Entering Students into EVENTS using AthleticNET:

1. Open AthleticNET homepage and **login** to your account

2. **Click** on **SEARCH** (if required)

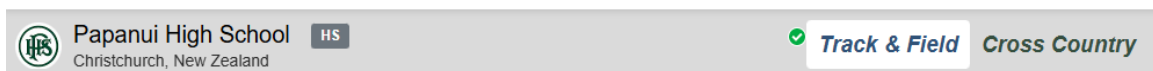Q Search   ? Get Help   →] Log In

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

4. **Locate** your **SCHOOL** name and **click** on **Track & Field** option.
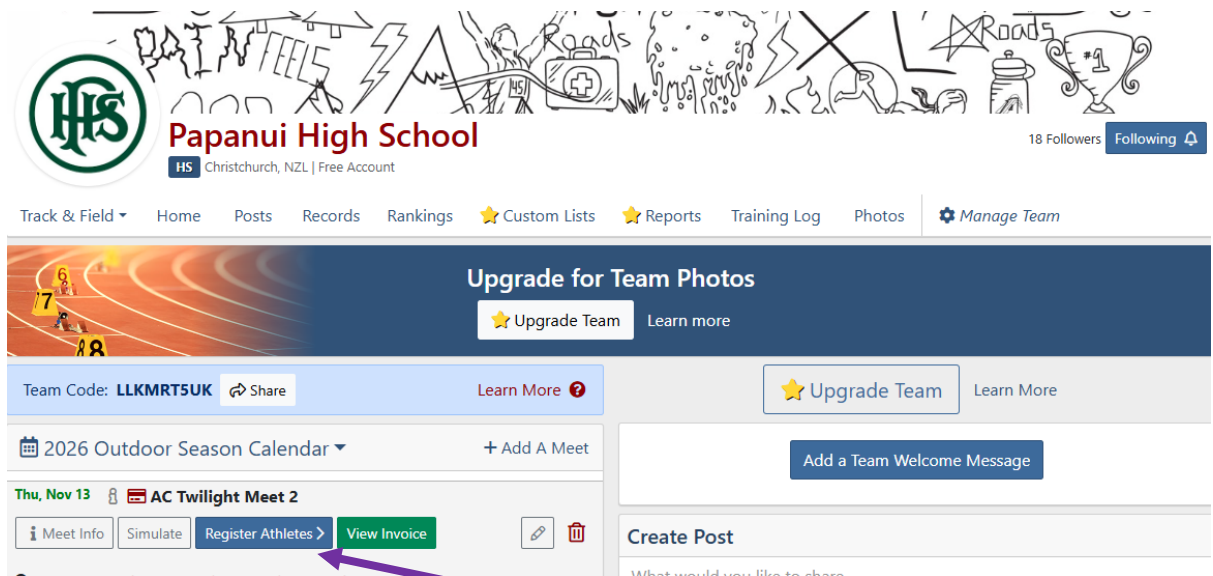
5.

Papanui High   ✕

| Papanui High School   HS
 Christchurch, New Zealand | ✓ **Track & Field**   Cross Country |

You can change to Track & Field page by selecting it.

6. This opens your **SCHOOL's** page in the **AthleticNET**.

Papanui High School
HS Christchurch, NZL | Free Account   18 Followers   Following 🔔

Track & Field ▾   Home   Posts   Records   Rankings   ⭐ Custom Lists   ⭐ Reports   Training Log   Photos   ⚙ Manage Team

Upgrade for Team Photos
⭐ Upgrade Team   Learn more

Team Code: **LLKMRT5UK**   ⤴ Share   Learn More ❓   ⭐ Upgrade Team   Learn More

📅 2026 Outdoor Season Calendar ▾   ✚ Add A Meet   Add a Team Welcome Message

Thu, Nov 13   👤 🏃 AC Twilight Meet 2

ℹ Meet Info   Simulate   Register Athletes >   View Invoice   ✏ 🗑

Create Post
What would you like to share

7. Locate the **EVENT** on the calendar, **select** **Register Athletes**. A list of students already in AthleticNET will appear. Students with NO DOB (Invalid age) cannot be entered until a DOB has been added. You can **add Athlete** while on this page.

Register by Athlete

👤 Male Entries	👩 Female Entries
Filter by Age, Athlete, or Event	Filter by Age, Athlete, or Event
16 Monty Bovendeerd	16 Anna Gillett
17 James Knaggs	14 Lucy Knaggs
17 Caleb Radcliffe	✚ Add an Athlete
16 Daniel Wordsworth	

Athletes Ineligible for this Meet

     Kalani Alexander F20   Invalid age

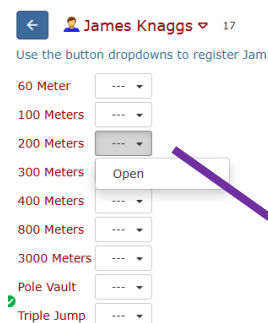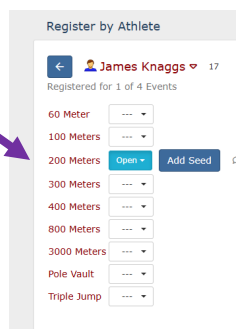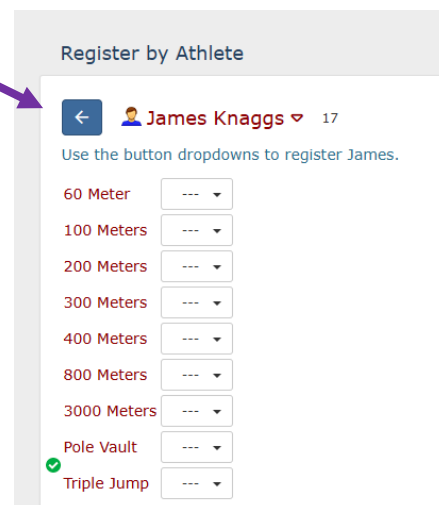   Sasha Bensley   Invalid age

✚ Add an Athlete
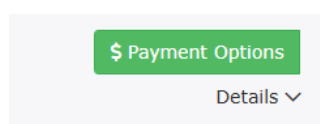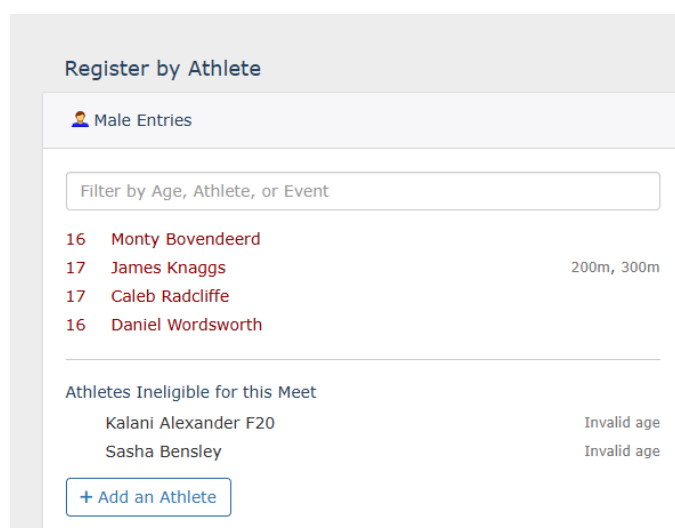
8. To enter a student, **select** their **name**.

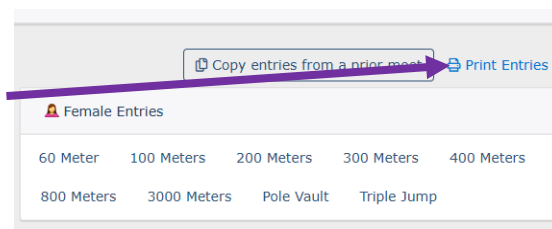9. **Select** the **event**, **select** the **grade** (Open)

10. The **BLUE** box confirms the entry. If you make a mistake, select the event to un-enter. Use the **BACK arrow** (next to the name) to return to your list of students.

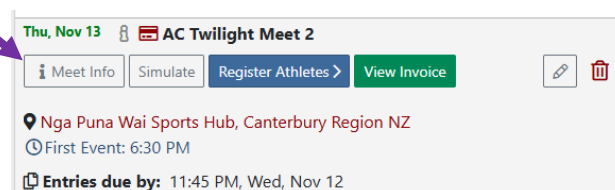11. In the **Register by Athlete** list, it shows which event each athlete has entered.

12. If the entry fees are to be collected using this system, an invoice will be prepared.

13. A printed list a **names / events** is also available.

14. On the **Homepage**, **select i Meet Info** to view information about the meeting. (Schedules, who has entered etc)

15. You can make changes to your entries, up until entries close.

Prepared by Andrew Stark – Event Manager.