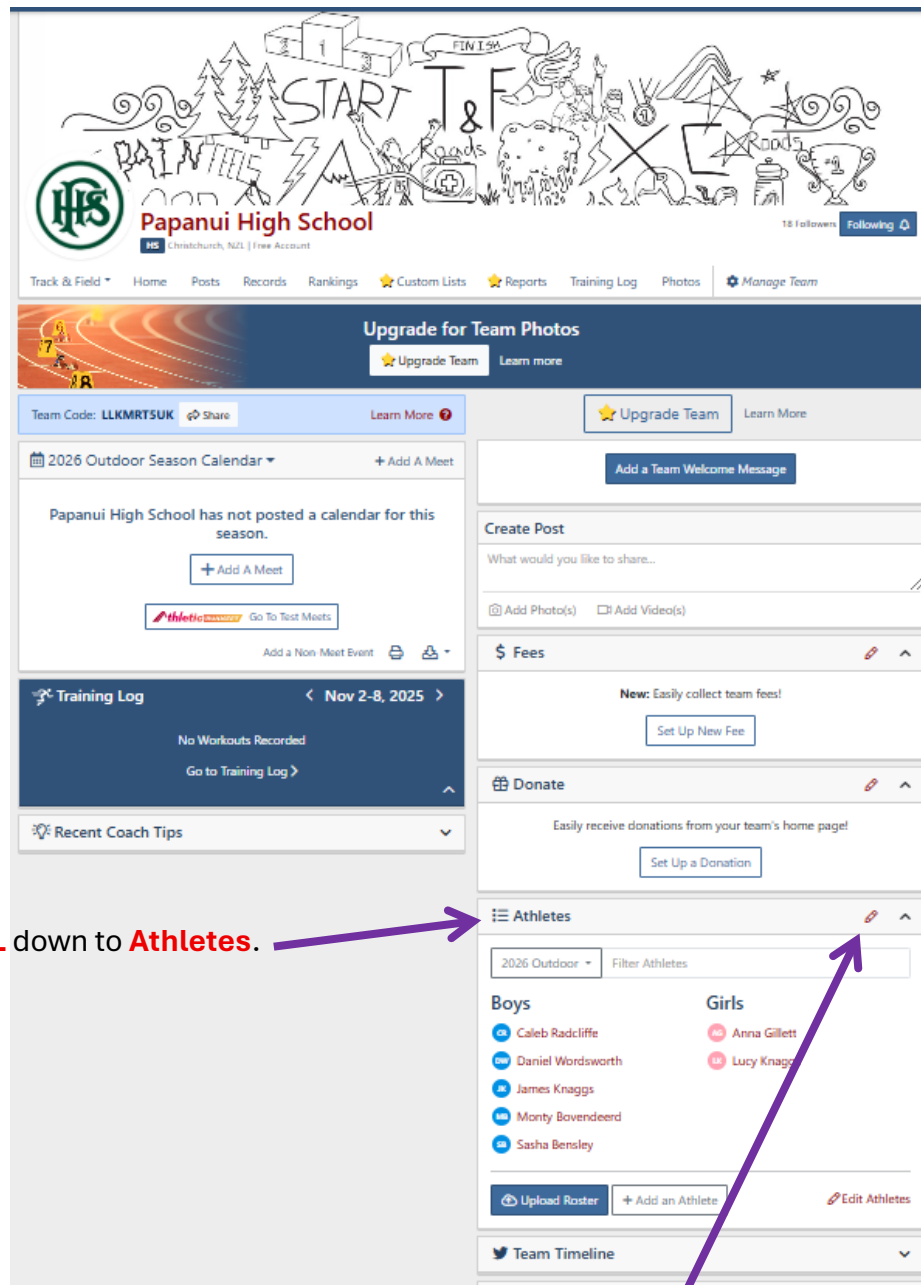


How to activate or add students to your School Team:

Athletics Canterbury has previously used AthleticLIVE to display results. Therefore, many of your students may already appear in the system. We need to **activate** those students competing in 2026 or add the names of new students.

1. Open [AthleticNET homepage](#) in an internet browser.
2. **Login** to your **SCHOOL's Team page**.

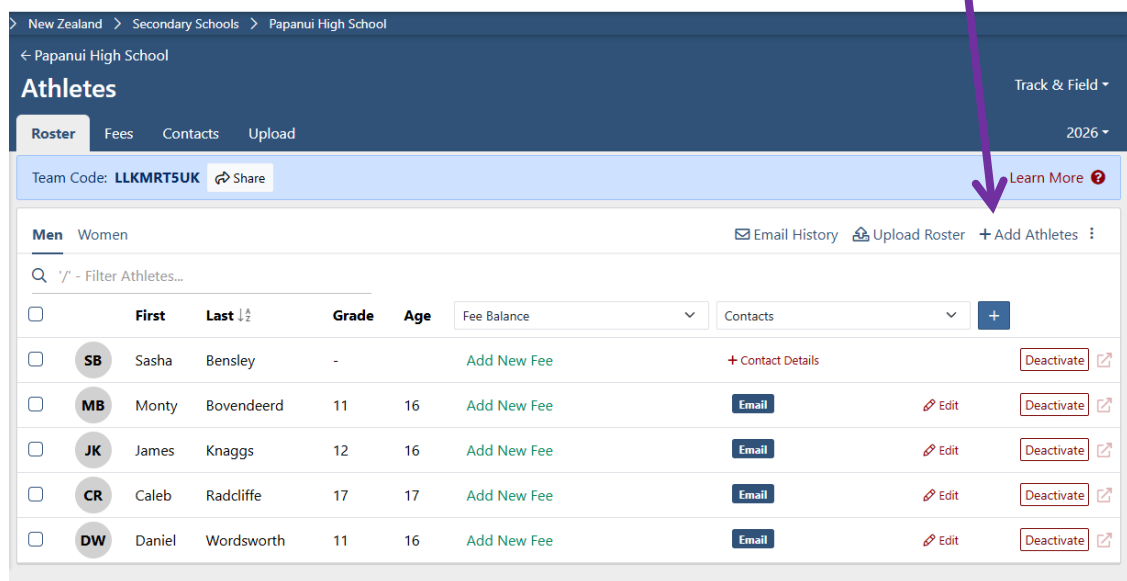


3. **SCROLL** down to **Athletes**.

4. **Select** the **pencil** to edit you list of Athletes

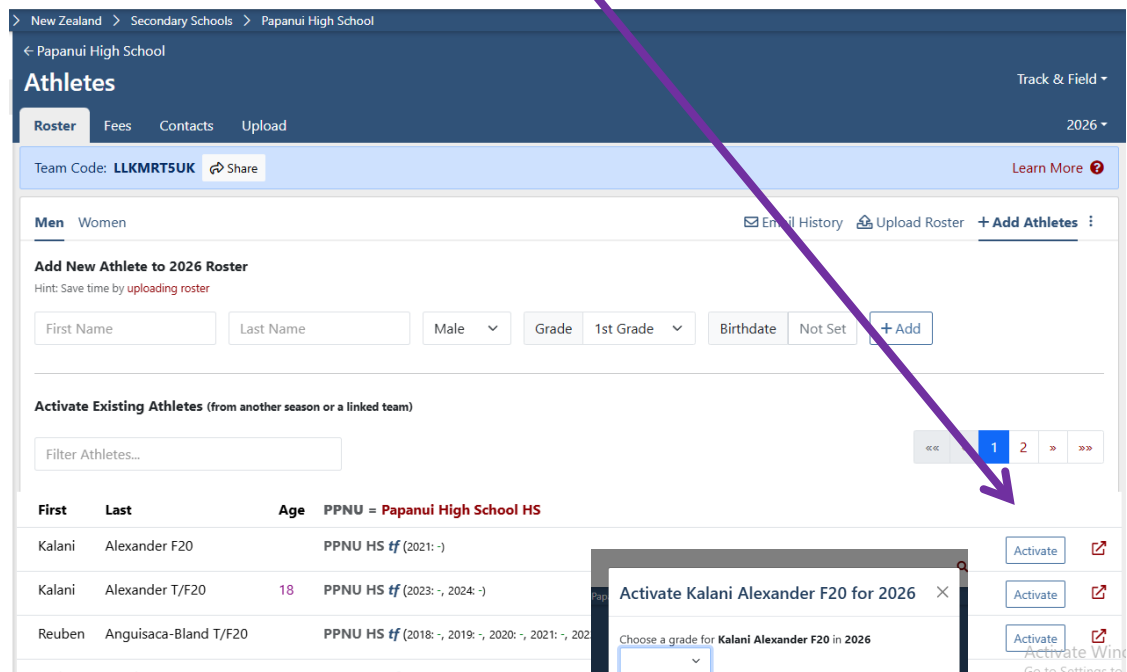
The AthleticNET season runs from 1st November to 31st October.

5. There may or may not be a list of names. **Select + Add Athletes.**



The screenshot shows the 'Athletes' section for Papanui High School. The 'Roster' tab is selected. A purple arrow points to the '+ Add Athletes' button in the top right corner.

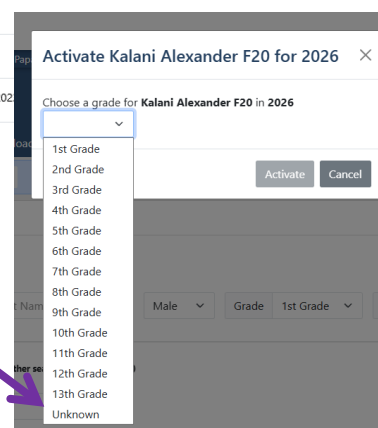
1. A list of students already in AthleticNET will appear. Only athletes who will compete this year need to be **activated**.



The screenshot shows the 'Athletes' section for Papanui High School. The 'Roster' tab is selected. A purple arrow points to the 'Activate' button for Kalani Alexander F20.

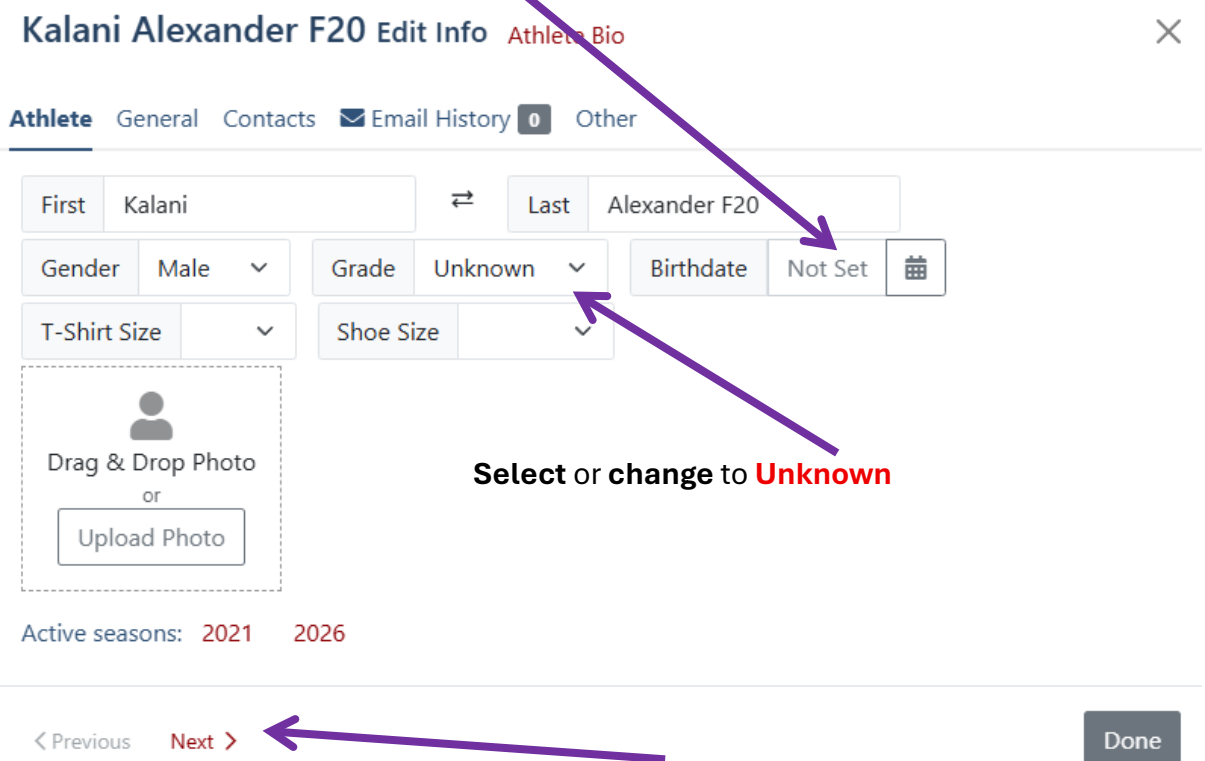
8. **Select activate**, scroll down the list of grades and select **unknown**, then click **Activate**.

Do this for all students (Men / Women) who will compete this season.



The screenshot shows the 'Activate Kalani Alexander F20 for 2026' dialog box. A purple arrow points to the 'Unknown' grade option in the dropdown menu.

9. **Adding a BIRTHDATE.** Many of the students may NOT have a birthdate in the system, unless they have competed for a club. **Click** on a student's name and please **add DOB**?



Kalani Alexander F20 Edit Info Athlete Bio

Athlete General Contacts Email History 0 Other

First: Kalani Last: Alexander F20

Gender: Male Grade: Unknown Birthdate: Not Set

T-Shirt Size: Shoe Size:

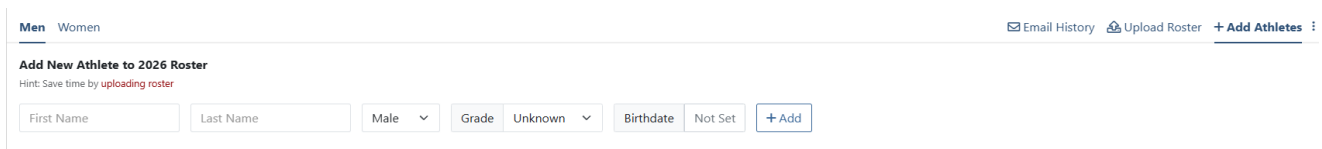
Drag & Drop Photo or Upload Photo

Active seasons: 2021 2026

< Previous Next > Done

10. You can cycle through the list of students using **NEXT**, checking **DOB** and **GRADE**.

11. **ADD** new names in this section.



Men Women Email History Upload Roster + Add Athletes

Add New Athlete to 2026 Roster

Hint: Save time by uploading roster

First Name Last Name Male Grade: Unknown Birthdate: Not Set + Add

IMPORTANT NOTE: Select **GRADE** as 'unknown' and add a **birthdate**. This ensure that all future performances are linked to the correct student.

12. To go back to the **HOME PAGE** of your school and **select** your **school name**.



You are now ready to **enter students** in a meeting.