



**CROSSINGS CHRISTIAN SCHOOL  
KNIGHTS MS/HS INVITATIONAL  
APRIL 22, 2017**

Crossings Christian School will be hosting our first middle school/high school invitational track meet on Saturday, April 22. We have a brand new 8 lane Plexitrac track surface and will be using an automatic timing system. ***This meet will be limited to the first 12 teams to contact us with the intent to attend our meet. To receive and confirm entry, please email Franci MacDonald, [fmacdonald@crossingsschool.org](mailto:fmacdonald@crossingsschool.org)***

**Location:**

14100 Wireless Way  
Oklahoma City, OK 73134

**Time:**

- 9:00 - Coaches Meeting in Fieldhouse
- 9:30 - Field Events
- 10:00 - Running Events

**Limitations:**

- Only schools entering classes A-3A Regionals may enter.
- Only four (4) events may be entered by one contestant.
- Each team may enter three (3) contestants per individual event, and one team per relay.
- Only 1/4+ or less spikes or flat shoes will be allowed on running or jumping surface.
- No one other than track athletes will be allowed on the field and team camps must be set up on the outside of the fence.

**Team Points:**

- Points will be scored 10-8-6-4-2-1 and will double for relays.

**Awards:**

- Five (5) medals will be awarded in each event.

**Fee:**

- An entry fee of \$60.00 per middle school division or \$120.00 for both boys and girls MS teams, \$75.00 per high school division or \$150.00 for both boys and girls HS teams will be charged. Individuals will be charged \$12.00 up to 4 contestants.

Make checks payable to Crossings Christian School.

**Entries:**

We will be doing entries through **Direct Athletics**. We have provided directions to assist coaches in the online entry process. We would like your initial entries by **5:00 pm on Thursday, April 20th**. Changes may be made online up until **12:00 pm on Friday, April 21st**. See attached Direct Athletics directions sheet for entry instructions. At the coaches meeting, only scratches and substitutions will be allowed.

**There will be no new entries allowed at the meeting.**

A concession stand will be available to the athletes and spectators. There will be a hospitality room provided for the coaches in the fieldhouse. \*\* Sunflower seeds, gum, and candy are not allowed on the track or field.

## How to Submit Entries in Direct Athletics - Track & Field

### STEP 1 - ACCESSING YOUR DIRECTATHLETICS ACCOUNT

Each coach must have a DirectAthletics username and password for his/her team. If you don't know your username and password, click [HERE](#). You will use the same account to enter all meets run through DirectAthletics. ( [www.directathletics.com](http://www.directathletics.com) )

**\*\*NOTE ABOUT MEN'S AND WOMEN'S ACCOUNTS:** You control only one gender at time, so you will complete the below steps for your Men, and then switch to your Women's team and repeat the process (or vice versa). The team you are controlling is listed on the blue navigation bar across the top of your account, for example:

Sport: Track & Field Team: Guilford (M)

This indicates that you are controlling the Guilford MEN'S team (M=MEN). To switch to your Women's team, you would select "Guilford (W)".

### STEP 2--SETTING UP YOUR ONLINE ROSTER

Before entering an athlete into a meet, you must add all attending athletes to your roster. If an athlete is already on your roster (from previous seasons or meets) you do not need to add him/her again.

- 1) Upon logging in, click the TEAM tab. (New users will automatically be in the TEAM module)
- 2) If you have used DirectAthletics before, you will see your existing athletes on your roster. New Users should click the green "Add Athletes" link.
- 3) Click the green "Add Athletes" link under the Team Roster header. Select an approximate number of athletes you would like to add (you can add more at any time).
- 4) Enter your athletes' First Name, Last Name, and School Year and click "Submit".
- 5) You may add, edit or delete athletes on your Team Roster at any time by clicking the TEAM tab. To add athletes, click the green "Add Athletes" link at any time. To delete or edit athletes, check the box to the left of each athlete(s) and then click the red "Delete Selected" link or the blue "Edit Selected" link respectively.

### STEP 3--SUBMITTING ONLINE MEET ENTRIES

Once your athletes are added to your roster, you must submit your entries.

- 1) In the HOME tab (under Upcoming Meets) or in the SCHEDULE tab, click the green Register button next to the meet you wish to enter.
- 2) If prompted, choose an entry method. We HIGHLY Recommend using the NEW, "Enter by Athlete" method.
- 3) Follow onscreen instructions for submitting your entries. You will see a running tally of your entries on the right side of your screen.
- 4) When you are finished with your entries, click the "Finish" link.
- 5) You will see a list of your current, submitted entries. Click the appropriate link to receive an EMAIL confirmation or a PRINTABLE confirmation.
- 6) To edit your existing entries, click the blue Edit Entries button next to the meet name on your Upcoming Meets or complete Schedule.