

The following instructions are designed to guide new coaches through the steps necessary to use the online Performance List. Please read them carefully and contact DirectAthletics at [support@directathletics.com](mailto:support@directathletics.com) if you have any questions or suggestions.

## STEP 1—Accessing Your DirectAthletics Account

Each coach must have a DirectAthletics username and password for his/her school. (These will be **DIFFERENT** than your username and password for the MSHSAA website.) 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.

<b>If you do NOT know your username and password....</b>	If you already have a DirectAthletics account for your Swimming team, and know your username and password....
<ol style="list-style-type: none"> <li>1) Go to <a href="http://www.directathletics.com">www.directathletics.com</a></li> <li>2) Click on the link "New User? Click HERE".</li> <li>3) Follow onscreen instructions. You will be able to create an account online or retrieve forgotten information for an existing account.</li> <li>4) Make sure you create a HIGH SCHOOL team</li> </ol>	<ol style="list-style-type: none"> <li>1) Go to <a href="http://www.directathletics.com">www.directathletics.com</a></li> <li>2) In the login box, enter your username and password and click Login.</li> </ol> <p>(Remember that your password is case-sensitive)</p>

## STEP 2—Setting up Your Online Roster

<b>If you do NOT already have your roster in Hy-Tek TEAM MANAGER...</b>	If you already have your roster in Hy-Tek's TEAM MANAGER...
<ol style="list-style-type: none"> <li>1) Click the green "Add Athletes" button at the top of the roster screen.</li> <li>2) Enter the number of athletes you would like to add (this can be an estimate. You can always add more later.)</li> <li>3) Fill out the form with your athletes' names and school year.</li> <li>4) Click Submit to finalize the additions.</li> </ol>	<ol style="list-style-type: none"> <li>1) Click the green "Upload from TEAM MANAGER" button at the top of the roster screen.</li> <li>2) Follow onscreen instructions to export your TEAM MANAGER athletes in a .hy3 file.</li> <li>3) Upload the .hy3 file.</li> <li>4) Confirm the athletes to be added to your roster.</li> <li>5) Click Submit to finalize the additions.</li> </ol>

**NOTE:** You can add, edit or delete athletes on your roster at any time by clicking the TEAM tab.

## Adding a Performance to the List

1. Login to your account at [www.directathletics.com](http://www.directathletics.com)
2. Go to TEAM. Click "Add Performances" on the left.
3. Select the type of event of the performances you are adding.
4. Fill out the form with performance information and click "Submit". Make sure to submit a meet date and meet name for each performance. If all of the times you are adding are from the same meet and date, you can use the "Apply to All" feature at the top of the form. You may add additional top times at any time.

## Managing Your Team's Performances (Viewing or Editing Your Performances)

1. Go to TEAM. Click "Manage Performances" on the left.
2. Manage Performances shows all the top times currently on the Performance List for your team only.
3. Manually entered performances can be deleted or edited at any time by clicking the "Delete" or "Edit" buttons to the right of the performances. **[DO NOT EDIT an old, slower performance into a better performance** – Doing so will cause you to be **FINED**. Always use the "Add Performance" feature for a bettered performance. Only use the "Edit" feature to fix an error.]

## Viewing the Performance List

1. Log in to your account at [www.directathletics.com](http://www.directathletics.com) and go to TEAM. Click "Performance Lists" on the left.
2. You can click "View" next to each event to see that event only, or you can click "Men's List" or "Women's List" to see Top 25 in ALL events.
3. In order to view an **UNDUPLICATED** list, DO NOT LOG IN (or sign out), then click "Rankings", then "Swimming and Diving" & then find the applicable MSHSAA meet and hit "Performance List."

If you have questions about these procedures, please email: [support@directathletics.com](mailto:support@directathletics.com) and [stacy@mshsaa.org](mailto:stacy@mshsaa.org)