

# Using [Athletic.net](https://athletic.net) & RunMeet as an easy Meet Management System

I have been using [athletic.net](https://athletic.net) since it became available for local public use in Oregon in 2005 with my hurdlers and alongside our throws coach at that time...and I have been with them for each growth step since then with meet entry and sync with Hy-Tek, then their partnership and acquisition by RunnerSpace (the original designers still run the [athletic.net](https://athletic.net) side of it) and each step forward since. I have a number of friends who now work with them or with AthleticTiming, as well as a developed friendship with the original designers and the CEO of RunnerSpace. They are awesome and their sole mission is to facilitate the growth of Track and Field & Cross Country around the world.

Many of us already pay for and use the Site Supporter tools on [athletic.net](https://athletic.net) (totally worth it), and included with it is their RunMeet program...a web-based meet management system that automatically uploads results onto [athletic.net](https://athletic.net). I have found this program to be much easier to use than others, more cost-efficient, and it syncs with our various timing systems. There are a number of videos and help documents available on [athletic.net](https://athletic.net) and they are generally very quick to offer help with questions and open to suggestions for improvements and growth, but not everyone does well with following videos.

Here's a general go-by you can use when hosting a meet and using [athletic.net](https://athletic.net) for setup, entries, seeding, scoring and the like. The document may seem like a lot - but it is mostly details and explanation on the steps to set up and run everything - details that you can refer to if you're stuck

## Meet Setup

When you click on "Manage Meet", along the top of the new window, below the meet heading, choose "Settings" and go through each of the menu rows there. If you have a meet you've run previously, you can first Apply Meet Template (the first row) and then I recommend going through the remaining ones anyway to make sure things are good and applicable for the specific meet you're hosting. Pay special attention to the Entry Deadline under the "Meet Information" row, that you have the appropriate Divisions set (Var, JV, Frosh, etc) - also work for age group settings if hosting a youth, MS or USATF Meet. You can set specific entry limits and other more specific meet options in the "Additional Meet Options" row and set preferences on how marks are collected and seeded in the next row. If you are having teams pay using [athletic.net](https://athletic.net) or need bibs, use those rows, and the "Upload and Manage Files" row is a great way to post the schedule, any relevant information and heat/flight sheets as those get prepared. I recommend saving and uploading these as a .pdf file, it is way more usable for anyone looking for info than a document or spreadsheet.

## Events

If you are loading a previous template, your events list will carry over from that prior meet. However you may need to add the necessary events into the system by clicking on the "Events" section back at the top. You can click and drag the events to whatever order you would like them to show on the meet program...I typically go by the order of events. You can also change the order of which gender goes before the other, JV or VAR first...which can be nice with field events where the order can be

different depending on the event. And you can also make an event just one gender (100m hurdles and 110m hurdles).

Once the Meet Setup and Events are all done and set, teams will have the options to start entering their athletes into events in the window of time you set for entries to be allowed. My advice is adding meets to [athletic.net](http://athletic.net) as early as you can before the season starts - this allows teams looking to fill a schedule to find your meet and potentially join in.

## RunMeet - Meet Management Setup

To start seeding and getting the meet ready to go after the Entry Deadline, click on RunMeet back at the top and with the new window open you choose "Start Now". This will pop up a **Track Settings** window where you set the general outline of the meet to fit the venue. Most tracks have a set number of lanes for the whole track and maybe a couple extra on the home straight - if it is a little more odd, like our track at GFH (10 lane straight, 10 lane 200m, 8 lane 300m and 400m), I choose 8 lanes for the 300/400 as my Oval option, and then adjust the 200m after seeding is done to make it 10 lanes- so I only need to adjust one event. Most of the other options here are pretty standard, however, again - in the case of our odd track where we go lane 0-9, not 1-10, I adjust the 10 lane setup in Lane preferences to reflect the correct lane breakdown with 4 and 5 being the prime lanes, not 5 and 6. Alleys are usually all good and set with the standard setup. Then click the arrow (>) in the top right to move forward.

The next section is **Field Settings** - you can adjust flight size now or do it individually once seeding is complete. If you already have an idea on the number of entries in the events or a set flight limit, then set those numbers now - otherwise it is always a good idea to review each event (both track and field) once seeding is done to make sure flights and heats all look good and balanced. While the rest of these are relatively self-explanatory, we will talk about AthleticFIELD towards the end. For now...if you are using it for the meet, you wanna turn this feature on to load every throw or jump in the series automatically if you are using this service. Then click the arrow (>) in the top right to move forward.

Next is **Scoring Setup** - setting the scoring system up as a Standard Meet (invite or, really anything not scored as head to head duals) or Dual (if it's a double dual - the system will score each head to head separately) if what you do first. Then choosing how many places to score and the points to award for each place (whether normal NFHS recommendations or your own system). You can also choose to score divisions or genders differently, to show combined scores by gender as well as if you have any specific rules on the number of places a team can claim points from in individual or relay events. Then, once more, click the arrow (>) in the top right to move forward.

The fourth screen is **Competitor Numbers**. If you are assigning bib numbers you would need to choose yes and complete the details on this screen, otherwise you keep it at the default "maybe later". However, one of the perks of seeding a meet and using meet manager is that as long as you have a good starter/clerk (one person doing both or two individuals serving each role) to get the kids into the correct heat and lane, you do not need to have numbers on hands and waiting at the finish line in order to get their name down to match with the camera. The one exception could be in the distance events - however I find it just as easy to bring out a clipboard with the list of entries printed on it (their heat sheet) and as they finish and are lined up in order of finish, just ask them their name and write the place

they finished by their name and whoever is entering the results can match the times and places to the correct runner quite easily. Then click the arrow (➤) in the top right to move forward.

The final screen is **Seeding**. Generally this stays as default - however you can choose break points in any event (where to cut kids in time order by heat or flight). You can also turn on Auto Reseeding which will automatically reseed and event if an athlete is added, scratched or had their seed mark updated. The bottom one, team position assignment, is used if you are assigning each lane to a specific team for each race. Once done, click "Done" and it will seed the entire meet in seconds.

## RunMeet - After Seeding

Below the blue "In Progress" bar you will see two important option switches - Seeding & Results and Track & Field. The latter allows you (or your results entry individual) to switch between the track and the field events while the former allows you to adjust or completely reseed any event or enter the results. Now, because I like to make sure things are all set to my standard - quality control, if you will - I go through each event in both the Track and the Field and make sure the heats and flights are set appropriately, that some heats or flights are not too small and all that.

Manipulating events is very easy in RunMeet. The numbers to the right of any event row is the number of heats, number of athletes and number of results that have been entered in so far. Click on any event and it opens up that event, heat by heat - or you can click All to view all of them. This is helpful when trying to manually swap athletes from one heat to another - especially if they have NT and should be in a more competitive heat. If you need to swap lanes or heats you click and hold over the 6 dots to the right of the athlete/relay team and you can drag them to a different lane or heat, swapping them with whoever is currently in that spot. If an athlete has an incorrect seed mark you can click on the pencil to edit that mark. You can click on the 3 dots to scratch an athlete from the event if they are a no-show.

One very helpful tool is at the end of the event row, clicking the 3 vertical dots. It gives various options - quick and easy event sheet printing if a reseed was done, the ability to reseed that event...and the setting option. Settings is where you go if, as I mentioned earlier with the oddness of our track, to modify the number of lanes in an event, plus set additional event options to heat size, alternating lanes (like in a multi-event race) and the like. If you make any changes then you can choose Close & Reseed and it will do so. Adjusting lanes, heats, reseeding - really any changes or swaps - is very quick and easy, allowing for changes to be made on the fly during a meet with very little delay. If the check-in clerk is using a mobile device rather than paper copies, then those changes will reflect on their device almost immediately as well. If paper is being used, you can reprint and have the new sheet run to the clerk or you can use a radio to communicate the change which they can write in.

To the right of the In Progress bar are a series of 6 icons that we will now go through:

**Athletes** (the torso & head) allows you to add athletes and to add, remove or modify Competitor Numbers. You can adjust any of the **Settings** (the gear) from before as well as printed results formats, how drag & drop works and your LIVE setup, if you're using this service. **Reports** (the printer) allows you to create a meet program, event sheets and more. **FAT Timing** (the camera) allows you to set up and sync with your timing system. Results can be manually entered by a designated individual, however

depending on the comfort level of your timing crew, if you click on the camera here it opens a new window with information on how to load the necessary app programs to file share entries and results between all computers. Some teams have this setup and running on their timing computer so your lead timer can grab the results from the timing system and load them up themselves before starting the next race. Since this is all web-based, you do not need to sync the computers using any cords or routers or anything. This allows the heats of every race to sync with your timing system where the results will match up with the athlete and then get loaded into the Track Results pages. For an extra fee you can also set up **AthleticLIVE** (the Live button) which allows results to show up immediately, heat by heat, all seeding changes are automatically viewable on the fly, easy to follow on our phones. You can also choose to pay for the use of the AthleticFIELD app - which can be run from any phone or tablet that has the free app installed and the code to sync to the meet entered in so field event results can also load in immediately. This is a nice bonus, but certainly not necessary - unless you don't mind the extra fee. I will get to the ease of running a meet without this with results that show up pretty quick...just not LIVE. The last one, **Menu** (three bars), gives you options to update, reset or reseed the meet.

Now it's time to print off all necessary sheets. Immediately when I'm done seeding I go to the Reports page and create a .pdf of the Meet Program, go back to "Meet Settings" and Upload it into the "Upload & Manage Files" section - where I also have the Schedule and any other Info already uploaded. I usually set a deadline on meet day when I would like any changes to be communicated to me before I print the meet sheets - usually a few hours before the meet begins. Then, if Meet Sheets are being printed, I do so. Go back to the Reports page in RunMeet and you can print the Finish Line sheets - especially handy for Distance races. I often run this for our timing crew. For the clerk/starter I print off a Meet Program for them to organize heats that way. Then you can print Field Event Sheets - it runs Horizontal and Vertical separately since their formatting is different. Even if technology is going to be used for clerking and field events, it's handy to have sheets ready (or a printer handy) in case technology and WiFi/Data do not play nicely. However, we have set up a Hot Spot in the timing area to run the computers and it has worked awesome.

This should set you on the path to running the meet. I recommend having at least 2 individuals in the timing area - one for the camera and one for data entry. Even if you use handheld devices for your field events and are syncing your FAT and Results - having someone to help speed things along or assist with uploads will allow your lead timer to focus on capturing each race. In the most efficient meets I have run we had someone capture each race on camera as their only role, then a second individual review the camera for marks and upload into the results and a third to handle field event accuracy from those running them on handheld devices. This can help a large meet speed along quickly on the track since the camera is always ready within a minute of a race completing.

## **RunMeet - During and Post Competition**

Once the meet begins, changes can still be made, as noted above. To begin entering marks during a meet, click over to "Results". You can still make changes while in the results screen, but here you can also load in or type in the marks from competition. Once an event is fully entered with results - every athlete NEEDS something entered - you have to enter ND, NH, NT, DNS, DQ or scratch any no show

athlete, they cannot be left blank - then you will see an option to "Mark Complete" which finalizes an event and uploads it onto the View Results page on [athletic.net](http://athletic.net).

If you choose to use AthleticLIVE and AthleticFIELD, then tablets or phones should have a mobile charger handy in case battery becomes an issue...especially in longer meets. As I have said before, these are awesome tools - though they come with an extra cost per meet. However, they are not at all necessary to run a meet - even to run one using technology at your field events. An official using a tablet or a phone can also enter the results throw by throw or jump by jump by getting logged into your team's page on [athletic.net](http://athletic.net), going to RunMeet for this competition, choosing to the Results side and choose Field Series and record every jump or throw using technology. I still like having paper as a backup option...but the entire meet can be run from a handheld device beyond the timing system. If you choose not to use AthleticLIVE, results can still be viewed live - once one event is Marked Complete, coaches, spectators and athletes can view results from the View Results option on your team page under your team calendar (just like we already view once a meet is complete) - it's just that the results only show once and event is "Marked Complete", meaning every heat or flight is completed with no missing marks. Then they can refresh the screen to view any completed event for it to show up. It's not LIVE fast - but I believe it is still awesome in running a meet...gives quick results feedback and does not cost extra.

When a competition is complete, the meet will be marked "Official" once all events are marked as complete and any events that were not contested (most often a JV race that had no entries) are canceled - done by clicking on the three dots to the right of the event row and choosing "Cancel Event". This will allow the meet to be viewed as completed.

The first thing to note is that the meet has already been uploaded into your [athletic.net](http://athletic.net) results (it continuously does so throughout the competition) and gets marked "Official" quite quickly since you are using RunMeet...and this upload includes team scores - and individual athlete points when you go to that spot on your [athletic.net](http://athletic.net) team page. AND, if there happens to be a mistake in the results (athlete, place, mark...anything) any coach on the staff with access to athletic.net can get back into RunMeet, make the fix, and it will update immediately upon choosing "Mark Complete" once more. You can also go back into Reports and print off results, team scores or anything you need to hand or send to those who need them.

And that pretty well squares up a meet using [athletic.net](http://athletic.net) and RunMeet. The team that runs [athletic.net](http://athletic.net) are wonderful people and generally very responsive when questions are asked. However I am also happy to be a resource when I'm not too busy with my teaching and department responsibilities - via e-mail ([david\\_kilian@gfps.k12.mt.us](mailto:david_kilian@gfps.k12.mt.us)) or my cell 503-998-7887. Once you go through the process a time or two it becomes wonderfully simple and quite quick to use. And they offer the ability to use a Test Meet (like I used at the clinic) to practice as much as you need. Good luck - and have fun being a part of running awesome and efficient track meets for our wonderful, hard-working track and field programs.

## [Athletic.net](http://Athletic.net) Meet Setup Checklist

- ☐ Meet Setup - Correct Meet Name, Date and Location?
  - ☐ Meet Information Setup
    - ☐ Entry Deadline Set
  - ☐ Divisions Set
  - ☐ Additional Meet Options
  - ☐ Seeds Setup How You Like
- ☐ Events - Are They All There?
  - ☐ Genders and Divisions Included
  - ☐ Events in the Correct Order
- ☐ RunMeet Setup - Start Now
  - ☐ Track Settings - all consistent to the event venue?
  - ☐ Field Settings - all set to the meet needs
    - ☐ AthleticFIELD turned on - if necessary
  - ☐ Scoring Setup - Divisions & Gender scoring same or different
    - ☐ Dual v Standard & Correct Place/Points Set
  - ☐ Competitor Numbers - if necessary
  - ☐ Seeding - set and then "Done" to seed the meet
- ☐ RunMeet - After Seeding
  - ☐ Double Check All Heats and Flights
    - ☐ Are Heat Sizes OK, Number of Lanes OK, etc.
  - ☐ Setup FAT Sync - if your timing crew is game
  - ☐ Setup AthleticLIVE - optional...extra charge
    - ☐ Setup AthleticFIELD...extra charge
  - ☐ Create and Post Meet Program
    - ☐ Update Close to Meet Start Time - if changes were made
  - ☐ Create and Print Finish Line Sheets
  - ☐ Print a Meet Program for the Clerk/Starter
  - ☐ Create and Print Horizontal Field Event Sheets
  - ☐ Create and Print Vertical Field Event Sheets
- ☐ RunMeet - During and Post Competition
  - ☐ Are You on the Results Page
  - ☐ Are Results Entered for Every Competitor in Every Event
    - ☐ Including ND, NH, NT, DNS, DQ or Scratch any no show athlete
  - ☐ Has any Uncontested Event been deleted with "Cancel Event"
  - ☐ Is the Meet Marked as Official
  - ☐ Print Results - if necessary