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

**CLAIMING YOUR TEAM**

**Step 1:** Go to your home MileSplit – address is state abbreviation.milesplit.com – ex: http://pa.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 "you are not logged in." Beside that, click the "Register" text link, and fill out the information. Note that logins are now email addresses, not usernames. You will need to login with your email address and password.

**Step 3:** Please note you may be on the national portal - 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 and click on your state link toward the bottom of the page. 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 and 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 "Yes, I am a coach on this team" 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, Gayle Rich at gayle.rich@flosports.tv.

**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.

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. Once on your team page, you will see a button directly under the team title and address that now says "Edit Team." Click it.
Club teams click edit team  then roster will be at top - refer to more specific club instructions below individuals at bottom of this page.

**Step 2:** On the tabs, 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 within edit athlete.

If you see misspellings, click the 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) or 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). All grad years are HS. Almost every meet using MileSplit requires a grad year.

The Cross Courtry 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 andmaking 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 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 "Enter Online Now" button to the right of the meet title, date and location. (If the button is yellow, the meet is not yet open. If it is red, the meet is closed, you may click on it to view your entries, print your confirmation, etc., but you cannot make changes at this time.)

**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.

**Note:** When you have entered all of your athletes, at the top of the events list is a yellow box with a Print Confirmation link. Click and print confirmation of your entries.

**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.

\*\* When one coach has already entered, and it seems as if you cannot enter the opposite gender.
1. Log into the system as you.
2. Go to the meet page and click the green Enter Online bar.
3. The page you get says you're already entered, but click on the blue View/Edit entry link. That will take you to the meet entries page.
4. All of the entries you see on the page are girls (or vice versa) entries, so you need to click on the blue Edit Divisions Entered link on the right. Then click on the blue Enter link for the male division(or vice versa). That will open up the male entries. Then you can proceed to enter athletes into the events

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