

## **Instructions to enter a meet using MileSplit's Online Meet Registration System**

### **CLAIMING YOUR TEAM**

**Step 1:** Go to your home MileSplit state (<http://pa.milesplit.com>) by using the drop-down box in the header of any page.

If you already have a userID and password from your MileSplit state, skip to Step 3. If you do not, then you must first do Step 2.

**Step 2:** In the header on the right, it will say "you are not logged in." Beside that, click the "Register" button, and fill out the information. You can select your own ID, but you will be emailed a password (which you can change later).

**Step 3:** Click on "Teams" in the red toolbar and locate your team.

**Step 4:** Click on your team name and once on that page, look in the upper right hand corner and then click the black box that says "Claim this Team."

**Step 5:** Click either Coach or Team Administrator, but not both. Each has the same access to your team roster and online meet registration

**Step 6:** Click on the "Yes, I am a coach on this team" at the bottom of that page. You may add your team position in the text box, and any other information you believe we will need to quickly verify you are a coach. A school email address is also a very good indicator we use.

**Step 7:** Wait for a confirmation email from MileSplit saying that you are approved to be a Team Coach or Team Admin. Most requests are approved within several hours. If you have not received the email within 12 hours, please check your junk or spam folders for the email.

If you have questions, please feel free to contact, MileSplit Online Registration support, Gayle Rich at [grich@milesplit.us](mailto:grich@milesplit.us).

### **EDITING YOUR TEAM ROSTER**

**Step 1:** Make sure you are logged in. Go to your team page by using the "Teams" drop-down box in the tool bar. Once on your team page, you will see a black box in the upper right corner that now says "Team Administration." Click it.

**Step 2:** On the left side of the page, click "Roster."

**Step 3:** Now you will see a screen with both boy and girl athletes associated with your team. Look through the list --- you may find many athletes that should only be on the (Indoor/Outdoor) Track Roster or only on the Cross Country Roster. If the athlete has already graduated and there is a graduation year, they will not appear on the live roster or in online registration. If a grad does not have the year, add it from the drop-down box. If you see misspellings, click the name and make the correction.

If you see duplicate athletes, please copy the names and email to your state webmaster (email at bottom of each page) or [drich@milesplit.us](mailto:drich@milesplit.us). We merge them, and by doing this, it ensures that all performances on either profile will not be lost.

If a current athlete does not have a grad year, please add it (please note, we do not add college grad years).

The XC and TF designate the rosters that the athlete will appear on during online registration. Please take a few moments to either "Remove from XC", or "Remove from TF", so that you will have fewer names when doing online registration. If an athlete is on both XC and TF rosters, you don't need to change a thing. You can always add an athlete back on a roster.

And if you need to add new athletes, simply click "Add Athlete" and fill out as much info as you know, but the first name, last name and HS grad year are most important.

**Step 4:** You are now ready to enter a meet using the MileSplit Online Registration system.

## **ENTERING A MEET ONLINE**

**Step 1:** Make sure you are logged in. You should have already claimed your team and edited your roster. If not, go back to the beginning before doing this step.

**Step 2:** Go to your state's page and click in the tool bar on "Calendar." Select the current season, and look for the meet you wish to enter. If the meet is open, you will see a green "Online Entry" box. Click it. Then on the meet page, click the green "Online Entry" box again. (If the box is red, the meet is not yet open.)

**Step 3:** You will see a screen that says Online Registration, with details on the meet. Click "Enter Team."

Note: If it is a password-protected meet, you will have to get that information from the meet director. MileSplit personnel are not authorized to release that information to coaches.

**Step 4:** Fill out the information on the next page, which is the team entry form. Your team name should be selected at the top, but if it is not, click the appropriate radio button. Your name and your email address should already be in the boxes. Enter your daytime number and an evening number. These can be the same, but both are mandatory.

If you have another coach you'd like to have access, select Additional Contact, and fill out their information as well.

Then select the Divisions you are entering, and click "Enter Team."

**Step 5:** You will now see the list of events for all your divisions on the left hand side. Click the first event in which you have athletes to enter. Your Athlete Pool will be displayed on the left hand side. Click all the athletes you are entering in that specific event. When each one is selected, they move to the "Currently Entered" column.

If you forgot to add an athlete to the roster, you can take a moment before leaving any of the event entry pages to click "Go to Team Page to Edit Roster." This is at the bottom of the page. It will open a new window to your team roster page where you can add an athlete. Then return to the online registration window and continue entering athletes.

When all athletes are entered in an event, click "Done Editing." You will be returned to the Event Entries page, where you can continue to enter athletes by event.

**Step 6:** If you are entering a Middle School team as well as a High School team, you will need to start from the Team Entry Form page and select that team. JV teams will be displayed with all HS divisions.

**Step 7:** If you need to edit your entries again before the meet closes, you will go back to the meet page and again click the green "Online Entry" box. It will say "Already Entered." Simply click "View/Edit Entry" and you will be in the event section.

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