



## CHCA Invitational

**Log onto GHGtiming.com for registration & information regarding the meet.**

Registration Window opens: Sunday March 1<sup>st</sup> at 1:00 PM

Registration Window closes: Monday May 1 at 9:00 AM

Add/Drop Window closes: Tuesday May 2 at 9:00 AM

### Registering your team

- 1) Go to GHGtiming.com
- 2) Go to Online Registration and from the drop down menu choose Track/Cross Country
- 3) New users must create a profile by selecting **New User** on the screen (**returning high school or college coaches may skip to step 9**). After creating your profile you will need to select **Online Registration** and **Track/Cross Country** (again) and enter your Username and Password.
- 4) You will be taken to a screen where it asks for updates to your school. Select Submit at the bottom of that screen.
- 5) You will be taken to a window where you enter personal information in regards to your profile. We use this information strictly for contacting coaches if there is a problem! We do not give this information to people/companies!
- 6) Next choose option **#3 School Roster**. Please enter your complete roster in this window. **Please understand that this does not register them for an event!**
- 7) Next choose option **#4 Meet Registration**. In this window you will register your athletes for the meet.

**Important Note!** After you select athletes to register for the meet select **Continue** at the bottom of the page. If you do not select **Continue** your athletes are not registered for the meet. Please print the form and double check your entries.

**For relays you must enter names or a time to register a relay. If you do not enter a time or names the relay will not be registered! If you do not know the time please put 0's in (that will issue a no time for the meet).**

- 8) If the meet you register for has an **Scratch/Substitution** window you will select option **#4 Meet Registration** from the main coach page and scroll down to choose the link to make your changes.

**Steps 9-11 are for existing High School and College accounts**

- 9) Returning users: Type in your Username and Password. If you have forgotten your username/password please choose the link to retrieve your information in an email. If you still experience problems retrieving your information please send an email to support@ghgtiming.com.
- 10) If you already have a high school or college account we have advanced your athletes to the next grade level. We have also deleted all seniors from your rosters. Please select **option #3** and delete athletes that are no longer part of your program.
- 11) Upon completion of deleting athletes that are no longer part of your program go to option **#4 Meet Registration**. Option #4 is required or your athletes will not be entered for the meet.

**Reminder**

**For relays you must enter names or a time to register a relay. If you do not enter a time or names the relay will not be registered! If you do not know the time please put 0's in (that will issue a no time for the meet).**