



Aragon's **Lauren Crowshaw** invites you to come and run the 2018 Center Meets.

From: Frank Hunt, Aragon High School, Meet Director
c/o Frank Hunt, 1134 Eastmoor Road, Burlingame, CA 94101
To: Cross Country Coaches
Subject: Organizing Aragon's 2018 Center Meet
Dates: Center Meet #1 - Wednesday, October 3rd, Races begin at 3:15 p.m.,
Center Meet #2 - Thursday, October 18th, Races begin at 3:15 p.m.

[See the order of events on page 2.](#)

Directions:

- 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.

* 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.

Entry Fee \$\$:

- * There is an **individual entry fee of \$4.50 per individual**. We are forced to raise the price due to increased costs.
- * Your fees are due before the races begin.
- * **You will make our life easier if you bring the check with you and DO NOT MAIL THE CHECK TO THE SCHOOL.**
- * **Teams who simply show up at the meet without prior entries will NOT be accepted!**
- * **Individual adjustments in your entries will be made if time allows and will cost \$1.00 (cash) per change. These fees are to be paid in cash at the time of entry change.**

Entry Fee \$\$...per meet: Make checks payable to *Aragon Cross Country*.

***The race course is 2.95 miles long.

Entries Due: Your entries are due on the following schedule on *DirectAthletics*. See directions below.

- ✓ For Center Meet #1, Wednesday, October 3rd, your entries are due by 11:59 p.m., Monday, October 1st.
- ✓ For Center Meet #2, Thursday, October 18th, your entries are due by 11:59 p.m., Monday, October 15th.

You pay for what you enter...enter with care!

Submitting Entries: **We are using Direct Athletics to collect our entries**. Please see page three that explains how you should get to Direct Athletics, and how to create your account, if you do not already have one, and how to submit your entries. If you have computer **questions about entries**, E-mail your questions to **Jim Hume** at 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.**

Course management concerns:

- 1) **Athlete Emergency Information** needs to be on paper stock! We cannot accept this information on electronic devices. In the event EMT services are needed to provide medical treatment including transport EMT needs the emergency instructions with them.

- 2) When you sign in you will be asked to show your athlete's emergency medical treatment cards. Again, we will NOT accept this information on an electronic device.
- 3) Plus, it is the responsibility of each coach to arrive with their own First Aid Kit. Compliance will be checked at sign-in.
- 4) We will have an EMT present. Meet management will supply ice for injuries.
- 5) You will be given trash bags when you arrive. Please have your team use their trash bag.

Below is the schedule for the Center Meets. All races are 2.95 miles long.

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.

Wednesday, October 18th

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)

Wednesday, October 18th

Center Meet #2

- 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 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.



**Crystal Springs
2.95 mile**

Borrowed from the Lynbrooksports.com site

Entry organization:

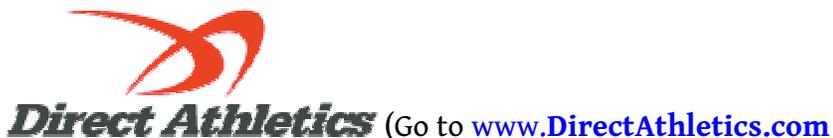
1. On the day of the race, when you sign in, you will pay for and receive a *Cross Country Chest Number* for each athlete who will race. Hand out your chest numbers with care. Each number has a tag with a name.
2. Remind your athletes, “Do NOT crumple their number!” Numbers, where the barcode cannot be

read, may lead to disqualification. Crumpled barcodes cannot 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 sent to Hank Lawson at Lynbrook High (www.Lynbrooksports.com).

Under no circumstances should you enter on www.athletic.net/CrossCountry, a website but has nothing to do with your entry into Aragon's Center Meets. Enter here and, if we take your late entries, it will cost you an additional \$100 late entry fee. Have nothing to do with Athletic.net!!

Follow these instructions to enter the meet:



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.

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
- 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
- 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 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. An Email Confirmation will be sent to the email address in your account.