

DIRECT ATHLETICS ENROLLMENT & ENTRIES INSTRUCTIONS
CLASS S STATE MEET - HERRIN

1. Connect to www.directathletics.com

If you are a new coach and your school already has a username/password for direct, but you do not know it, contact your school or the previous coach for that information. Herrin High School **DOES NOT have access to that information**

2. For those who need to create an account
 - a. A. On the website's taskbar choose "Sign Up"
 - b. B. Choose Team account and type in **YOUR** team's information
 - c. C. Click Summit
3. For those who already have an account, click Login In
4. Coaches need to put their team roster (athletes competing in the state meet) into Direct Athletics.*
5. Entering NEW athletes into direct
 - A. Click "TEAM" on the website's taskbar
 - B. Click "ADD ATHLETES"
 - C. Select how many athletes you want to add, enter their information, & click submit
6. From Direct's Homepage choose the meet titled "SIJHSAA CLASS S BOYS & GIRLS STATE MEET" dated 5/14/22 from the listing of upcoming meets.
You may have to select Middle School or Jr. High along with Illinois in order to find the meet.
7. Click on "Click **HERE** to edit your entries"

8. Entering athletes and/or relays
 - a. In the athletes or relay drop down box in upper left hand corner, choose the athlete or relay you want to enter
 - b. The events will appear in the middle of the page
 - c. Choose the event your athlete qualified in and put them in correctly time/distance/height. Times/distances/heights are from the **REGIONAL MEET ONLY**. You **CAN NOT** enter a time/distance/height outside of the regional meet. Whatever your athlete ran/threw/jumped at the regional meet is what you **HAVE** to put down as their time/mark
 - d. Pay attention to the events such as Boys, Girls, 7th Grade, & 8th Grade. Athletes need to be in their correct event/events
 - e. Once you are finished with that athlete, click "UPDATE"

9. Go back to the athlete or relay dropbox and choose your next athlete or relay, follow the same directions from step 7, and continue same process until you have entered all athletes or relays

10. Click "FINISH" when all are entered

11. Back arrow to VIEW ENTRIES and click on "Click HERE to print a receipt of your entries" or you may choose "Click HERE to receive an email of your entries"

12. BE SURE TO PRINT THE RECEIPT EITHER NOW OR BY EMAIL. YOU NEED TO BRING THIS WITH YOU THE MEET AS PROOF OF ENTRY.