

## NCAA Cross Country Online Entry Instructions

[www.directathletics.com/ncaa](http://www.directathletics.com/ncaa)

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

*If you already have a DirectAthletics account for your team, you should login at [www.directathletics.com](http://www.directathletics.com) and use your existing account to submit your entries. The NCAA entry process is no different than submitting entries to other DA meets.*

*If you know you have an account but have forgotten your username/password, you can click the “I forgot my password” link in the login box.*

### **STEP 1—Creating a DirectAthletics Account**

*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/ncaa](http://www.directathletics.com/ncaa)
- 2) On the right side (in the New Account Creation box), select your Division.
- 3) Select your team, choosing only what genders you are submitting entries for. Enter your contact information—this information will be used only by the NCAA and the meet hosts. 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 and you will be brought to the default Team Roster page. You can see what team you are controlling by looking at the Team dropdown (i.e. Texas (Men) ). If you have a Men’s and Women’s account, it will default to Men first.
- 5) Follow Step 2 below to enter your roster.

### **STEP 2—Setting Up Your Online Roster**

*Before submitting your entries for the NCAA Regional Championships, you must first add all attending athletes to your DirectAthletics roster:*

- 1) On the default Team Roster page, click the green “Add Athletes” link above “Welcome to your DirectAthletics account!”
- 2) Select the number of athletes you wish to enter. You can always add more later.
- 3) Enter your athletes’ First Name, Last Name and School Year and click “Submit”. Please be aware of what gender you are entering—you will complete the roster and entry process separately for Men and Women.
- 4) The system will display the athletes you have added to your roster. You are now ready for the final step of Submitting Your Roster/Entries.

### **STEP 3--Submitting Your Roster/Entries**

*Once your athletes are added to your roster, you must submit your roster to the NCAA Regional Championships.*

- 1) Click the HOME tab in the upper left of the site. Under Upcoming Meets, click the green Register button next to the NCAA Regional Championships
- 2) Check off the box for each athlete you wish to enter. You can check the top box to select (or un-select) your entire roster. If you have left anyone off your roster accidentally, you can add them using the “Add New Entry” box.
- 3) When you have completed your entries, click “Submit”. You MUST click “Submit” to submit your entries.
- 4) You will see your current, submitted entries on the “View Entries” page. For entry confirmation, click the link for a printable receipt or click the Email Confirmation link at the top of the “View Entries” page. An Email Confirmation will be sent to the email address in your account.
- 5) At any time before the entry deadline, you may edit your entries by clicking the “Edit Entries” link next to the meet in the HOME tab.

#### **\*\*Important Note for Coaches Entering Men AND Women\*\***

*If you are entering Men AND Women, you will now repeat Steps 1 and 2 with the other gender. Select the opposite gender (i.e. Texas (Women) ) from the Team dropdown on the navigation bar across the top of your account. Repeat Steps 1 and 2. You must request separate email confirmations for Men and Women.*