



# Online Registration

## **Introduction –**

Welcome to the explanation of the MileSplit NY Registration process. We hope this collaboration with your Section makes the registration process easier for teams statewide, by providing a singular focus for all meet directors. We also provide many ancillary services for Coaches looking for different ways to maintain records, and sort data. We hope to eliminate any learning curve by providing you with a guide on how to use our Online Registration.

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## **Bonus Content**

For A Video Walkthrough of this packet, please visit:

[Robert's MileSplit's Registration Tutorials](#)

We now offer Bibs For Sale – 11 cents a piece

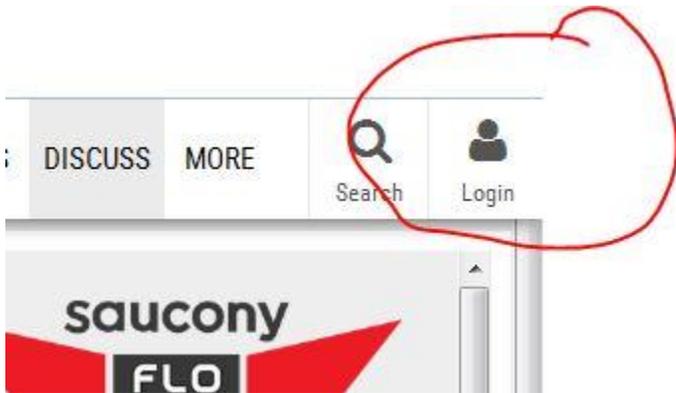
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RaceTab – MileSplit's Free HyTek Alternative For Smaller Meets

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## Checklist

**1 Create a MileSplit profile if you haven't already. It is free to do so. [LINK](#)**



**2 Next, you must claim your team. Do so by first clicking the “Teams” button on the navigation bar on the homepage, then selecting your team.**

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**3 Once on your team page, click “Claim Team.” I will then manually approve you, to make sure you are the coach. This process may have a delay, as I have to be near a computer to see it. If you are not approved within 12 hours, send me an email.**



**4** Once you have successfully claimed your team, the button will switch to “Team Manager”. Click that to begin editing your team. The Tab you will be most concerned with is the “Roster” tab, but the others are open to editing as well. The “Roster” tab should look like it does below, with any member of your team who has competed before already entered.

ATHLETE	ROSTER	GENDER	CLASS OF	STATUS
Ames, Claire	Track	F	2018	Active
Barber, Mackenna	Track	F	2018	Active
Beckhorn, Dylan	Cross & Track	M	2018	Active
Beckhorn, Will	Cross & Track	M	2018	Active
Combs, Harley	Cross & Track	F	2019	Active
Crawford, Hayden	Cross & Track	M	2019	Active
Dailey, Ronnie	Cross & Track	M	2020	Active
Dailey, Veronica	Cross & Track	F	2018	Active
Denmery, Jahleea	Track	F	2018	Active
Drake, Dylan	Cross & Track	M	2018	Active
Drake, Justin	Cross & Track	M	--	Active

## VERY IMPORTANT

**4.1 Explaining The Roster – All athletes that have competed on your team this season for track, or have competed in the past for either Winter or Spring should show up here.**

- If an athlete is not on the Roster, simply hit “Add Athlete.” If their name is misspelled, simply click their name to edit. **If they have graduated**, put in their correct grad year, and they will automatically be pushed to the **Alumni List**.
- **If you have an athlete that only competes for you for XC**, check the edit icon next to their names, and edit their roster status to “cross country,” and vice versa If you have athletes who only compete in Track. This will remove them from the roster **in their Off-Season only!** Select “Cross & Track” if they compete in both seasons.
- **Please refrain from making athletes “Inactive.”** This removes them from the rankings, and will create a duplicate profile when they come back to the sport.
- All athletes you intend to enter in the meet must have a grad year.

**5** Now that your roster has been finalized, it is time to enter the meet. You may either find the link to the meet page via your local site, or find it on MileSplit. On the homepage, click “Calendar.” Scroll down to the date of your meet, and select it. Meets using Online Registration will be indicated with a green icon, detailing if the entry process is still open, as shown below.



**6** On the Meet Page, you will see all meet information, including things like schedule, history, and contact information. Once you have registered for this meet, your team will appear on the teams attending list. For now, click the Green Bar that says “Enter Online Now”



**7** The following page will give you the meet details. Hit “Enter School”

### Registration Details

Registration Opens: December 29, 2014 12:00AM EST  
Registration Closes: February 23, 2015 11:59PM EST  
Invitational/Open: Open  
Payment Options: Pay Through Mail; Day of Meet Payment Not Allowed. No Refunds.  
Open to Schools?  High Schools  
Open to Clubs?  High School Clubs  
Open to Individuals?



**8 The next page will be where you select which team you are entering (For those coaches who coach more than one team). It will then also ask for contact info, in case you need to be reached. \*\*\*This info will not be shared, and will only be accessible by the meet director. Add all coaches you want to include on any mass emails.**

### Choose Team

Choose the team you want to register.

- Somers
- Fabius-Pompey
- Fayetteville-Manlius (FM)
- Immaculate Heart of Mary
- CYO Unattached

**Can't find your team?** Let us know if you are unable to find your team, and we will get it added to the system.  
[Contact](#)

**9 Next, select which roster you would like to enter. If you know both genders of your team will be competing at the meet, but you only coach one gender, please select both genders here, regardless.**

### Choose Divisions

Choose the divisions you'd like to register athletes for.

#### HS Boys

Freshman	Junior Varsity	Varsity
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#### HS Girls

Freshman	Junior Varsity	Varsity
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**12** Select the Athletes you want to enter in this specific event, by clicking the check mark next to their name. Your max entries/entries left are listed.

Varsity -- Genre 4000m

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**Varsity Boys 4000 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 up to 7 athletes in each race.

**Athlete Pool**

Search Athlete

**Athletes**

- ADD ALL
- Ryan Allen
- Michael Altieri
- Aiden Bierman
- Colin Brooks
- Wyatt Brown
- Hartin Bruncaj
- James Burns
- Max Caron
- Griffin Caroliniello

**12a** Explaining Auto-Seeding – For certain meets, the only available seeds you will be able to use are auto-seeds. These should pop up automatically, with the meet listed where they were achieved. **DO NOT EDIT THESE.** Meets are auto-seeded to prevent coaches from “**over/underestimating**” what an athlete may run. It is up to the meet if the seed is Personal Best, or Season Best. It will show you the meet at which the seed is being pulled from.

## HS Boys Long Jump Entries

Ryan Serp

REMOVE

18-5.5

SCAC League Championships

**12b** If you would like to view what your Auto-Seed will be before you hit this point in registration, click “Season Best” back on your Team Page. Otherwise, on the Athlete Profiles, you can see Personal Best for each athlete. Both are free

Edit Team Follow Search for Team

Roster Schedule **Season Bests** Team Records League Rankings Articles

**13 Congratulations.** *Once you have entered all the events, you have finished entering the meet. Make sure everything is correct. You do not need to press “Done”. You can return to this page at any time to print out your confirmation, or print out your roster. You can enter and edit your entries at any time up until the deadline.*

## **FAQ – Frequently Asked Questions**

### **1. Is MileSplit NY Registration free?**

As a Coach entering a meet, there is no fee to use our system. Athlete Profiles freely contain athletes’ Personal Bests, as well as team Seasonal Bests on the team page.

### **2. Help! I am lost, and my meet entry deadline is approaching!**

Do not fret. Go through the packet step by step. When contacting support, have the Step # you are stuck on available, so that we may better assist you in your issue.

### **3. When is it appropriate to contact Kyle Brazeil with an issue?**

I am easily accessible by email. [kbrazeil@milesplit.com](mailto:kbrazeil@milesplit.com) . However, please only contact me if you have tried everything you can think of, with no success. Things to email me about immediately: Duplicates on the Roster / Performances Missing From a Meet / Meet not listed, or has no results listed.

### **4. I have a combined team, that changes in different seasons**

- Contact us. Most profiles are attached to the first school in the combined name, but we will fix that when you notify us. **Ex. Pioneer/ALS would be under Pioneer.**

### **5. What do I get with a MileSplit Subscription?**

With a MileSplit NY subscription, you get access to real-time leaderboards that are automatically updated within 12 hours of the meet. You also get the “Advanced Stats” page on an athlete profile. You also have access to all photos, live streams, and premium content (documentaries, Workout Of The Week, Advanced Rankings) that we produce. MileSplit NY is a great resource for non-subscribers, but it becomes invaluable for athletes, parents, and coaches to subscribe.

### **6. Can I print a receipt for the MileSplit Subscription?**

Many Coaches bill the school as a Coaching Expense for a MileSplit NY Subscription. To do so, they must submit a bill to the school. Once logged in, click your username, then click “Subscription” to print a receipt.

## **FAQ – Frequently Asked Questions (Specific to Spring Track)**

- **Can I use MileSplit Online Registration for my personal meet?**

Anyone can sign up to use MileSplit Online registration. Every team in the state already has a team page, so a unified system saves coaches the headache of having to enter on numerous sites. There is no longer a fee for Online Reg. We provide the service complementary. MileSplit representatives will work with you for setup, and will be available for support during normal business hours.

- **How do I get my results on MileSplit NY and in the rankings for seeds?**

Automatically, any meet that is FAT-timed, anywhere in the country, will be added on to the site. Otherwise, we provide a free meet manager service called “RaceTab,” for meets not big enough for FAT, but for a meet director still looking for electronic, properly formatted results. Email us for more details. Finally, we accept excel spreadsheets, as a last resort. They must at minimum have the columns for Name, School, Time/Mark. No hand-written, or uniquely formatted results will be accepted!

- **Is there an easier way to add many athletes at once at the beginning of the season?**

Yes. We will hold an automatic updating roster period at the start of each season. Simply send us an excel sheet with the names you want added, in this format. Column 1 – Full Name, Column 2 – Grade, Column 3 - Gender

- **We ran out-of-state, and you did not pick it up in our rankings!**

Simply shoot us an email, and we will fix the issue within 24 hours.

### **Conclusion**

Thank you again for participating in the MileSplit NY Online Registration System. We hope this streamlines the process of entering meets around the state, and adds features to your online team management that can benefit you in your coaching. Feel free to reach out with any questions, comments, or concerns to [kbrazel@milesplit.com](mailto:kbrazel@milesplit.com)