

2019 FHSAA Track & Field - Coach Setup Guide

Important Deadlines

By January 16, 2019: Account Setup (New Users Only)

Coaches must have their accounts set up on DirectAthletics. Accounts carry over from season to season.

By January 30, 2019: Roster Setup

Complete 2019 rosters must be entered into DirectAthletics. All roster names must be identical to those submitted to Home Campus.

****Important Note for Existing DirectAthletics Account Holders****

If you already have a DirectAthletics (DA) account for your team, you can login at www.directathletics.com and skip to Step 2 below.

If you know you have an account but have forgotten your username/password, you can click the “Login Trouble?” link next to the login boxes.

STEP 1—Creating a DirectAthletics Account (New Users Only)

If you are new to DirectAthletics, you will be able to create an account for your team by following the instructions below:

- 1) Go to www.directathletics.com/fhsaatf
- 2) Select your FHSAA Class and find your school in the dropdown.
- 3) Check off what genders you coach, and enter your contact information. Lastly, enter the username and password you would like for your account. Please choose a username that is unique—common usernames like “bears” or “adam” or “track” are likely to be taken.
- 4) Click Continue to login.
- 5) Follow Step 2 below to set up your rosters.

STEP 2—Set up your 2019 Track & Field Roster

You must set up your 2019 roster before entering your first meet or by January 30th, 2019 (whichever is sooner). Your 2018 roster will automatically be rolled over and your graduated seniors are already deactivated.

1) Login at www.directathletics.com and click “TEAM” to go to your roster.

****Athletes are not officially on your roster until they are listed with a TFRRS ID and 2019 School Year****

2) Click “Add to TFRRS” next to any athlete.

3) Check off all athletes still on your 2019 roster. Confirm spellings and school years and click “Submit”. Added athletes will now have TFRRS IDs and a 2019 school year.

4) **To ADD new athletes** to you roster, go to TEAM and click the green “Add Athletes” link.

5) **To DEACTIVATE athletes** you no longer want on your active roster, go to TEAM. Select the athlete(s) you wish to remove and click “Deactivate”.

****Important Note for Coaches of Men AND Women****

If your account controls Men AND Women, you will control your roster and enter meets separately by gender. Select the opposite gender (i.e. “Half Mile HS (Women)”) from the Team dropdown on the navigation bar across the top of your account.