



Aragon's CCS Champion **Nicole Portly** invites you to run the **2017 Center Meet**.

**From:** **Frank Hunt**, Aragon High School, Meet Director  
**To:** Cross Country Coaches  
**Subject:** Organizing Aragon's 2017 Center Meet  
**Dates:** **Wednesday, October 18<sup>th</sup>**. Races begin at 3:15 p.m.  
**Directions:**

- East or West on Highway 92
- Exit 92 at Ralston (yes, I know you can get to Ralston from 101 in Belmont, but I don't).
- South on Ralston to your first right turn (Hallmark)
- West again, the only way you can go, for a mile. The course/park is on the right.

**Wednesday, October 18<sup>th</sup>**  
**Center Meet #1**

3:15 — Freshmen **Boys**  
(Unlimited entries...scored)  
3:35 — Frosh/Soph **Girls**  
(Unlimited entries...scored)  
4:00 — Sophomore **Boys**  
(Unlimited entries...scored)  
4:20 — Varsity **Girls**  
(Fastest 7 athletes...scored)  
4:45 — Varsity **Boys**  
(Fastest 7 athletes...scored)  
5:05 — Junior Varsity **Boys**  
(Unlimited entries...scored)  
5:20 - Junior Varsity **Girls**  
(Unlimited entries...scored)

- ✓ *The official clock will be turned off at 33 minutes. If you have a slower athlete, it is your responsibility to collect the tag and time your athlete. If you turn in the tag and time, we will do our best to get the performance in the final results.*
- ✓ The **Freshmen** and **Sophomore boys** are separated to give us a field size we can manage...as are the **Varsity** and **JV Girls**. If the number of entries indicates Freshmen and Sophomore Boys, or Varsity and JV Girls, should run together to make a competitive race, you will receive an e-mail, and the race will be run at the time for the Sophomore Boys or the Varsity Girls.

**Entries Due:**

- ✓ Your entries are due by 11:59 p.m., Monday, October 16<sup>th</sup>.

**Submitting Entries:**

- ✓ **We are using Direct Athletics to collect our entries.** See directions on page #3.
- ✓ **You pay for what you enter...enter with care!**
- ✓ If you have **computer questions about entries**, E-mail your questions to **Jim Hume** at [JimHume@Comcast.net](mailto:JimHume@Comcast.net). In an emergency, Hume's home telephone number is (650) 571-5913. **Frank Hunt's** home phone is (650) 697-0669. **Do not telephone either in the evening after 9:00 p.m.**

## Entry Fee \$\$:

- ✓ There is an individual entry fee of **\$3.50 per individual**. You pay for what you enter...enter with care!
- ✓ There is a **\$20.00 facility fee per school**. This money goes to the College of San Mateo for course upkeep and the outhouse services.
- ✓ **Entry Fee \$\$...per meet:** Make checks payable to **Aragon Cross Country**.
- ✓ **You will make our life easier if you bring the check with you and DO NOT MAIL THE CHECK TO THE SCHOOL.**
- ✓ Both fees are due before the races begin.
- ✓ **Teams who simply show up at the meet without prior entries will NOT be accepted!**

## Course management concerns:

- ✓ Buses must go around the corner on Hallmark and not double park before they unload their athletes. Around the corner on Hallmark is the same area where buses are to pick up their athletes.
- ✓ People who drive in cars should park legally! Illegal parking will result in parking tickets.

✓ It is the responsibility of each Head coach to arrive with their own First Aid Kit. And for them to **have their athletes Medical Emergency Information** in their possession in either a card or paper stock form. Each Head Coach will be asked to **sign in and verify they have these items as required** (it's **Show & Tell Time**). **Emergency Information on a cell phone or tablet will not be acceptable**. If it is determined a Head coach does not have the required Medical Emergency Card in paper form for athletes, they plan to run those runners will not be allowed to participate. **Please remember that "emergency information on the phone or tablet" is NOT acceptable** The Head coach must have individual physical cards/paper stock for each participating athlete. This is a long-standing Crystal Springs CxC course requirement. We will have an EMT present, and meet management will supply ice for injuries.

- ✓ *You will be given trash bags when you arrive.* Please have your team use their trash bags.



*Borrowed from the Lynbrook.com site*

### Entry organization:

1. On the day of the race, when you sign in, you will pay for and receive a *Cross Country Chest Number* for each athlete who will race. Hand out your chest numbers with care. Each number has a tag with a name.
2. **Instruct your athletes: Do NOT crumple their number. Numbers, where the barcode cannot be read, may lead to disqualification. Crumpled bar codes can not be easily read.**
3. The bottom portion of the bib number will be collected after the finish line. Computer magic will be applied.
4. After the race, the results will be posted ASAP.
5. Somewhat later, that night if all goes according to plan, results will be sent by e-mail to all interested parties. If you have parents who are interested, we simply need their e-mail addresses. Results will also be posted on DirectAthletics, where you submitted your entries and will be to Hank Lawson at Lynbrook High ([www.Lynbrooksports.com](http://www.Lynbrooksports.com)).

**Under no circumstances should you enter on [www.athletic.net/CrossCountry](http://www.athletic.net/CrossCountry), a website but has nothing to do with your entry into Aragon's Center Meets.**

**Have nothing to do with Athletic.net!!**

Follow these instructions to enter the meet:



**Direct Athletics** (Go to [www.DirectAthletics.com](http://www.DirectAthletics.com))

*If you already have an account, you DO NOT need to create a new account.*

#### How to Submit Online Entries

#### **\*\*1-2-3 Guide to Entering a Meets Online\*\***

- 1) Create an Account (or login with an existing account...keep reading to discover how to add cross country as a sport to your account)
- 2) Setup your Roster
- 3) Submit your Roster/Entries to Each Meet

**STEP 1—Access your DirectAthletics Account...Use your PC computer (not a Mac) and go to [www.directathletics.com](http://www.directathletics.com).**

Each coach must have a DirectAthletics [username](#) and [password](#) for his/her school. If you don't know your username and password, you will be able to create one or retrieve your existing account by following the instructions below.

**If you already have a DirectAthletics account for your school team and know your username and password:**

- 1) Go to [www.directathletics.com](http://www.directathletics.com)
- 2) In the login box, enter your username and password and click Login.
- 3) (Remember that your password is case-sensitive)

**If you do NOT know your username and password, create your own!**

- 1) Go to [www.directathletics.com](http://www.directathletics.com)
- 2) Click on the link "New User? Click HERE".
- 3) Follow onscreen instructions. You will be able to create an account online or retrieve forgotten information for an existing account.

**Notes About Accounts:** IF you already have a school account from the track season, when you sign in and use the pull-down menu to switch to the sport of “Cross Country,” you might get the following message: “Your account does not control any teams in this sport. Please email (click on the link, and you get a chance to e-mail...[support@directathletics.com](mailto:support@directathletics.com) to request access. Include **Your Username, Team Name, Sport you wish to add.** You will receive an email reply verifying access approval ASAP.

**Most coach accounts control a school’s Men’s AND Women’s team. You control only one gender at a time so that you will complete the below steps for your Women, and then switch to your Men’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:** Cross Country      **Team:** Aragon (M)

**The above drop-down menu indicates that you are controlling the Aragon MEN’S team (M=MEN). To switch to your Women’s team, you would select “Aragon (W).”**

### **STEP 2—Edit/Set 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, you do not need to add him/her again. Most schools will just need to add new athletes and delete athletes no longer on the roster.*

- 1) Upon logging in, click the TEAM tab. (New Users will be forced to set up their rosters before they can proceed)
- 2) If you have used **Direct Athletics** before, you will see last year’s roster. School years have automatically been moved forward one year. You can click “[Import Track Roster.](#)” You will be able to add athletes from your Track roster to your Cross Country roster. If you do not see this link or you are new to **Direct Athletics**, skip to Step 3.
- 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 (all other information is NOT necessary) and click “Submit.”
- 5) You may add, edit or delete athletes on your Team Roster at any time by clicking the TEAM tab.

### **STEP 3--Submit Online Meet Entries**

*Once your athletes are added to your roster, you must declare your entries to each meet you are attending.*

- 1) In the HOME tab (under Upcoming Meets) in the SCHEDULE tab, click the green Register button next to the meet you wish to enter.
- 2) Check off the box for each athlete you wish to enter. You can check the “All” box to select (or unselect) your entire roster.
- 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. At any time before the entry deadline, you may edit your entries by clicking the “Edit Entries” link.
- 5) For entry confirmation, simply print the “View Entries” page or click the Email Confirmation link at the top of the “View Entries” page. **On Monday morning we will email confirmation that we received your entries to the email address in your account.**



*CCS Champion **Lauren Crowshow** invites you to come and run Aragon’s 2017 Center Meet.*