

## WHAT YOU WILL NEED

(if you already have a Roster account)



You will need a laptop or desktop (you cannot **register** using your phone) and a credit or debit card for entry fees. When you login, you'll see your list of athletes but if you want to add **new** athletes, have handy their names, gender, dates of birth, and events.

## CONTACT INFORMATION

If you're a **new** Roster user, go to the "New User" link on our <u>webpage</u>.

<u>Contact us with any</u> <u>questions</u>

## **ROSTER REFRESHER**

Go to rosterathletics.com. In upper right corner, click **login** then **sign in**.

Type tracklab (one word) in search bar and look for the Tracklab meet date you want.

Click registration.

You will see your athlete roster on the left. If you have no changes to make to your roster, skip the next step.

If you have athletes to add to your roster, click the Add Athlete/Relay button then Add Athlete. Add the athlete's first and last name; click female or male; add DOB MM/DD/YYYY; select country; click Unattached or Add Club. Then click X to return to your roster.

Click **Select Events** for each competing athlete.

Once you've added events for all competing athletes, scroll to bottom of page for the total amount owed.

Make payment with credit or debit card.