

Follow the 5 steps below to get started, contact [Jovette Jolicoeur](#) if you need help

1. Sign up for a free coach account (if you do not have one)

- Go to: www.athletic.net
- Click on '**Create a Free Account**' blue button. Complete the signup wizard
- After receiving the confirmation email, click on [Activate Account](#).
From Website click on [Go to Dashboard](#).

2. Create your Team

- Click on [Athlete Registration](#) (top middle).
- Then click on [Find My Team](#).
- Choose [Other Clubs](#) from pulldown.
- Enter your city, enter your team name in [Search for your Club](#) (ex. General Electric Runners).
Nothing should come up.
- Then click on [I Can't Find My Club](#).
- Complete form and click on [Add Club](#).
- You will receive an email once the club addition is approved.

3. Add the meet to your season calendar

- **Log In if needed**
- From the dashboard left side menu click on your Team name
- Click "[Add a Meet](#)" on the left of "2020 Outdoor Season Calendar" to navigate to the Events page
- In the search bar, enter **2020 Corporate Running Association Virtual Event**
- Click on the meet to expand it, and locate the button to add it to your team's calendar
- If the meet does not come up, contact Jovette with your exact Team Name and she will send your Team an invite

4. Enter team roster

- From the dashboard, navigate to your team page by opening the left side menu
- Then click on your team. Click on [Manage Team](#) left end side on navigation menu
- Click on [Edit Roster](#) under Athletes
- Add athletes to the roster manually, or upload your roster using the "Upload Athlete Roster" option.
Send each athlete the invitation; they will need to download the APP, join the team and add the 2020 virtual event before you can assign them to events, or they can assign themselves.

5. Register athletes for the 2020 Virtual Corporate Nationals

- Locate **2020 Virtual Corporate Nationals** on your team's main Track & Field page and click on the meet name. [Read and agree to Waiver](#).
- Click "[Register Athletes](#)"
- Click on an event name, or athlete name to begin registering
- Entries will be saved automatically.
- Use the "[Add an Athlete](#)" buttons to add athletes to your roster if needed.