*Important Deadlines*

**By January 15, 2020:** Account Setup (New Users Only)
Coaches must have their accounts set up on DirectAthletics. Accounts carry over from season to season.

**By January 31, 2020:** Roster Setup
Complete 2020 rosters must be entered into DirectAthletics. 2019 athletes will roll over to your 2020 roster for convenience, but you must finalize the setup process by this date.

**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 2020 Track & Field Roster**
You must set up your 2020 roster before entering your first meet or by January 31st, 2020 (whichever is sooner). Your 2019 roster will automatically be rolled over.

1) Login at [www.directathletics.com](http://www.directathletics.com) and click “ROSTER” to go to your roster.

**Athletes are not officially on your roster until they are listed with a TFRRS ID and a 2020 School Year**

2) **To DEACTIVATE athletes** you no longer want on your active roster, check off the athlete(s) you wish to remove and click “Deactivate”.

3) **To confirm EXISTING athletes for 2020**, click “Add School Year” next to any athlete.

4) Check off all athletes still on your 2020 roster. Confirm spellings and school years and click “Submit”.

5) **To ADD new athletes**, click the green “Add Athletes” link.

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**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.