Section IX Indoor Track

2015-2016

Online

Registration

Introduction –

Welcome to the explanation of the MileSplit NY Online Registration process. We hope this packet 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 detailed guide on how to use our Online Registration.
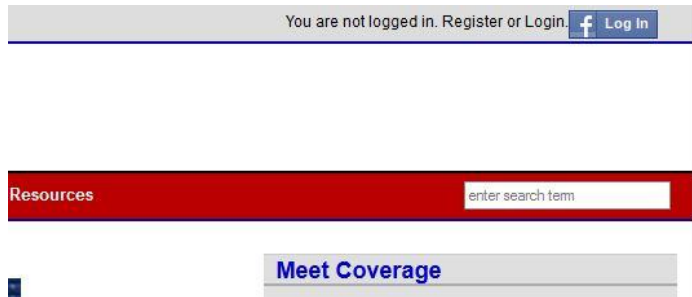
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For A Video Walkthrough of this packet, please visit:
https://www.youtube.com/watch?x-yt-ts=1421782837&v=0bIjb0ngsUs&x-yt-cl=84359240

Checklist

_1_ **_Create a MileSplit profile if you haven't already. It is free to do so._**

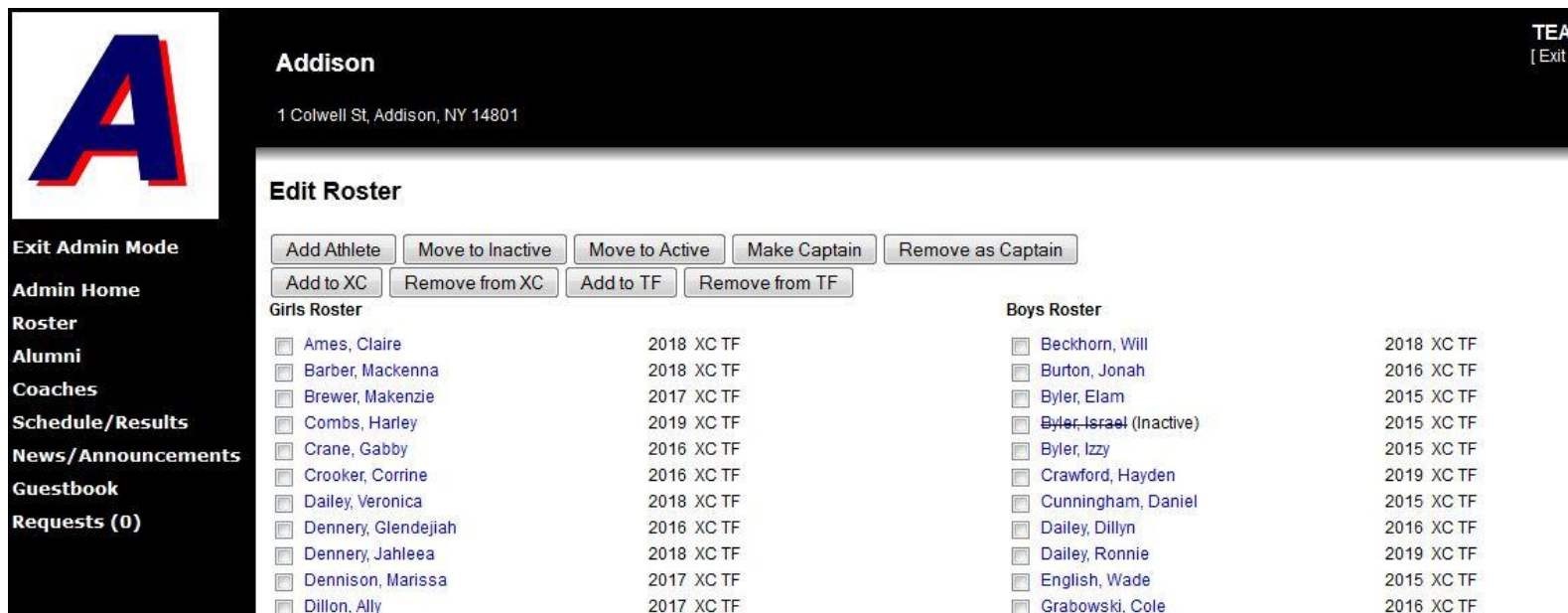**_2_** **_Next, you must claim your team. Do so by first clicking the "Teams" button on the navigation bar on the homepage, then selecting your team._**

_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.*

Addison

1 Colwell St, Addison, NY 14801

Edit Roster

[Add Athlete] [Move to Inactive] [Move to Active] [Make Captain] [Remove as Captain]
[Add to XC] [Remove from XC] [Add to TF] [Remove from TF]

Exit Admin Mode
Admin Home
Roster
Alumni
Coaches
Schedule/Results
News/Announcements
Guestbook
Requests (0)

Girls Roster

Ames, Claire	2018	XC TF
Barber, Mackenna	2018	XC TF
Brewer, Makenzie	2017	XC TF
Combs, Harley	2019	XC TF
Crane, Gabby	2016	XC TF
Crooker, Corrine	2016	XC TF
Dailey, Veronica	2018	XC TF
Dennery, Glendejiah	2016	XC TF
Dennery, Jahleea	2018	XC TF
Dennison, Marissa	2017	XC TF
Dillon, Ally	2017	XC TF

Boys Roster

Beckhorn, Will	2018	XC TF
Burton, Jonah	2016	XC TF
Byler, Elam	2015	XC TF
Byler, Israel (Inactive)	2015	XC TF
Byler, Izzy	2015	XC TF
Crawford, Hayden	2019	XC TF
Cunningham, Daniel	2015	XC TF
Dailey, Dillyn	2016	XC TF
Dailey, Ronnie	2019	XC TF
English, Wade	2015	XC TF
Grabowski, Cole	2016	XC TF

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.*

- *All athletes you intend to enter in the meet must have a grad year.*

- *If you have an athlete that only competes for you for XC, check the box next to their names, and hit "Remove from TF," and vice versa If you have athletes who only compete in Track. If the athlete only competes in Spring Track, simply unclick both XC and TF until Spring season, then re-click TF, as opposed to Inactive.*

- *Please refrain from making athletes "Inactive." This removes them from the rankings, and will create a duplicate profile if they come back to the sport.*

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 a direct link, or find it on MileSplit NY. 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"

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 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 Sectional Coordinators*

Team Entry Form

Team you are entering (different team?):

○ Somers ○ CYO Unattached ○ Immaculate Heart of Mary

Team Alias: [   ] (if different from above)

Primary Contact

Contact Name*:	Kyle Brazeil
Contact Title:	Head Coach
Contact Home/Work Phone*:	
Contact Cell Phone*:	
Contact Fax:	
Contact Email*:	kbrazeil@milesplit.com

[Add Additional Contact]

* = Required Field

[**Next**]

9 *Next, select which roster you would like to enter. Most coaches should select both at the same time, even if you are not completing both rosters at this time*

Somers: Choose Which Divisions to Enter

Divisions

HS: ☐ Male   ☐ Female

[**Enter Team**]

10 *You are now entered in the meet. It is time to edit your entries. Note, you have several options.*

- *In the yellow bar, you can print out your entry confirmation.*
- *On the right hand side, you can print out your roster by athlete, or you can print out this page to have a roster by event.*
- *If you only selected "Enter Males" on the previous page, you can select "Enter Females" by hitting the "Divisions entered button."*
- *For Outdoor Meets, your pending balance can be found, and printed*
- *Under "Event Entries" you can see all the available events you can enter.*

You are entered in this meet. Your entries are below. You may update them up until February 23, 2015 11:59PM EST. Print confirmation.

Event Entries

HS Boys 4x200 Meter Relay [Edit Entries]

No entries in this event.

HS Boys 4x400 Meter Relay [Edit Entries]

No entries in this event.

HS Boys 4x800 Meter Relay [Edit Entries]

No entries in this event.

HS Boys Distance Medley Relay [Edit Entries]

No entries in this event.

HS Boys 55 Meter Dash [Edit Entries]

No entries in this event.

HS Boys 55 Meter Hurdles [Edit Entries]

No entries in this event.

HS Boys 200 Meter Dash [Edit Entries]

No entries in this event.

HS Boys 400 Meter Dash [Edit Entries]

No entries in this event.

HS Boys 800 Meter Run [Edit Entries]

No entries in this event.

HS Boys One Mile Run [Edit Entries]

View/Edit Entries by Athlete

Click below to see all entries grouped by Athlete.

Entries by Athlete

Divisions Entered

- HS F+M

Edit Divisions Entered

Entry Fee & Payment

Summary

Total Due: $0.00
Total Paid: $0.00
You Owe: $0.00

Printable Invoice

Contact Info

Click below to add/update secondary contact info.

Update Contact Info

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11 *To begin, select the first event you want to enter by hitting the "Edit Entries" button.*

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.*

Max Entries Per Team: 6

Remember: Click the "Done Editing" button at the bottom to save changes once you're done.

Available Athlete Pool	**Currently Entered**
☐ Abatecola, Christopher	
☐ Acevedo, Jose	
☐ Acocella, Michael	**Done Editing**
☐ Adams, Josh	
☐ Ancona, Andrew	
☐ Baker, Ryan	

12a *Explaining Auto-Seeding – For championship 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.*

Available Athlete Pool	**Currently Entered**
☐ Abatecola, Christopher	☑ Herbert, Stephen
☐ Acevedo, Jose	Seed: 2:28.00 ☐ Hand Timed? Location: Section 1 Dendy Invitational (2012)
☐ Acocella, Michael	
☐ Adams, Josh	
☐ Ancona, Andrew	
☐ Baker, Ryan	**Done Editing**
☐ Bauckham, Jack	
☐ Bedrosian, Zach	

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

Team Manager

Brooklyn, NY

Home | Roster | Alumni | Schedule | Season Bests | Relay | Records | Announcements | Articles | Fan Shop

13 *Congratulations. Once you have entered all the events, you have finished entering the meet. Make sure everything is correct. 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 can't find the "Roster" button on the Team Manager Page

Do not fret. You simply have your team colors set to black/black. On your Team Manager page, simply set your colors to anything else (Not White)

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

I am easily accessible by email. 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. 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.

5. 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. The fee is a competitive 5cents per athlete registered, with a minimum charge of $30 per meet. 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. <u>No hand-written, or uniquely formatted results will be accepted!</u>

- ### **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 / Leone Timing joint 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 kbrazeil@milesplit.com