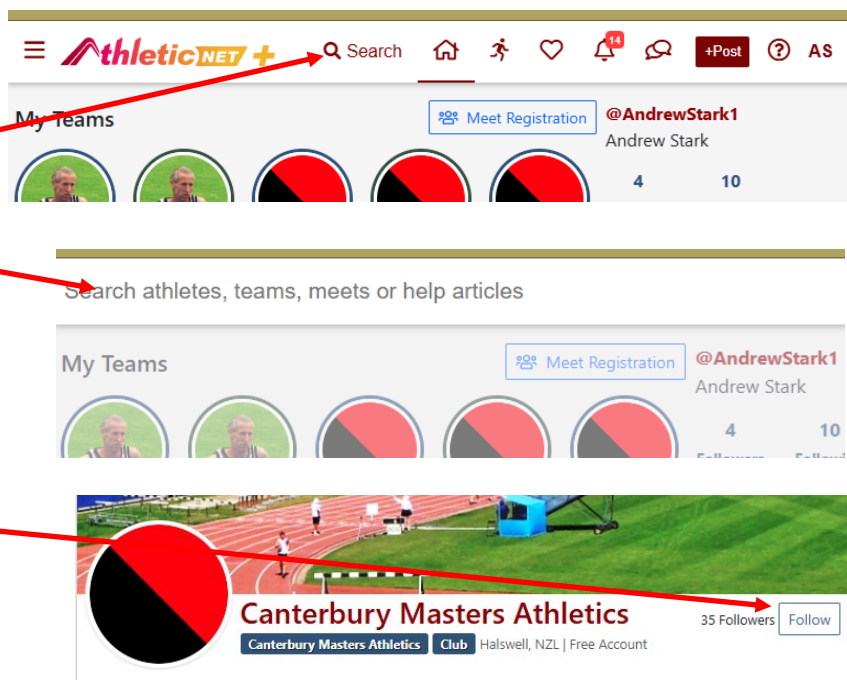
**You are now ready to learn how to register an athlete for a meeting and enter events!**

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# FYI ….. Support / follow your Club on AthleticNET

All clubs have a profile page where you can find out information about what's going on and have easy access to your child's performance.

To access this page, follow these steps.

1.  **Log in** to your Account (Profile pages)

2.  **Click** on **SEARCH**

3.  Type in your **club's name**.

4.  **Click** on **your club's name** and this will open the profile page for your club.  On this page you will see a calendar events and a list of all active members of the club.

5.  **Click** on **Follow** to receive any posts created by the club administrators.

6.  **Scroll down** the page and **click** on any athlete's name to view all their performances

☰ **AthleticNET +**   🔍 Search   🏠 🏃 ♡ 🔔14 🗨 +Post ❓ AS

**My Teams**           👥 Meet Registration   @AndrewStark1
                                               Andrew Stark
                                                  4      10

Search athletes, teams, meets or help articles

**My Teams**           👥 Meet Registration   @AndrewStark1
                                               Andrew Stark
                                                  4      10

**Canterbury Masters Athletics**           35 Followers   Follow
Canterbury Masters Athletics  Club  Halswell, NZL | Free Account

There are lot more features to learn, such as ranking lists.

# Individual Event Registration: Enter Myself or my Children

Now that your under 13 year old child has been added to your account as a 'managed athlete', you are ready to register them for a meeting & enter them in a events.

*Please read and follow these steps to register an athlete for a meeting and select events:*
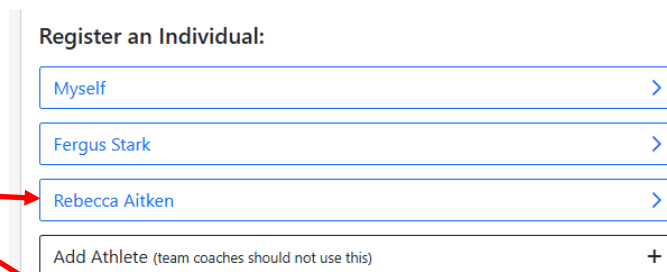
1.  **Log into** your **AthleticNET** account (your profile).  Your initials will appear in the top right corner if logged in.

2.  **CLICK** on **Meet Registration**.

3.  This time you should see **Myself** and the names of the children you have added to your account.
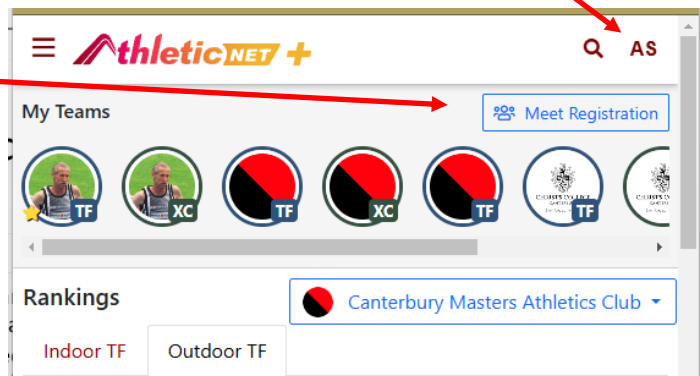
4.  **Click** on the name of the child you want to register for a meeting.  The name will be high-lighted on the new page that opens.

5.  If your club has accepted a request to join a meeting, the meeting details should be listed below the names.  In this example, the Christmas Cracker Meeting on 27th December 2024 is listed.
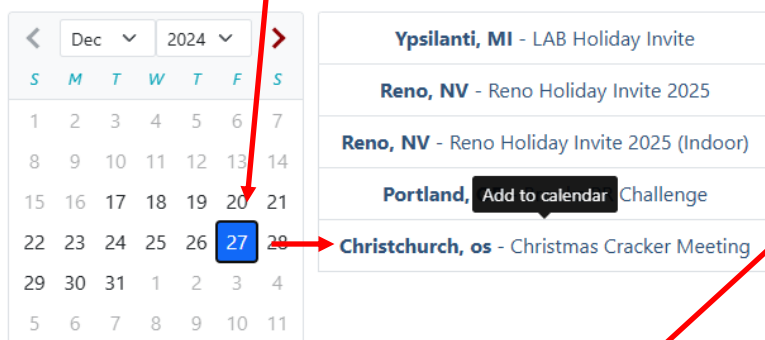
6.  If the meeting is not there, **click** on  **+Add Meet**.

7.  **Click** on the **date** of the meeting, then search for the meeting by **name**. **Click** on the meeting to **add** this to your calendar.
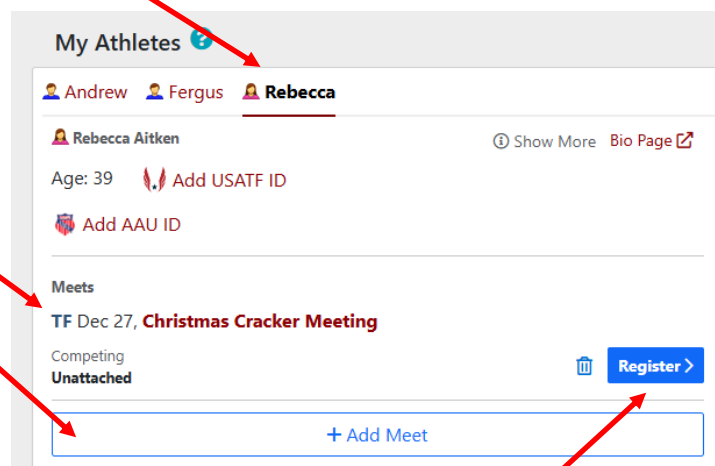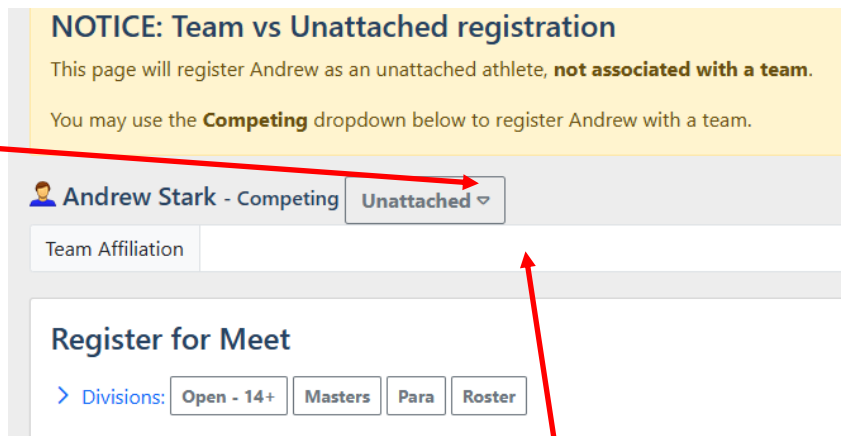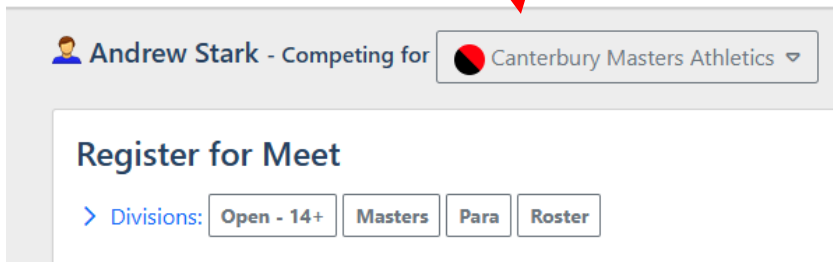
8.  To register for a meeting, **click** on **Register**.

7. On the next page you may see information that looks like this. In this example, I am NOT attached to a team. However, there is a **small down arrow** beside the word 'unattached'.
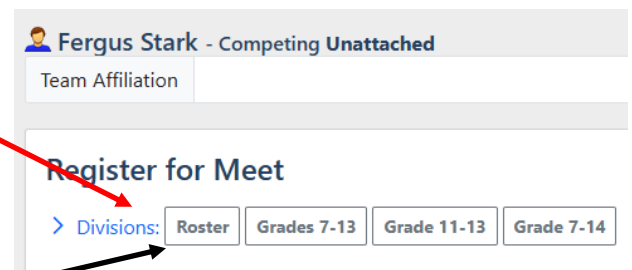
**NOTICE: Team vs Unattached registration**

This page will register Andrew as an unattached athlete, **not associated with a team**.

You may use the **Competing** dropdown below to register Andrew with a team.

👤 Andrew Stark - Competing   Unattached ▽

Team Affiliation

**Register for Meet**

❯ Divisions:  Open - 14+   Masters   Para   Roster

8. **Click** on that **down arrow** and your club name appears. **Click** on the club name you are competing for, replacing 'unattached'. If no club name is available, don't worry as we can sort that out later.

👤 Andrew Stark - Competing for   🔴 Canterbury Masters Athletics ▽

**Register for Meet**

❯ Divisions:  Open - 14+   Masters   Para   Roster

9. If you do not have an option to select your Club or your child has changed clubs, you can type in the club name in the **Team Affiliation box**.

10. Below the words **Register for Meet** there are **Divisions**. Divisions are set up based on the age of the athletes and the events within each division. In this example Fergus is 11, so he has three divisions to select from, all with different age ranges.

11. **Click** on **each division** to see what events are available.

**Please DO NOT SELECT ROSTER**

👤 Fergus Stark - Competing **Unattached**

Team Affiliation

**Register for Meet**

❯ Divisions:  Roster   Grades 7-13   Grade 11-13   Grade 7-14

12. **Below** a highlighted **division**, a list of event will appears.

13. **Click** on an **event** to enter. To deselect that event, click on it again.

14. A box appears where you can add a seed time or distance. If there is a performance in AthleticNET for your child for that event, it will appear here. Please select that performance or change it if you like. This helps where seeding events.
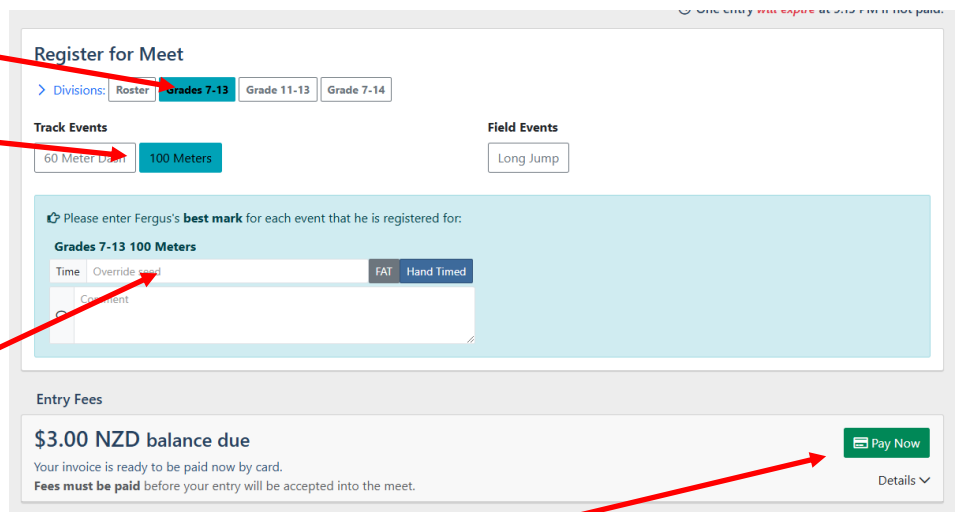
15. **Repeat** this process for each event you would like to enter, which may involve clicking on each division.

**Register for Meet**

❯ Divisions:  Roster   Grades 7-13   Grade 11-13   Grade 7-14

**Track Events**          **Field Events**

60 Meter Dash   100 Meters        Long Jump

🖱 Please enter Fergus's **best mark** for each event that he is registered for:

**Grades 7-13 100 Meters**

Time  Override seed                    FAT  Hand Timed

Comment

**Entry Fees**

**$3.00 NZD balance due**                    📧 Pay Now

Your invoice is ready to be paid now by card.           Details ⌄
**Fees must be paid** before your entry will be accepted into the meet.

16. Having entered all events, click on the **PAY NOW** button. Please do not use Apple Pay or similar systems as they can be problematic. Link your AthleticNET account to a debit or credit card.

Once entries are closed and all seeded, the meeting will be uploaded to AthleticLIVE. It can be viewed via the internet.

Any questions or challenges, please contact Andrew Stark (npw@athleticscanterbury.org.nz)