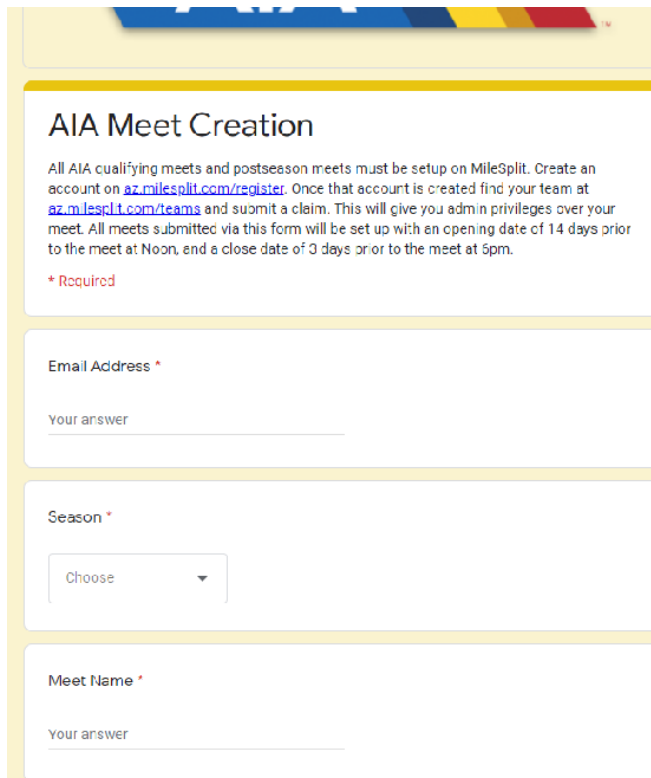**How to create a meet using MileSplit.**

This hand out will walk you through the steps of creating a meet that you will be hosting. If you have not edited your team and need how to steps check the hand out titled "How to Edit your Team for Milesplit."

If you have questions or need of help email me, Dave Shapiro at dshapiro@aiaonline.org

Step One Creating a meet:

When creating a meet do NOT use the edit schedule choice under the editing of your schedule. Instead copy this link into your URL search bar and it will take you to a google doc. Created by Milesplit for Arizona schools.

https://docs.google.com/forms/d/e/1FAIpQLSdUu-W5_KTBuGu3c2JITJd7TCasw5DO0Rls5ipc2lP4wlYcPw/viewform


The google doc will look like this and will have nine dialogue boxes that will need to be filled in.

Box One: Your email address   self-explanatory.

Box Two: Season: You have a choice of Track or Cross Country meet.

Box Three: Meet Name: self-explanatory.

Box Four: The date of your meet: self-explanatory.

Box Five: The host school and meet director.

Box Six: Meet Venue. What is the name of the park or place your course is at.

Box Seven: Level. Most of you are hosting high school age only. So select level high school.

Box Eight: Divisions: Most of your meets will use Varsity and Open. If you use a freshman only division then list that in "Other". IF you are having a community division race add that in this box under "Other."

Box Nine: Events: Used for track events. Unless designating an event that we don't usually run, leave this blank. However; if your track invite is going to run a distance medley that is listed here.

The creation of your meet should take no longer than 48 hours. If after that time and there is no meet on your calendar email me and I will forward this to the correct person at milesplit.

Step Two: Editing your meet.

Go back to your schedule in the edit team mode. Select the meet you need to edit. Whether you are entering athletes into a meet or editing your meet you are going to the same place.
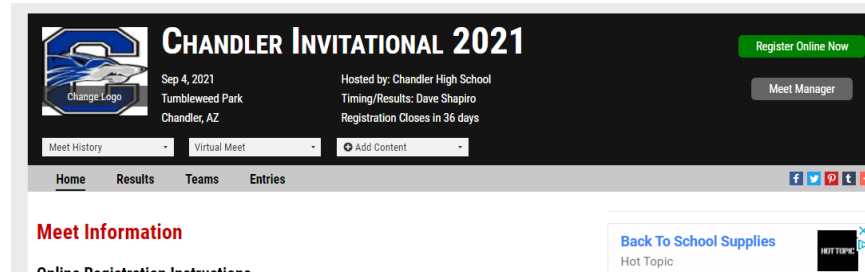
To enter athletes into a meet select the green drop down.

To edit and to make changes to your meet select Meet Manager.

Most of the information in the meet manager will come from the form you filled out.

Meet Timer: Enter in Wingfoot if you are using Clyde Resendez. This will grant him access to down load entries.

Make sure the meet manager point of contact is correct.

Scroll down some to:

- Open Date is when you want teams to be able to enter into your meet. The Close date is when you are locking your meet for entries.
- Open to: If only for high school athletes only then select this. If you are having an elementary school age group add Elementary.
- Max Attendance. If you are allowing unlimited entries from a school default this setting to "0". Last year because of Covid some meets capped your allowable athletes to 20. This where you would put the capped allowable number of athletes.
- Max Athlete Events. For Cross Country this should be set at "1". Which means that an athlete can only do one race at your invite.

Scroll down some to:

- Enter Visibility is if you wish for the entries to your meet to be seen by visitors to your meet.
- Payment Options. Like Athletic.net you can set up for payments to be made through milesplit. Almost all of you will have checks mailed to your school so select "No Online Payments."
- Meet Information is where you will give your welcome information. Listing the times of your races and the entry fees and where to mail them to.
- **MAKE SURE YOU SELECT SAVE CHANGES**.

If you are the individuals that will down load entries into HyTek select "Download Entries" and follow directions. IF you need additional help with this step email me at dshapiro@aiaonline.org. If you are using Clyde Resendez and Wingfootfinish.com he will download the entries for you and the team packets.