


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



The screenshot shows the top navigation bar with 'Admin Home', 'Coaches', 'Roster', and 'Schedule'. Below it is the 'Edit Team' section with fields for 'NAME', 'ABBREVIATION', 'MASCOT', and 'COLORS'. A green arrow points from a text box to the 'Schedule' menu item.

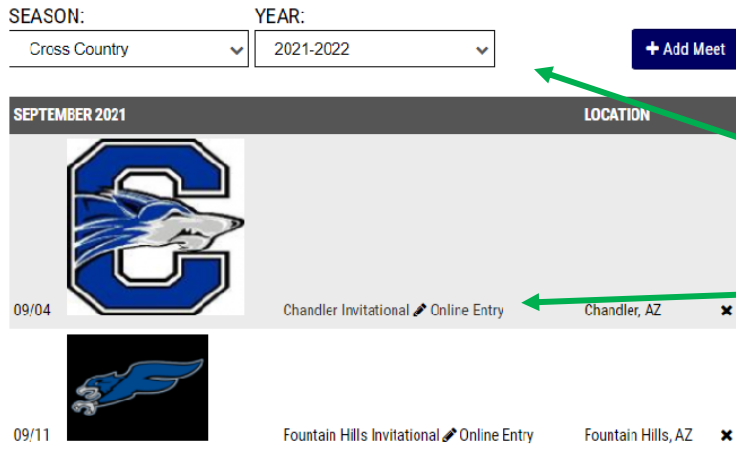
Admin Home Coaches Roster Schedule

Edit Team

General
NAME: Chandler High School ABBREVIATION: CHAN
MASCOT: COLORS:







Select Schedule.

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



The screenshot shows the 'SEASON' dropdown set to 'Cross Country' and 'YEAR' dropdown set to '2021-2022'. A '+ Add Meet' button is visible. Below is a table of meets for 'SEPTEMBER 2021'. A green arrow points from a text box to the 'Add Meet' button, and another points to the 'Online Entry' link for the 'Chandler Invitational'.

SEASON: Cross Country YEAR: 2021-2022 + Add Meet

SEPTEMBER 2021	LOCATION
09/04 	Chandler Invitational  Online Entry Chandler, AZ 
09/11 	Fountain Hills Invitational  Online Entry Fountain Hills, AZ 

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

Registration Opens:
July 14, 2021 07:00:00 MST
Registration Closes:
August 31, 2021 12:00:00 MST
Time Left To Register:
Registration Closes in 30 days

Invitational/Open:
Open:
Payment Options:
No Online Payments
Pay Through Mail
No Refunds
Open to:
High School
Registration Notes:
Unlimited entries for each race. All races are by grade level.

Hosted by:
Chandler High School
Timing & Results by:
Evers Slopain

Get Started
 Choose Team

[Support](#)

Click a team to continue or scroll down to start a new registration.

Chandler High School

Register New Entries
Click Next to register as a School

Registration Info
Registration Opens:
Invitational/Open:
Payment Options:
Open to:
Registration Notes: Unlimited entries for each race. All races are by grade level.

[Next](#)

- 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.

Ojo Rojo Invitational
September 18 at Turnbuckle Park

Registration Opens:
July 19, 2021 MST
Registration Closes:
September 15, 2021 16:00:00 MST
Time Left to Register:
Registration Closes in 50 days

Invitational/Open:
Open:
Payment Options:
No Online Payments
No Refunds
Open to:
High School

Hosted by:
Chandler High School
Timing & Results by:
Dave Shapiro

Get Started
 Choose Team

Edit Contact Information
Choose contacts to update

First Name	Last Name	Phone *
Dave	Shapiro	6029186479

[Remove me as a contact](#)

Would you like to add other coaches as contacts?

Yalve Tiger
yaltetiger@yahoo.com [Add](#)

Eric Richardson
erichardson@yahoo.com [Add](#)

- 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

Important: Removing a division will automatically unregister any athletes from events within that division.

HS Boys

Freshman	JV	Varsity
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HS Girls

Freshman	JV	Varsity
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- 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.

Review & Edit Entries

Girls Varsity

Girls 5000 Meter Run 0 Entries **ADD ENTRIES**

Contact Info
 Dave Shapiro
 (602) 918-6479
 shapiro.dave@cusd80.co
Matt Lincoln
 mlinc_8@hotmail.com

Reports

Boys Freshman

- 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.

Girls 5000 Meter Run Entries

No current entries.
 Please select from the roster to the right to add entrants to this event.

Event/Race Rules. You are allowed to enter as many athletes to this event as you like.

Athlete Pool

Search Athlete

Athletes

ADD ALL

Lauren Copeland

Grace Glenn

Alissa Gomez

Santana Gomez

Trinity Henderson

Destiny Hernandez

Marissa Hernandez

- 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.

Girls 5000 Meter Run Entries

Lauren Kazaroff REMOVE

19:08.00 Chandler City Meet

Ava Potts REMOVE

18:28.00 Chandler City Meet

Sophia Noriega REMOVE

18:46.10 Chandler Invitational

Athlete Pool

Search Athlete

Athletes

ADD ALL

Lauren Copeland

Grace Glenn

Alissa Gomez

Santana Gomez

Trinity Henderson

Destiny Hernandez

Marissa Hernandez

- 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.

shman

rsity

Divisions

Freshman REGISTER

JV REGISTER

Matt Lincoln
mlinc_3@hotmail.com

Reports

- View/Print Invoice
- View/Print Confirmation (All)
- View/Print Confirmation (Male)
- View/Print Confirmation (Female)
- View/Print Entries By Athlete

Divisions EDIT DIVISIONS

Girls Varsity

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

Girls 5000 Meter Run: 4 Entries

Lauren Kazaroff	19:08.00
Alyssa Lewis	19:51.00
Sophia Noriega	18:46.10
Ava Potts	18:28.00

Payment Information

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