

ONLINEENTRIES.COM ENTRY PROCEDURE:

Step one

Go to www.onlineentries.com

If your school does not have an account setup, use the link at the top of the page titled "New Team Registration" and there will be instructions to guide you through the setup of your account and password. Choose Cross Country –Varsity for your team setup. You must register as both a boys and girls team. **DO NOT LIST BOYS AND GIRLS ON THE SAME ROSTER.**

If your team is already registered and you don't know the password, follow the instructions on the page.

Once your team account is setup, the next step is to login under the **Cross Country (Green) menu** on the front page.

Select the Section (Section 9) and then select the gender, and a list of teams will appear. Select the appropriate team and enter the password (remember passwords are case-sensitive)

After login, there will be a left-side main menu with different options.

To add names to the team roster, use the "Manage Roster" link. The names on the roster only need to be entered once per season, since they will be stored in the system database.

To enter the team roster into a meet, use the "Meet Entries" link. There will be a selection of meets to enter. Select the meet to enter and then there will be a screen with the roster names displayed next to check boxes.

Select the names to be entered into the meet by clicking in the check boxes next to the names and then click the "Submit" button at the bottom of the page. To select the entire roster all at once, use the "Select Entire Roster" link and then click the "Submit" button at the bottom of the page.

Once the roster has been submitted, a confirmation page will be shown with the roster names that were entered into the meet.

FOR OCIAA CHOOSE SELECT ENTIRE ROSTER
FOR SECTION IX, YOU MAY ONLY ENTER 10 AND RUN 7
*see Section IX XC Handbook