

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

## **CLAIMING YOUR TEAM**

Step 1: Go to your state on MileSplit – ex: <http://tn.milesplit.com>.

If you already have a userID and password, 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: Click on "Teams" in the toolbar and locate your team.

Step 4: Click on your team name and once on that page, look beneath the team title and then click the button 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. Please 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 email [registration@milesplit.com](mailto:registration@milesplit.com)

If you have questions, please feel free to contact [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 username, or 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. Click More - MileSplit Network and select state. Select Teams. Scroll down and click on your school name. Once on your team page, you will see a button directly under the team title that now says "Edit Team." Click it.

Club teams - you will have the Edit Team button, then just click roster. See Club addendum at bottom of page.

Step 2: On the toolbar under header, click "Roster."

Step 3: Now you will see a screen with athletes listed alphabetically associated with your team. Look through the list --- you may find many athletes that should only be on the (Indoor/Outdoor) Track Roster (TF) or only on the Cross Country Roster (XC). 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, click on pencil icon, add it from the drop-down box and save.

If you see misspellings, click on pencil icon 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). 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 meets require 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 edit Cross & Track, 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 "Add Athlete" on the right 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" bar. Click it. Then on the meet page, click the green "Online Entry" bar again. (If the bar is yellow, the meet is not yet open.)

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 that information to coaches.

Then select the Divisions you are entering, the edit divisions entered is to the right as you proceed.

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 below the event.

If you forgot to add an athlete to the roster, you can Edit Roster from this page.

When all athletes are entered in an events, click "Submit Entries" button at bottom right. You will be given an opportunity to 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 if meet director has added meet fees into the meet setup.