**A quick how to guide for MileSplit for Cross Country Coaches.**

**For more in depth questions check the website Help topic listing**.

**Step One**:  **Claim your team**.  IF you have already done this for Track, you can skip this step.

This should have already been done by now, but if you need help here are the steps.

1. If you do not already have an account, create a free one at https://az.milesplit.com/register
2. Use your email and then create your password.
3. Log in using your email and the password you created.
4. Once your account is created go to https://az.milesplit.com/teams
5. Find your team on the list



6. Click on your team, and click the claim team button.  You will need to re-enter your log in and password.



Helpful Article/Video: https://support.milesplit.com/en/a/how-do-i-claim-my-team

**Step Two:  Editing your team information.**

I am using Chandler High School, since one of my team accounts is with Chandler High School



The Edit button is the gatekeeper to edit your team roster, coaches, and schedule. By selecting this it takes you into an administrative role.

Since the track coaches edited a lot of this information in the spring there will not be as much editing required from you the Cross Country Coach.



When you are in the edit mode of your team page there should be this Exit Admin Mode choice.

Editing of coaches, roster and schedule will all be from here.

**If you are hosting a meet; DO NOT create the meet from the edit schedule drop down.  This edit of schedule is ONLY to be used to add meets to your schedule**

**COACHES**: This is where a listing of coaches for your school is. Your track coaches should have created the list of coaches that were coaching track and field and deleted coaches that were no longer associated with your school.

- If there is a coach listed that left the program then simply click on the "x" to delete the name.
- If you need to edit a name; maybe a coach got married over the summer then simply click on the pencil and this will allow you to update the information.
- If you are an assistant coach for track and it lists you as an assistant you can edit your POSITION to read HEAD CROSS COUNTRY COACH.
- If you are not even listed as one of the coaches simply use the dialogue boxes on the right to add your information.

Chandler, AZ, USA    Website

**Exit Admin Mode**

| Admin Home | Coaches | Roster | Schedule |
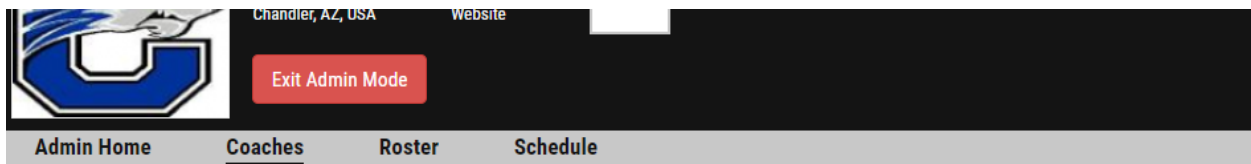
## Coaches

| NAME | POSITION | EMAIL | PHONE | | |
|------|----------|-------|-------|---|---|
| Eric Richardson | Head Girls Track and Field | | | ✏ | ✖ |
| Michelle Flannigan | Hurdles and Jumps | | | ✏ | ✖ |
| Matt Lincoln | Head Boys Coach | runlincoln@gmail.com | 7244968704 | ✏ | ✖ |
| Dave Shapiro | Meet Director | shapiro.dave@cusd80.com | 6029186479 | ✏ | ✖ |

## Add Coach

FIRST NAME:
John

LAST NAME:
Doe

POSITION:
Head Coach

EMAIL:

**ROSTER:** Editing the roster will be the most time consuming task in using MileSplit.

Athlete Updated: Sarah Plant            Download Roster

### Roster

| SPORT: | GENDER: | CLASS OF: | STATUS: |
|--------|---------|-----------|---------|
| Cross Country | All | All | 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 | HS GRAD YEAR | STATUS | |
|---------|--------|--------|--------------|--------|---|
| Ah Quin, Sera | Cross & Track ✏ | F | -- ✏ | Inactive ✏ | ✏ |
| Alfredo, Alana | Cross & Track ✏ | F | 2021 ✏ | Inactive ✏ | ✏ |
| Anderson, Zoe | Cross & Track ✏ | F | -- ✏ | Inactive ✏ | ✏ |
| Asbury, Anna | Cross & Track ✏ | F | 2022 ✏ | Inactive ✏ | ✏ |
| Baker, Sara | Cross & Track ✏ | F | -- ✏ | Inactive ✏ | ✏ |
| Bartee, Jabari | Cross & Track ✏ | M | -- ✏ | Inactive ✏ | ✏ |
| Basikala, Grishma | Cross & Track ✏ | F | 2022 ✏ | Inactive ✏ | ✏ |

**Add Athlete**    Import Roster

**Upload Roster**
File needs to be Excel or .CSV

Jump start your roster with our template

**Download Template ▾**

💡 TIP

Match Column headers, in your spreadsheet, to the following for fast processing.

- Last Name
- First Name
- HS Grad Year
- Gender - M/F
- Status - Active/Inactive
  Roster - Track | XC | Track & XC

Change the sport to cross country to see those who are on the XC roster. You will need to edit the roster first— read steps 2-4.

As you edit an athlete the name will appear in the upper screen in green. Sarah Plant graduated in the spring. This is why she was edited— explained below.

Realize that the roster of you school will have athletes that did track and field in the spring and possibly those that the track coach never edited off the roster page. Chances are they defaulted the athlete to doing both sports.

1- First thing is to clear up those athletes that will be doing cross country for you in the fall.
2- Next to the name change the Roster to read CROSS. (If only doing Cross Country)
3- For those athletes that only did track you will need to change those to read TRACK.
4- If an athlete is doing both Cross Country and Track then leave the roster as CROSS & TRACK.
5- By toggling  the sport between SPORT of CROSS COUNTRY—TRACK—ALL,  you will see your roster by sport or those doing both sports.
6- IF an athlete quits your team during the season, or does not come out for XC this year simply edit their status to Inactive.
7- IF an athlete graduated who did both Cross and Track then you can simply change their status to TRACK.  In the figure above, Sarah Plant ran both XC and Track for Chandler.  Her Roster was changed to Track for 2021.  Thus when I run a roster report for Cross Country her name is no longer on the roster.
8- To add an athlete you can click on the right of the screen to "**Add Athlete**" Make sure you have the graduation year correct.

**SCHEDULE:**  The next part is adding to your meet schedule.  This edit of your schedule will be used to add your school to a meet.



- Change Season to Cross Country
- Change year to 2021-2022
- To search for meets click on the "+ Meet"
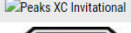


- Change state to Arizona
- Change the DATE to the meet day you are interested in.
- To search for meets click on the "+ Meet"
- Click "SEARCH MEETS"
- A listing of meets from that day will be brought up in a dialogue box.
- Select the meet you want by clicking on the "+"

**Schedule/Admin**

SEASON: | YEAR:
Cross Country ▾ | 2021-2022 ▾ | **+ Add Meet**

| SEPTEMBER 2021 | | LOCATION | |
|---|---|---|---|
| 09/04 ▸Peaks XC Invitational | Peaks XC Invitational ✎ Entries Closed | Flagstaff, AZ | ✖ |
| 09/04 | Chandler Invitational ✎ Online Entry | Chandler, AZ | ✖ |

- When you go to your schools schedule you should see the meet selected.

- IF you make a mistake and enter the wrong meet OR decide you do not want to attend the meet simply click on the "x" and it will remove you from the meet

This concludes the first step to using az.milesplit.  The next information will be how to create a meet and to enter your roster of athletes into races.