

Entering information from Direct Athletics to the myIHSAA dashboard.

On your myIHSAA School Dashboard, in the Seasonal Tasks list, the Athlete Entry task initially reflects a status of Not Started:

FILTER DASHBOARD Carmel

SEASONAL TASKS Due Soon

SPORT	TYPE	DEADLINE	STATUS	DUE
Girls Track & Field	Official Survey	5/1/2023	0 / 8 Complete	4 Days
Coed Unified Track & Field	Official Survey	5/1/2023	0 / 13 Complete	4 Days
Girls Softball	Athlete Entry	5/2/2023	Not Started	5 Days
Boys Baseball	Athlete Entry	5/2/2023	Not Started	5 Days
Boys Baseball	Official Survey	5/3/2023	0 / 148 Complete	6 Days
Girls Softball	Official Survey	5/3/2023	0 / 88 Complete	6 Days
	Participation Numbers	5/10/2023	Not Complete	13 Days
Girls Track & Field	Athlete Entry	5/10/2023	Not Started	13 Days

This indicates the AD needs to click on the **Athlete Entry** link in the Seasonal Tasks list and confirm the accuracy of the information shown:

Verify Profile: Girls Track & Field ✕

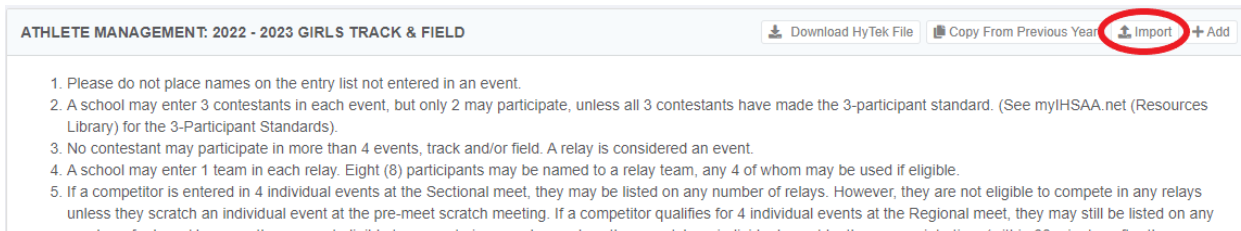
Before providing your Athlete Entries, please confirm the following information. If changes need made (or information is missing), please click Edit below to make the appropriate changes.

Athletic Director Name	Jim Inskeep
Athletic Director Phone Number	317-473-8378
Athletic Director Email Address	jinskeep@ccs.k12.in.us.disable
Coach Name	Aaron McRill
Coach Phone Number	317-714-6888
Coach Email Address	amcrill@ccs.k12.in.us.disable
Academic Schedule	Semesters
Max Number of Courses	7

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At that point the AD, assistant AD, athletic administrative assistant, or the varsity head coach, can import their school's sectional entry as follows:

1. On the Athlete Entry page, click on the **Import** button in the upper-right corner of the page:

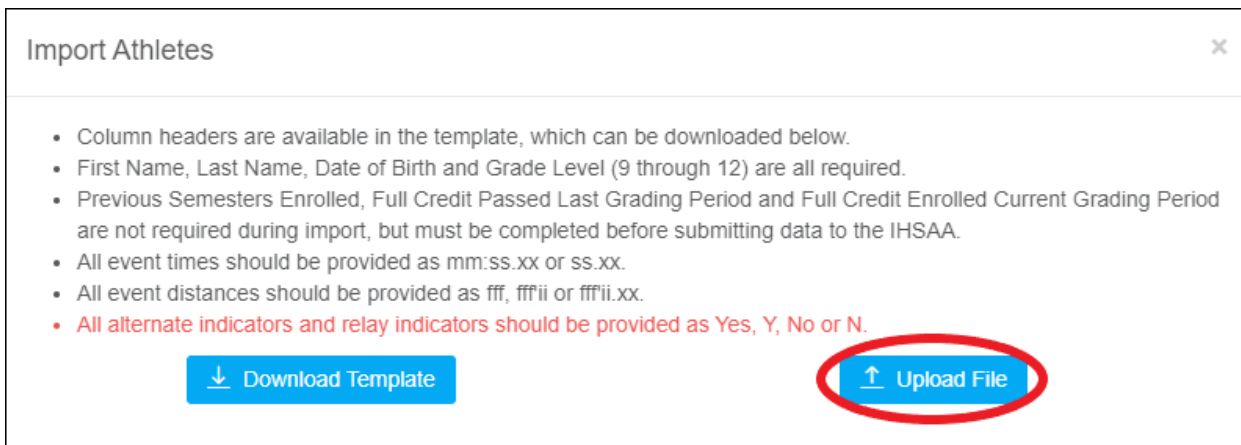


ATHLETE MANAGEMENT: 2022 - 2023 GIRLS TRACK & FIELD

Download HyTek File Copy From Previous Year **Import** + Add

- 1. Please do not place names on the entry list not entered in an event.
- 2. A school may enter 3 contestants in each event, but only 2 may participate, unless all 3 contestants have made the 3-participant standard. (See myIHSAA.net (Resources Library) for the 3-Participant Standards).
- 3. No contestant may participate in more than 4 events, track and/or field. A relay is considered an event.
- 4. A school may enter 1 team in each relay. Eight (8) participants may be named to a relay team, any 4 of whom may be used if eligible.
- 5. If a competitor is entered in 4 individual events at the Sectional meet, they may be listed on any number of relays. However, they are not eligible to compete in any relays unless they scratch an individual event at the pre-meet scratch meeting. If a competitor qualifies for 4 individual events at the Regional meet, they may still be listed on any number of relays. However, they are not eligible to compete in any relays unless they scratch an individual event by the appropriate time (within 30 minutes after the

2. Click on the **Upload File** button:



Import Athletes

- Column headers are available in the template, which can be downloaded below.
- First Name, Last Name, Date of Birth and Grade Level (9 through 12) are all required.
- Previous Semesters Enrolled, Full Credit Passed Last Grading Period and Full Credit Enrolled Current Grading Period are not required during import, but must be completed before submitting data to the IHSAA.
- All event times should be provided as mm:ss.xx or ss.xx.
- All event distances should be provided as fff, fff'ii or fff'ii.xx.
- All alternate indicators and relay indicators should be provided as Yes, Y, No or N.

Download Template Upload File

3. Browse to and select the CSV file exported from DirectAthletics. Note the specific click-by-click steps will depend on the type of device used to access myIHSAA.
4. Observe a status message is shown:



Import Athletes

- 24 record(s) were imported or updated.

If there are any errors, an error file will be available for download containing specific details shown to the right of each erroneous record. Once the errors have been corrected, the import process can be repeated at any time prior to the submission deadline indicated in Seasonal Tasks.

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- Update any missing information by clicking on the edit pencil icon to the right of each student athlete:

NAME	GRADE	EVENTS	PREV SEM	PREV PASSED	CURR ENR	ACADEMIC NOTES	
Fatima A 09/29/20	10						
Herm 11/08/	11	100M Dash: 0:13.68 200M Dash: 0:27.58					

- Enter the three academic values indicated, and **select an Academic Note ONLY if prompted**:

Edit Athlete

FIRST NAME

Fatima

LAST NAME

Al

DATE OF BIRTH

09/2

GRADE LEVEL

10

PREVIOUS SEMESTERS ENROLLED AT YOUR SCHOOL

1

FULL CREDIT PASSED LAST GRADING PERIOD

7

FULL CREDIT ENROLLED CURRENT GRADING PERIOD

7

ACADEMIC NOTES

Select...

Please provide an Academic Note

100M DASH

ALTERNATE?

Yes

No

“Previous Semesters” represents the number of previous semesters, trimester or quarters the student fully completed at your school. “Full Credit Passed” represents the number of classes the student passed on the certification date of the most recent grading period. “Full Credit Enrolled” represents the number of classes in which the student is enrolled for the current grading period.

- When finished editing each student’s record, scroll down and click on the green **Save** button:

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1000M RELAY	Yes	No
3200M RELAY	Yes	No
		<input checked="" type="button" value="Save"/> <input type="button" value="Cancel"/>

8. When finished editing student records, if your school has relay participants, scroll down and click on the edit pencil icon to the right of the Relay Teams indicator:



12/12/2001		DISCUS: 00:00						
Gisel Ma		10	Pole Vault: 0'01	3	7	7		
03/2								
Relay Teams		None						

9. Enter a time for each relay event in which your students will participate, then click on the green Save button:

Edit Relay Times
×

400M RELAY	→	<input type="text"/>
1600M RELAY	→	<input type="text"/>
3200M RELAY	→	<input type="text"/>
		<input checked="" type="button" value="Save"/> <input type="button" value="Cancel"/>

10. Once all edits have been completed, scroll down to the bottom of the entry list, and click on the blue Submit to IHSAA button:

12/12/2001		DISCUS: 00:00						
Gisel Ma		10	Pole Vault: 0'01	3	7	7		
03/2								
Relay Teams		None						
<input checked="" type="button" value="Submit to IHSAA"/>								

IMPORTANT: Coaches will NOT see a submit button. Only athletic office staff can submit a sectional entry to the IHSAA office.