

1A – 5A QUALIFYING PROCESS – MILE SPLIT

Updating Rosters

With the track and field season about to start, a little prep work and housecleaning now means less time and aggravation later.

If you are a coach of a team but not yet a registered user:

1. Go to <http://co.milesplit.com> and click on the blue **Register** link in the upper right corner.
2. Fill out the registration page.

Wait for a confirmation message sent to the e-mail address you provided (it shouldn't take more than a couple of minutes). Once that comes, use your new *Colorado Track XC* username and password provided to log in. You may change your password to something more memorable by clicking on your username and then **Edit Profile** once you are logged in.

3. Next go to your team page (click on **Teams** in the blue navigation bar and select your school). In the upper right portion of your team banner, click on the **Claim This Team** button. Fill out the indicated information (you only need to register as a coach or a team admin, not both), and submit.
4. You must now wait for a confirmation message that you are accepted as a team admin for your school. This can take as long as 24 hours, but usually happens much sooner than that.

Assuming that you now have team admin status for your school:

1. Go to *Colorado Track XC* (<http://co.milesplit.com>) and log in with your username and password.
2. Click on **Teams** on the main blue navigation bar and select your school.
3. Click on the **Team Administration** button in the upper-right corner of your team page.

4. Click on the blue **Roster** link on the left-hand side of the page. This will bring up your editable team roster. You will note that most of the athletes on your team are already entered. Here are the steps you need to go through at this page to make your roster (the one that will show on your team home page when people view it and the one you will select from when you do online entries) fully current:
 - a. Note that there are two seasons shown for athletes, XC and TF. Select the checkbox any athletes who have TF showing next to them but won't be participating in track and field and click on the **Remove from TF** button. This is a much better option than using the Make Inactive button (which is discussed below).
 - b. To add new athletes to the track and field roster, click the **Add Athlete** button. Fill in the information needed for that athlete and either return to the roster page by clicking **Roster**, or add another athlete by clicking the **Add New Athlete** button at the bottom.
 - c. If athletes have moved away from your school or are no longer involved in either track and field or cross country, you may click on the checkbox next to their names and then click the **Make Inactive** button. Please use **Make Inactive** only for these purposes!
 - d. If you find athletes showing on your roster who have graduated, that is because there is no year of graduation (or at least not a correct year of graduation) entered for them in the database. Click on their name and enter the correct year of graduation. This will remove them from your editable roster.
 - e. When you done editing your roster, you can click on **Home** on the main blue navigation bar to return to the regular pages of the site. If you noted any duplicate athlete names in your roster, send me an e-mail at versawa@msn.com and I will merge those.

If you're doing online entries on *Colorado Track XC* for the first time, or if you're not quite sure you remember how to from last year, below are all the instructions you need:

If you are a coach and not yet a registered user:

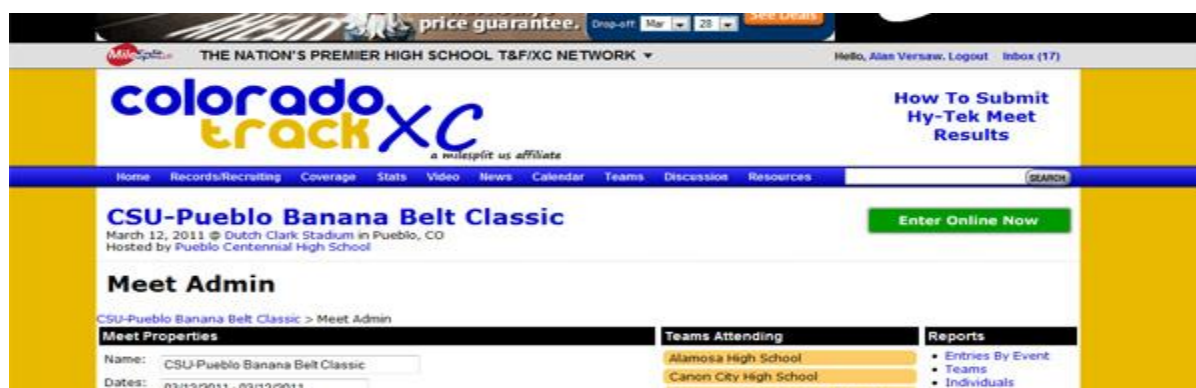
1. Go to co.milesplit.com and click on the blue **Register** link in the upper right corner.
2. Fill out the registration page.

Wait for a confirmation message sent to the e-mail address you provided (it shouldn't take more than a couple of minutes). Once that comes, use your new *Colorado Track XC* username and password provided to log in. You may change your password to something more memorable by clicking on your username and then **Edit Profile** once you are logged in.

3. Next go to your team page (click on **Teams** in the blue navigation bar and select your school). In the upper right portion of your team banner, click on the **Claim This Team** button. Fill out the indicated information (you only need to register as a coach or a team admin, not both).
4. You must now wait for a confirmation message that you are accepted as a team admin for your school. This can take as long as 24 hours, but usually happens much sooner than that.

Assuming that you now have team admin status for your school:

1. Go to co.milesplit.com. Log in. Click on **Calendar** in the blue navigation bar. Select Outdoor Track and Field for the 2012 season. From the list of meets that appear, select the meet for which you wish to enter athletes. Click on the green **Online Entry** bar next to that meet. Note that you cannot enter athletes online for this meet unless you see a green **Online Entry** bar; otherwise entries are not yet open or have already closed for the meet you are viewing.
2. The home page for this meet will appear and will look something like this:



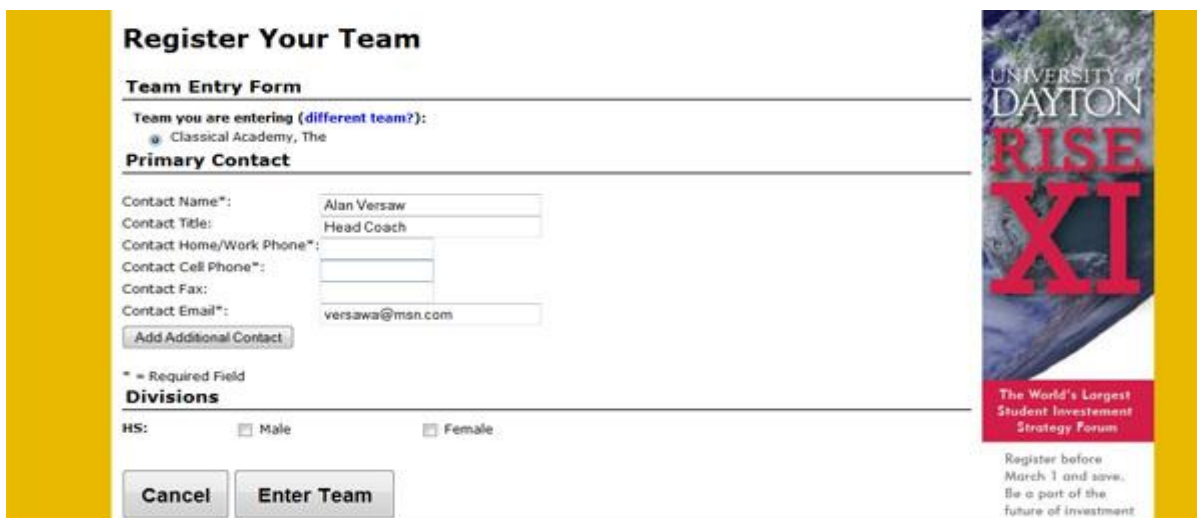
Click on the green **Enter Online Now** button if this is the meet you want to do entries for.

3. The next page that appears should look like this:



Click on the gray **Enter Team** button on the left side.

4. On the page that appears, you should see this:



Verify that the site has selected the right school for you to enter. Fill in the information boxes below your name, check the divisions you want to enter (see note below). Then click on the gray **Enter Team** button.

Please note that if you do entries for one gender and another coach at your school does entries for the other gender, it's still easier to always check both divisions unless you have only a single-gender team that will be entered in this meet. Although checking both genders at the beginning makes it possible for you to edit the entries for the coach of the other gender, it also makes it simpler for the other coach to do entries and keeps things a little easier later on if someone needs to go back and edit entries. When the other coach does entries for his/her gender, he/she will also be capable of reading and editing your entries. I'm thinking that's a situation we should all be able to handle in responsible fashion.

5. You are now at the actual Online Registration page. It should look like this (only with your school name, not mine):

Meet Main Page > Registration > Classical Academy, The

Online Registration: Classical Academy, The

You are entered in this meet. Your entries are below. You may update them up until March 9, 2011 8:59PM EST. [Print confirmation.](#)

Event Entries	Divisions Entered
HS Boys 1600 Meter Run [Edit Entries] No entries in this event.	• HS F+M Edit Divisions Entered
HS Boys 3200 Meter Run [Edit Entries] No entries in this event.	
HS Boys 800 Meter Run [Edit Entries] No entries in this event.	Entry Fee & Payment Summary Total Due: \$200 Total Paid: \$0 You Owe: \$200 Printable Invoice Payment Options Mail Payment To: Mail Checks to: Tim Mondragon Pueblo Centennial HS 2525 Mountview Dr. Pueblo, CO 81008
HS Boys 110 Meter Hurdles [Edit Entries] No entries in this event.	
HS Boys 300 Meter Hurdles [Edit Entries] No entries in this event.	
HS Boys High Jump [Edit Entries] No entries in this event.	
HS Boys Long Jump [Edit Entries] No entries in this event.	

For each the first event you want to enter athletes in, click on the blue **Edit Entries** link next to that event.

6. Next appears a roster for your team with checkboxes beside each athlete. Each time you click the checkbox next to an athlete (up to the allowable number of entries for the meet), the athlete is removed from the available athlete pool and placed into the actual entries in the right-hand column. If there is a best seed mark in this event for the athlete in the database, the system will select that as the seed mark for the entry. Otherwise, you will have to hand-type a seed mark (assuming the meet allows that). This is what the page might look like in the middle of entering athletes for the 3200:

Meet Main Page > Registration > Classical Academy, The > HS Boys 3200 Meter Run Entries

Classical Academy, The - HS Boys 3200 Meter Run Entries

Max Entries Per Team: 3
Remember: Click the "Done Editing" button at the bottom to save changes once you're done.

Available Athlete Pool	Currently Entered
<input type="checkbox"/> Avischious, Adam <input type="checkbox"/> Bahr, Stephen <input type="checkbox"/> Bresson, Trevor <input type="checkbox"/> Carr, Nathan <input type="checkbox"/> Crane, Kenny <input type="checkbox"/> Eaton, Collin <input type="checkbox"/> George, Joshua <input type="checkbox"/> Graf, Jeremy <input type="checkbox"/> Harrell, Chris <input type="checkbox"/> Harrell, Jacob	<input checked="" type="checkbox"/> Bost, Jordan Seed: 11:59.31 <input type="checkbox"/> Hand Timed? Location: Palmer Terror Invitational (2010)

[Done Editing](#)

When you are done entering athletes for this event, click on the **Done Editing** button.

7. Once you click on the **Done Editing** button, you are returned to the online registration page. Repeat the last two steps for as many events as you wish to enter in this session. When you are done, you can click to print a confirmation list of entries. It is good to print and review this list of entries to verify you have entered what you intended to enter.
8. If you, or another coach for the same school, need to go back in and edit or complete entries, return to *Colorado Track XC* and log in. Find the meet on the schedule again and click the green **Online Entry** button. You will come to a page that looks like this:



Note that the page indicates you are already entered in the meet. Click on the blue **View/Edit Entry** link next to your school name. This will take you to the Online Registration page where you can edit entries for any event in the meet.

Please note that all online registration closing times shown for meets are EST or EDT unless clearly indicated otherwise.