

Request Access to the SCHOOL page:

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

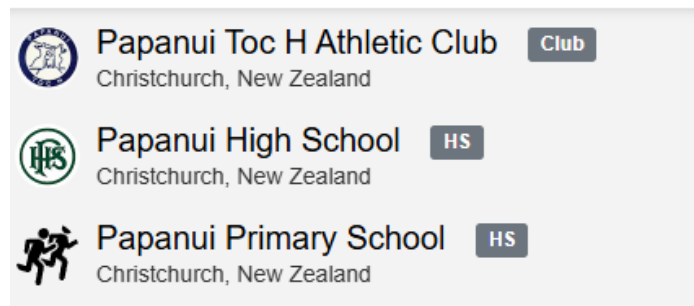
2. **Select** **SEARCH**



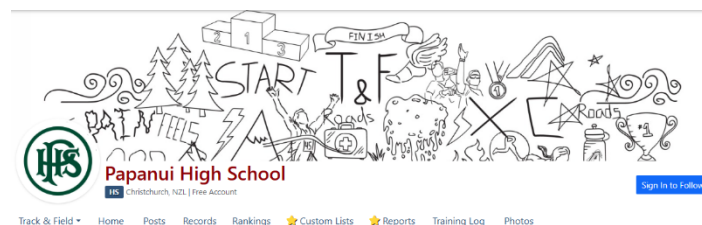
3. **Type** in your **SCHOOL NAME** in line with the word 'search'

Example: 'Papanui' came up with three options.

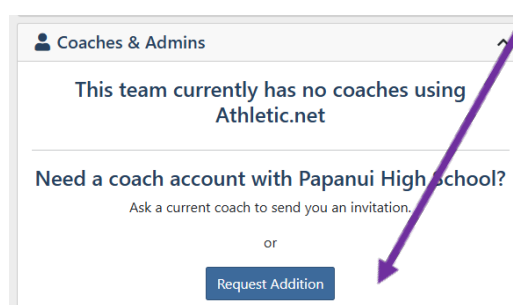
Papanui



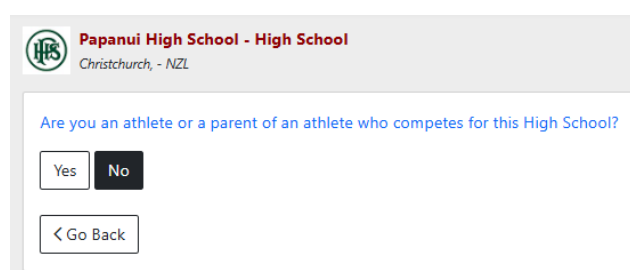
4. **Select** your **SCHOOL**. This opens your 'Team' page in the AthleticNET.



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

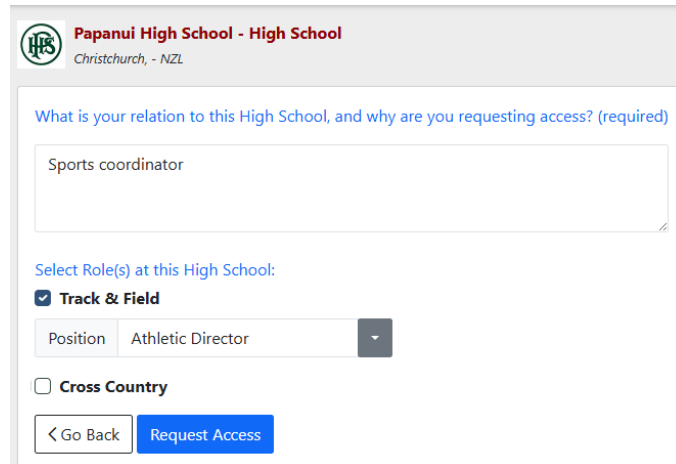


6. This box appears. **Select NO**.



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**.

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

You can select Cross Country (optional) as well.

8. Select **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](#)