How to enter athletes into a meet using MileSplit

**Step One:** Select your meet. You must be in admin mode to do the following steps. From Edit Team select Schedule and then

- Select Schedule.

**Step Two:** Choose the meet that you wish to enter athletes for.

- Season and year need to be set.
- Select the meet you want to enter athletes for and click on “Online Entry.”
Step 2.B Getting Started

- Your team name should be here.
- There are six steps to doing the entries. The first one is “Get Started.”
- Select Next and it will take you through the six steps.

Step 2.C. Choose team and contact information.

- Edit the Contact Information. This will allow the selected coach to receive emails from the meet host. Also add other coaches who should also get the emails.
- Select Next at the bottom of the page

Step 2.C. Choose Divisions

- Choosing the Divisions is the same as saying what races are you going to enter athletes in.
- Clicking on the box will change the box to filled in blue
- Select Next at the bottom of the page
Step 2.D.1 Entering Athletes into the races.

Choose the race that you are going to place entries in.

Click the “ADD ENTRIES” Options.

Do NOT select DONE (at the bottom of the page) until you have done entries for all events. IF you do, you just have to go in and edit your entries.

Step 2.D.2 Entering Athletes into the races.

Choose the athletes you are going to race. In the highlighted gray box it will tell you how many athletes you can enter in that race. I have not yet set this up in the Ojo Rojo Invite. We allow nine (9) entries in the varsity race so this will read that information in the event/race rules. If there is a limit you will not be allowed to enter in more athletes than the allowable number.

If this is a Wednesday meet and there is only race you can select ADD ALL.

Step 2.D.3 Entering Athletes into the races and what it looks like.

Choose the athletes you are going to race. As you select an athlete their name will appear. If you make a mistake and enter the wrong athlete you can either click on REMOVE or click off of the box.
Step 2.E. When done with entries make sure you click on the SAVE CHANGES.

Step 3. Printing off Confirmation reports.

During track seasons several coaches complained there was no way to print off confirmation sheets of your entries. I did have several of these reports attached to the COVID forms so this was there. Coaches were just unaware.

Report choices are on the right hand side of your page.

- Five choices of reports. The more common would be confirmation of entries by gender or by all.
- Choosing by Athlete would be good for track in case you have athletes who can’t remember what events you put them into.

What the report will look like:

**Meet: Ojo Rojo Invitational**

**Team: Chandler High School**

You are entered in this meet.  
Your entries are below as of 07/27/2021 12:28:29 PM EST.  
You may update them up until 09/15/2021 06:00:00 PM.

**Girls Varsity**

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girls 5000 Meter Run</td>
<td>4 Entries</td>
</tr>
<tr>
<td>Lauren Kazmovoff</td>
<td>19:08.00</td>
</tr>
<tr>
<td>Alyssa Lewis</td>
<td>19:51.00</td>
</tr>
<tr>
<td>Sophia Noriega</td>
<td>18:46.10</td>
</tr>
<tr>
<td>Ava Potts</td>
<td>18:25.00</td>
</tr>
</tbody>
</table>

**Payment Information**

Amounts below reflect the total balance of all divisions entered.
Total Amount: $0.00
Total Paid: $0.00