

Request Access to the SCHOOL page:

1. Open [AthleticNET homepage](#) and **login** to your account

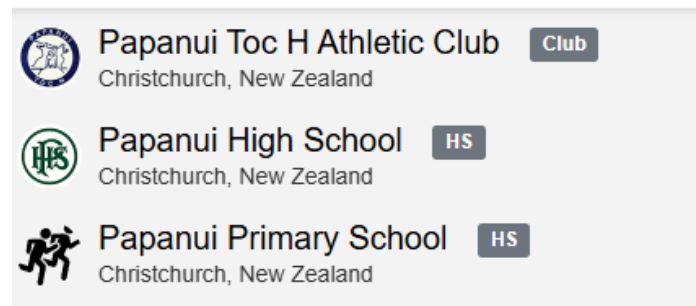
2. **Click on SEARCH**



3. **Type in your SCHOOL NAME** in line with the word 'search'

Example: 'Papanui' came up with three options.

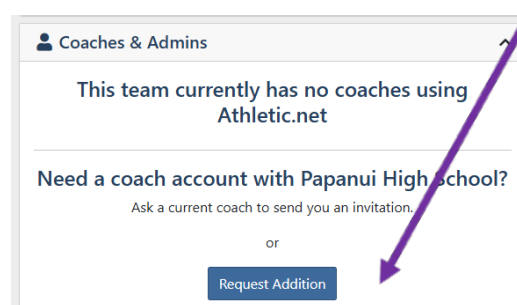
Papanui



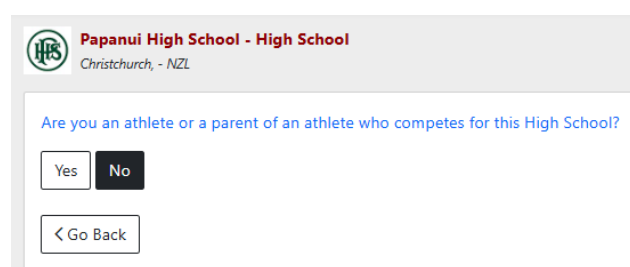
4. **Select your SCHOOL.** This opens your 'Team' page in the AthleticNET.



5. **Scroll down to the bottom of this page and click on REQUEST ADDITION.**

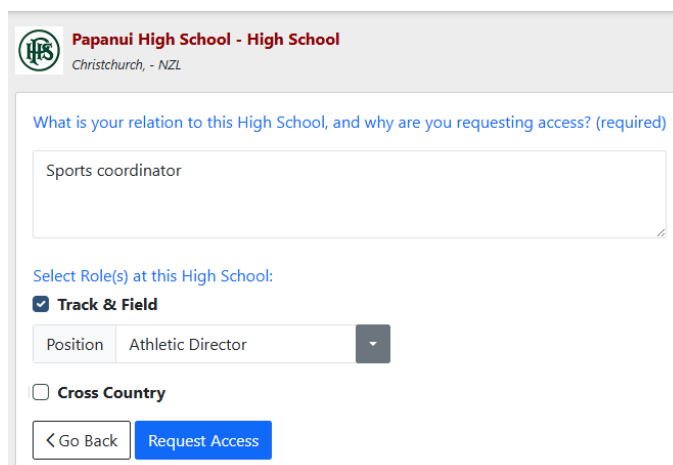


6. This box appears. **Select NO.**



7. In the following box, explain why you want access such as *'Sports Coordinator / Teacher in charge of entering students into events'*.

Select **Track & Field**, then select position - **Athletic Director**.



The screenshot shows a web form for Papanui High School - High School, Christchurch, - NZL. The form has a header with the school's logo and name. Below the header, there is a text input field with the prompt "What is your relation to this High School, and why are you requesting access? (required)". The text "Sports coordinator" is entered in this field. Below the text field, there is a section titled "Select Role(s) at this High School:". Under this section, there are two options: "Track & Field" which is selected with a checked checkbox, and "Cross Country" which is not selected with an unchecked checkbox. Below the "Track & Field" option, there is a dropdown menu labeled "Position" with "Athletic Director" selected. At the bottom of the form, there are two buttons: "Go Back" and "Request Access".

You can select Cross Country (optional) as well.

8. Click **Request Access**.

9. You will be required to submit a cell phone number. **AthleticNET** uses an automated system to ring you and provide you with a **CODE** to enter to complete the verification process.

Any questions, e-mail [Andrew Stark – Athletics Canterbury](#)