

Adding a Managed Athlete to Your Account

UPDATED 7 MONTHS AGO

If you have an athlete under 13 years old (i.e. a child or children), you'll need to add them to your account as a "managed athlete" in order to register them for events. A managed athlete is an athlete whose registrations are controlled by another AthleticNET account. The managed athlete function is primarily geared towards parents whose children are too young to have their own AthleticNET account (you must be 13 years old to have your own account). However, a parent may list their child as a managed athlete regardless of their age. This has the advantage of allowing parents to register their child for meets themselves as well as paying any applicable registration fees on behalf of their child.

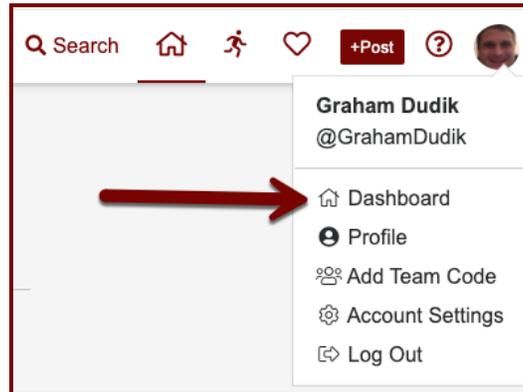
 This article is intended to show you how to add an athlete (such as your child) to your account for the purposes of registering an athlete who is too young to have their own account.

* If you are attempting to register yourself for an event, do not follow these instructions. You should claim your bio, and then register as an individual. Normally, claiming your bio is a part of the account creation process on AthleticNET. If you did not do so, see **Claim Your Athlete Bio**. Once you've claimed your bio, see **Individual Event Registration: Claim Your Spot!**.

* If you are an administrator / coach attempting to register athletes on your club / team for a meet, or add them to your team's roster, do not follow these instructions. To add athletes to your club / team's roster, see **Adding, Deactivating, Reactivating, and Moving Athletes**. To register athletes on your club / team for a meet, see **Submitting Team**

Entries for a Track & Field Meet or Submitting Team Entries for a Cross Country Meet.

From the top right of the screen, click on your initials or picture, then choose  **Dashboard**.

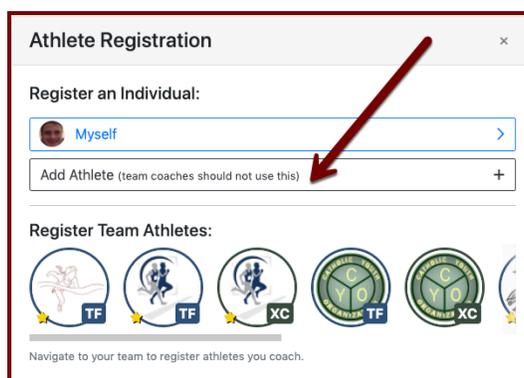


At the top of your Dashboard, page, choose  **Athlete Registration**.



Under **Register an Individual**, choose **Add Athlete**.

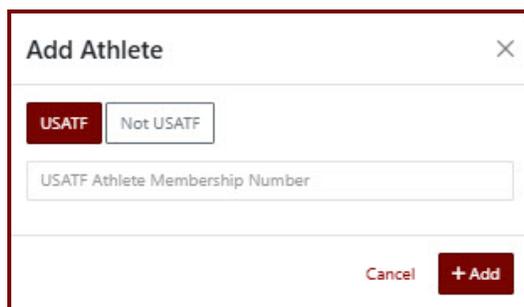
-  If you are attempting to register athletes you administer / coach for a meet, do not choose **Add Athlete**. Select your club / team logo from the icons underneath to be taken to the club / team registration page.



On the subsequent screen, click **+ Add Athlete**.



From the box that appears, select either **USATF** or **Not USATF** depending on whether your managed athlete is a USATF athlete or an Overseas etc based athlete.



If your athlete is a USATF athlete, enter their USATF number. This will automatically pull in all of the athlete's details from USATF and allows you to complete the process in one easy step. Once you've entered their USATF number, click **+ Add**.

- ⚠ If you are attempting to register athletes you administer / coach for a meet, do not choose **Add Athlete**. Select your club / team logo from the icons underneath to be taken to the club / team registration page.



If your athlete isn't a USATF athlete, choose **Not USATF**, and enter the athlete's details, including first name, last name, date of birth, and gender, then click **+ Add**.

A screenshot of a modal window titled "Add Athlete" with a close button (X) in the top right. The form has two radio buttons: "USATF" (unselected) and "Not USATF" (selected). Below are four input fields: "First Name", "Last Name", "Birthdate" (with a placeholder "mm/dd/yyyy"), and "Gender" (with "Male" and "Female" options). At the bottom right are two buttons: "+ Add" (blue) and "Cancel" (white).

Once the athlete has been added, you'll be able to register them as an individual in both live and virtual events. See [Individual Event Registration: Claim Your Spot!](#) for more information.

