

# Online Meet Registration Instructions

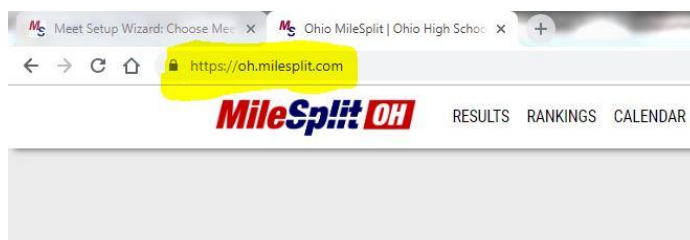
## Instructions to enter a meet using MileSplit's Online Meet Registration System

Online tutorials are available, please click the link below:

[CLAIMING YOUR TEAM](#)  
[ENTERING A MEET](#)

**CLAIMING YOUR TEAM – Please note this process can take a 1-2 days. Do not wait until the deadline to begin this process!!**

Step 1: Go to your home MileSplit - address is state abbreviation.milesplit.com - ex: <http://oh.milesplit.com>. 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 "login." You will be able to login or sign up. Do one or the other.

Step 3: Please note you may be on the national portal - [www.milesplit.com](http://www.milesplit.com). There are no teams on the national portal, so if you do not see Teams on the nav bar - you will need to switch to your home state to find your team. Either change the www to your 2 digit state abbreviation, or click on More in the nav bar, then MileSplit Network and click on your state link. Once you are on your individual state page, you will see a nav bar that includes Teams. Click on "Teams" in the toolbar and locate your team.

Step 4: Click on your team name (use the filter to find it faster).



Once on that page, look beneath the team title and then click the button that says "Claim 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 "submit" button at the bottom of that page. You should 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, please email [registration@milesplit.com](mailto:registration@milesplit.com).

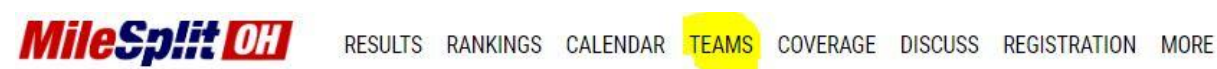
## IF YOU HAVE ALREADY REGISTERED BUT FORGOTTEN YOUR PASSWORD

Click on Login. On that page is a link if you have forgotten your password. Click and fill out your email address. If you do not quickly receive it, you may have a typo in the email address you originally entered, or it may be going to your spam mail folder. It is a server generated email and many mailservers read that as spam. If you do not get it, email [support@flosports.tv](mailto:support@flosports.tv).

When you receive it, click on the link and it will allow you to reset your password. Then login.

## EDITING YOUR TEAM ROSTER

Step 1: Make sure you are logged in. Go to your team page by clicking the "Teams" link in the tool bar. (If you do not see the teams link, you are not on a state site. Go back to Claim your team step 1 at top of page and read and follow those directions.)



Scroll down and click on your school name (use the filter to find it faster.)

**Ohio High School, Middle School, College and Club Teams**



Once on your team page, you will see a button directly under the team title and address that says "Edit Team." Click it.

Step 2: On the tabs in the grey bar, 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 (indicated from the -- beside their name), click the pencil icon and add the grad year to edit athlete.

SPORT: Track GENDER: All CLASS OF: All STATUS: All Current

Note: Use enter key (or click elsewhere) to submit inline editing changes or escape to cancel. Inline editing available for table cells with light pencil icon.

ATHLETE	ROSTER	GENDER	CLASS OF	STATUS
Adams, Alex	Cross & Track	M	2020	Active
Barton, Brandon	Cross & Track	M	2020	Active

If you see misspellings, click the pencil icon at the end of the row 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 registration@milesplit.com. 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). All grad years are HS. Almost every meet using MileSplit requires a grad year.**

The Cross Country and Track designate the rosters that the athlete will appear on during online registration. Please take a few moments to edit those, 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 by clicking the pencil icon and making the edit.

And if you need to add new athletes, simple Add Athlete to right of page and fill out as much info as you know, but the first name, last name and HS grad year are required for most meets. Birth date is only important if entering an age group meet.

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, you will be able to do so, through links within the registration.

Step 2: Go to your state's page (ex: oh.milesplit.com) and click in the tool bar on "Calendar."



Select the current season, and look for the meet you wish to enter. Use the search feature to find meets quickly!!

Select a Season and Year

SEASON: Outdoor Track YEAR: 2019

Filter

MONTH: All LEVEL: All

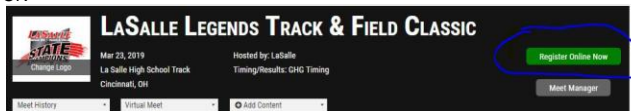
OR SEARCH FOR A MEET BY NAME:

Search

If the meet is open, you will see a green "Online Entry" pencil. Click the meet. Then on the meet page, click the green "Online Entry" button. (If the button is yellow, the meet is not yet open. If it is red, the meet is closed.)

Date	Event	Location	Results
3/23	LaSalle Legends Classic Registering Now!	Cincinnati, OH	
5/1	LaSalle JV Invitational	Cincinnati, OH	

OR



Step 3: You will see a screen that you will remain on throughout the process. The process is noted in boxes to the left and will let you know where you are in the process.

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 the meet password to coaches.

The meet will recognize the team/s of which you are an approved coach. Click on the radio button beside the team you wish to enter and then the next button at the bottom right.

### Choose Team

Choose the team you want to register.

- Lake Catholic
- GHG Test
- GHG Test 2

The next page will confirm your contact info and you may add any of the other coaches listed as admins on your team, then hit next button.

The next page is select the Divisions you are entering, the edit divisions entered is to the right as you proceed. Select all the divisions you wish to enter and hit next button.

### Choose Divisions

Choose the divisions you'd like to register athletes for.

#### HS Boys

#### HS Girls

You will now see the list of events for all your divisions with an add entries link to the right of the event. Your Athlete Pool will be displayed on the right hand side, including an add all. Click all the athletes you are entering in that specific event. When each one is selected, they show below the event. If a seed time does not populate make sure to enter it correctly.

### Review & Edit Entries

Events: The events shown below are driven off of the divisions that your team has entered. To change the events, change the divisions entered. [Click here to edit divisions.](#)

#### Boys High School

HS Boys 100 Meter Dash	0 Entries	<a href="#">ADD ENTRIES</a>
HS Boys 200 Meter Dash	0 Entries	<a href="#">ADD ENTRIES</a>

#### HS Boys 100 Meter Dash Entries

[REMOVE](#)

[REMOVE](#)

Event/Race Rules: You are allowed to enter up to 2 athletes in each race.

#### Athlete Pool

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**Athletes**  Alex Adams  
 Brandon Barton  
 Connor Johnson  
 James Reed  
 David Smith

If you forgot to add an athlete to the roster, you can Edit Roster from this page. Editing your roster on the team page does not add athletes into the meet.

When all athletes are entered in their events, click "SAVE" button at bottom right. You will be given an opportunity to print invoice or pay online if they have that feature checked.

Note: when complete, you should Print Confirmation, which is located to the right of page. This will be your proof that you entered your athletes into the meet. There is also an invoice you may select if the meet director has added meet fees into the meet setup.

#### Reports

- [View/Print Invoice](#)
- [View/Print Confirmation \(All\)](#)
- [View/Print Confirmation \(Male\)](#)
- [View/Print Confirmation \(Female\)](#)

If you have questions, please email MileSplit Online Registration support, [registration@milesplit.com](mailto:registration@milesplit.com).