Creating an Account

If you have trouble creating a username because it has already been taken by another user we strongly suggest using your email as your username. For example, joe1234@aol.com is a distinct phrase that would work for creating an account.

1. View/Edit Personal Information

Here you can update or make changes to your personal information.
* Fields with astericks are required. *

      a. Fill out all Required Fields with appropriate information.
      b. Fill out phone numbers if you feel that this is necessary (we strongly suggest filling in the cell phone section).
      c. Note the change password feature at the top of page under User Name. You must select the change password phrase in order to create a new password.
      d. In order to have the information **saved** you must select the **Continue** button at the bottom of the page.

2. View/Edit School information

This window is very important when you set-up your account for the first time. If the default information is incorrect you need to make the appropriate changes so your school is sorted correctly. If you do not make the appropriate changes then your school may get sorted incorrectly.

The comments section is available if you have any questions for sections that you cannot change or want additional information.

The updates are not made instantly! They should be **updated** within **24 hours** of submitting the changes.

If all the information is correct please select the **Submit with No Changes** button. If you make any changes to the information provided please select the **Submit Changes** button.

3. Enter/Edit Athlete Information and Roster

When you select this option you will be taken to the screen where you must enter your roster.

      a. Select the sport to which you are setting a roster.

Choose the sport for which you wish to enter your roster and select **Continue**. You may have up to 3 options (**Track**, **Indoor Track** and **Cross Country**) to choose from.

b. Type in Athletes first and last name in boxes provided.

In this window you will enter your roster. Pay close attention to the SEX and YEAR of your athletes. After you complete your roster you can view them combined (male/female) or by sex. You can also make changes after you enter an athlete. Make the appropriate changes to name, sex, and grade and select the make changes button at the bottom. If you have an athlete that needs to be removed at any time, you can delete them in this window (select the **red X**).

c. The final option is only available to college coaches. If a college has an athlete that they want to designate as unattached, they will need to select YES from the drop down menu. All athletes automatically default to NO on the Unattached selection. Also, when a coach registers an athlete they designated as unattached they will appear on their registation as a team member. When the information is imported into the meet management software the athletes will be put into the meet as an Unattached athlete.

Quick Hints:

A) You can use the drop down boxes with or without your mouse. To use the drop down boxes without your mouse you will need to tab onto the specific drop down box. After you have the box selected type the first letter of the information you want to select .
(M for Male, F for Female in the sex drop down menu)
(F for Freshman, S for Sophmore, J for Junior, SS for Senior in the grade drop down menu)

B) You can sort your roster by the headings at the top in blue. Select the heading and you will see a green arrow appear next to that heading. The arrow allows you to sort that column information ascending or descending.

C) You can enter your athletes names all in lowercase. The program will capitalize all First and Last names for the user. This feature can save the coach time entering their roster.

D) The first and last name of an athlete can only be 20 characters in length.

(Once you delete an athlete all information for them is lost!)

4. Meet Registration & Scratch/Substitution

Complete each entry on the Meet Registration Page

> State – choose from the drop down menu
> Sport – choose from the drop down menu
> Sex – choose from the drop down menu
> Meet – choose from the drop down menu

Enter Athletes: A meet registration window will then appear on the screen. Scroll down to view the events. Select the athlete you wish to enter for each event from the drop down menu. You may enter a mark at this time, but it is not required.

College Coaches: Field Event marks may be entered in either metric or English units. The program will convert the data for you.

Relay Events: Choose your school from the drop down menu. Athlete name boxes may appear. Choose the athletes names from the drop down menus if these boxes appear.

Important: click on <u>CONTINUE</u>
The coach must click "continue" to submit entries. Choose OK to create and view the meet roster. The roster will appear and can be printed.

Coaches may make changes to the roster until the meet registration window closes by choosing meet registration from the coaches homepage.

Add/Drop Athletes: After the meet registration window closes, coaches may still be able to add/drop athletes.   Choose meet registration from the coaches homepage. Choose the desired meet from the drop down menu. A notice will appear that "Registration for this meet has ended". If meet management allows add/drops, the option to add/drop will appear at the bottom of the screen. Scroll down and click on the blue link "view submitted entries and Add/Drop Athletes".

> Running/Field Events: To Drop an Athlete from a Running/Field Event the coach must click on the red X icon to the right of the athlete's name. If the athlete is not going to be replaced, leave the information blank. If an athlete is to be replaced, enter the athletes name from the drop down menu and insert the correct mark for the athlete. Click on the Green + to

save the new athlete's data. The new entry will then appear in place of the dropped athlete.

Relays: Coaches have the option to drop an individual or an entire team from a relay event.

To drop the entire relay team, select the LARGE **red X** icon to the right of the event. The option to add new athletes will appear. Complete the information and click on the **Green +** icon to save the new data.

To enter a new relay time, the coach must drop the entire relay team and reenter the information with a new time.

To drop an individual athlete from a relay, select the SMALL **red X** icon next to the name of the appropriate athlete. A blank box will appear. Enter the name of the athlete to be added from the drop down menu. Click on **Green +** icon to save the new data.

5. View Entries

In this window you can see all entries submitted for an Invitational.

The ability to view all the entries is determined by the meet manager. If the meet manager does not want coaches to have this privelege it will state that the Administrator does not allow these priveleges. If this option is turned on the coach will have to select the following to view the meet entries.

State:
Grade:
Sex:
Meet:

When all the fields have been chosen correctly the entries for each event will load in this window.

Important piece of information: Add/Drops do not appear in this window! The only data that appears is the original information submitted by coaches before the Registration Window has closed.