LOWELL HIGH SCHOOL

Lowell
Invitational

1101 Eucalyptus Drive
San Francisco, CA 94132
Phone: 415-759-2730

August 12, 2006

Dear Cross Country Coaches:

The 34th annual San Francisco Cross Country Invitational Meet will be held on Saturday, September 23, 2006 at Lindley and Speedway Meadows, in Golden Gate Park. This will mark the 28th consecutive year that Lowell High School has sponsored this meet.

There will be three divisions for girls (Frosh/Soph, Jr. Varsity and Varsity) and four divisions for boys (Freshmen, Sophomore, Jr. Varsity and Varsity). The distance is approximately 2.8 miles for Varsity & J.V. races and 2.0 miles for Frosh/Soph races. We will run the same basic courses that we have been running since 1993 (revised maps enclosed with the Polo Field entry change we made last year). The number of races and distances may change based on the number of teams attending and other circumstances beyond our control. We welcome all teams regardless of their size or experience.

<u>New Entry Instructions:</u> We will be using Direct Athletics to collect entries. Every school that plans to attend must follow these instructions:

- E-mail Meet Director Andy Leong at "coachaleong@hotmail.com" to let him know that you will be coming to the meet. Please include the following in your e-mail: 1) Name of school. 2) Name of Coach. 3) Day/Night ☎#. 4) Tentative number of runners per division that you think you will have. Within 24 hours, your school's name will be added to the invite list for the meet.

- Go to www.directathletics.com to enter your names and submit your entries. Instructions on how to submit your names are enclosed. **Deadline to submit will be 4:00 PM on Tuesday September 19.** Race day entries will be at the discretion of the computer operator; however there will be a $5 per name charge in addition to the regular fees.

A Varsity team must be entered first before a J.V. team can be entered. Teams will be subject to disqualification if they have faster runners on their J.V. teams. **Due to our growing numbers, only seven runners can be entered in the Varsity divisions and the need to cap the number of runners per race may be needed.**

The following is a tentative time schedule and number of awards given in each race:

	TIME	# Team Awards	# Inv. Awards
Walk Course	8:00-8:45 AM (maps provided)		
Frosh Boys	9:00 AM	2	12
Frosh Boys-race2	9:25 AM	2	12
F/S Girls	9:50 AM	2	12
Soph Boys	10:15 AM	2	12
Soph Boys-race 2	10:40 AM	2	12
J.V. Boys	11:05 AM	2	9
J.V. Girls	11:35 AM	2	12
Var. Girls	12:10 PM	3	20
Var. Boys	12:40 PM	3	20
Var. Boys-race 2	1:10 PM	3	20
Awards Ceremony	1:45 PM		

There will be seven medals for each winning team. Individual awards are for members of non-winning teams with no more than seven individual medals going to members of the same team. **Please note that the J.V. Boys will be <u>before</u> the J.V Girls race.** There are no dressings facilities so please come dressed to run.

We plan on having souvenir tee shirts for sale again this year.

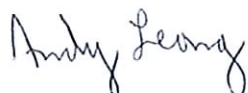Entry fees (based on names submitted) will be $8.00 per individual, $40.00 per team. Each school will also be charged a $7.00 website/facility fee. There will be a $150.00 maximum for each school. Checks should be made out to **"Lowell High School Track Team"**.

You may mail your entry fee to the following address:

Lowell High School
Andy Leong, Track Coach
1101 Eucalyptus Drive
San Francisco, Ca. 94132

All entry fees should be received by the day of the meet. Coaches whose school has a history of late payment will be asked to leave a personal check or their school will not be allow to run. A late fee of $25 will be charged if payment is not received by October 2. If you have questions, please e-mail me at coachaleong@hotmail.com, or leave a message at 415-759-2730, extension 3853.

Sincerely,

Andy Leong
Track Coach/Meet Director

How to Submit your Roster Online—Cross Country

NOTE: After all of your athletes have been added to your online roster (Step 2), you must submit your roster to the meet by clicking the green "Register" link. (Step 3 below) <u>Your roster is not submitted until you complete Step 3</u>.

STEP 1—Access your DirectAthletics Account
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 Cross Country team, and know your username and password….	If you do NOT know your username and password….
1) Go to www.directathletics.com 2) In the login box, enter your username and password and click Login. (Remember that your password is case-sensitive)	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. 4) Make sure you create a HIGH SCHOOL team

NOTE ABOUT ACCOUNTS: Most coach accounts control a school's Men's AND Women's team. You control only one gender at time, so you will complete the below steps for your Men, and then switch to your Women'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:** Trinity College School (M)

This indicates that you are controlling the Trinity College School MEN'S team (M=MEN). To switch to your Women's team, you would select "Trinity College School (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.

2) If you have used DirectAthletics before, you will see last year's roster. School years have automatically been moved forward one year. You can click "Import Track Roster" which is listed on the left. 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 DirectAthletics, skip this step.

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 and click "Submit"

5) You may add, edit or delete athletes on your Team Roster at anytime by click the TEAM tab.


STEP 3--Submit Your Roster
Once your athletes are added to your roster, you must submit your roster to the meet.

1) In the HOME tab (under Upcoming Meets) or 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 un-select) your entire roster. Click "Submit". You MUST click "Submit" to submit your entries.

Submit all competing athletes, regardless of which race they are running. You do not need to declare events online.
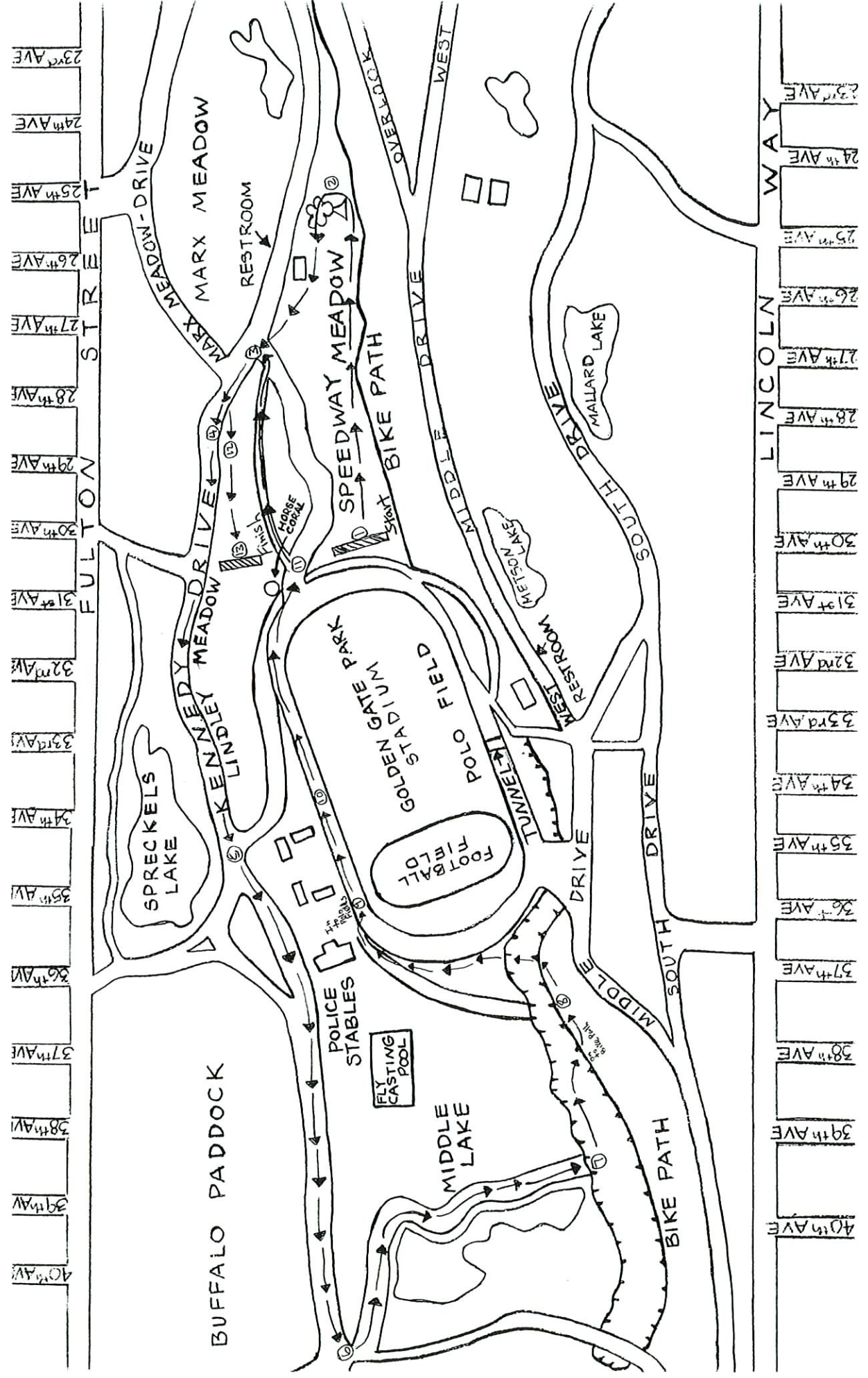
3) You will see your current, submitted entries on the "View Entries" page. At any time before the entry deadline, you may edit your entries by clicking the "Edit Entries" link.

4) 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.

LOWELL INVITATIONAL FROSH SOPH 2.0 MI. COURSE
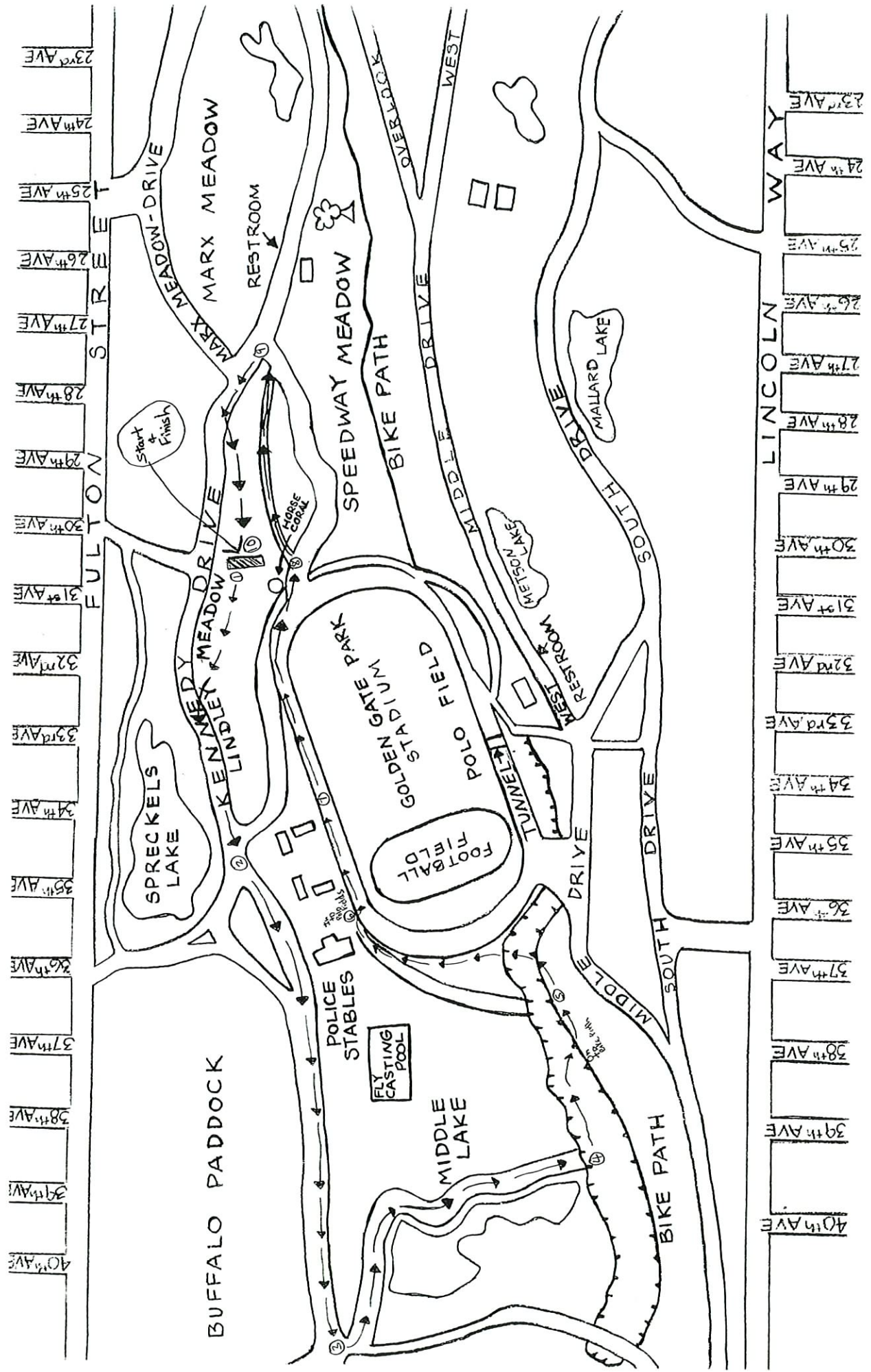
SEQUENCE: 1-2-3-4-5-6-7-8-9-10

LOWELL INVITATIONAL VARSITY 28 MI. COURSE

SEQUENCE: 1-2-3-4-5-6-7-8-9-10-11-3-12-13