

Entry Procedures - NSSAF District Track and Field Meets

All entries for NSSAF Track and Field District meets will be done through Trackie.ca. The site has a registration section called TrackieReg. Each school will be responsible for entering their own athletes on this site by the posted deadline for their district meet. This includes all Junior, Intermediate and Senior athletes, as well as relay teams and all Junior and Senior Special Athletes. In addition to these 5 classes, your district may be offering a Para Athlete event in preparation for the Para events being held at Provincials. Para Athletes do not have to follow any qualification standard and therefore do not necessarily have to compete at your district or regional meet to advance but could/should be entered on Trackie at the district level.

If you have any questions, please contact your District Track and Field meet director, or contact Jason Murphy (murphyj@gnspe.ca).

- 1) Determine your team list. Ensure each athlete's name is spelled correctly and that you are certain of their birthdate. A reminder our competition classes are Junior = under 14 as of Dec 31, 2018, Intermediate = under 16 as of Sept 30, 2018, Senior = under 19 as of Sept 30, 2018, Special Junior = Grade 6*-9, Special Senior = Grades 10-12 and Para = under 19 as of Sept 30, 2018. Ensure the athletes are competing in the correct events and that no athlete is entered in more than 6 total events (relays included). Also ensure you are abiding by your districts allotted relays per classification/per gender rule and the limit of athletes per gender, per age class, per event. A reminder that Special Athletes and Para Athletes are exempt from any entry limit on numbers of athletes per event. See NSSAF memo on Special Athletes and Para Athletes for determining who would be eligible for these classes.
**Grade 6 may compete if they are part of the student population of a member school.*
- 2) Log onto the **Trackie.ca website** and click the tab on the top left for **TrackieReg** and then enter **TrackieReg**
- 3) We ask that each coach/school set up an account under the **Login/My Account** tab on the upper right corner so that you can store and access all your athletes. This is helpful when printing team lists and making changes before the deadline. It also eliminates you from mistakenly entering athletes under different emails (gnspe, gmail, school board and nstu for example) and not being able to see all your athletes under one email. You only have to create the account once and beyond this would simply go to **My Account** to **login** each time you access TrackieReg.
- 4) Once logged on, go to **Find Event** in the upper left of the screen and look for the correct district meet. This system will allow you to register for the wrong meet so ensure you choose the correct district meet. Note that you can "register" for the meet or view "more info" about the meet. Most districts are loading schedules and meet rules in this location so it might be wise to share this site with parents (but remind them they are not entering athletes). In some districts entries are restricted to the emails of the coaches specific to that meet so again, check with your district meet director.
- 5) To enter individual athletes select **Register**
 - a. Select how many athletes you want to enter at this session on the computer
 - b. Select **This registration is for an individual**
 - c. Enter **First name** and **Last name** (please use proper format as in Stephen Gallant not stephen gallant or STEPHEN GALLANT)
 - d. Select **Gender** (see NSSAF memo/handbook on gender policies if you have questions)
 - e. Ignore **Hometown** but be sure to select **Team** (School). The drop menu should take you to NSSAF teams (schools). You can narrow the list by typing the first few letters of the school. If your school is missing, please contact Jason Murphy
 - f. Enter full **Date of Birth (DOB)**. This will prevent athletes from being registered in a class they are too old to compete in but will still allow younger athletes to race up a class/category. Athletes may compete in a category above their age/grade but must compete in all events in this class/category including relays. Athletes who raced up may not go down later in the season even for relay and younger athletes cannot move up a class once the season starts to fill out a relay.
 - g. Select the **Event** and then the **Category** (Junior, Intermediate, Senior, Special Athlete Junior, Special Athlete Senior, Para). If the athlete is entering more than one event select **Add Event** and continue adding events and categories for the athlete.
 - h. When you are finished for this athlete click **Add Another Registrant**
 - i. When finished for this session select **Proceed to Step 2** from the bottom of the screen to confirm your entries
- 6) To enter relay teams select **Register**
 - a. Select how many relays you want to enter at this session on the computer
 - b. Select **This registration is for a relay team**
 - c. Select the **Team (School)**, **Gender**, **Event** and then **Category** (and **Add Another Event** if the team is doing both relays).
 - d. Since NSSAF does not require us to list the team members of any relay team, most districts do not require you to list the athletes in the relay. Some districts do however allow you to enter multiple teams from your school in the same relay race so check your district rules regarding how many of each can be entered in each **Event**
 - e. Move onto the next Team by clicking **Add Another Registrant**

Good luck to your athletes and thank you for all the work you do in support of NSSAF Track and Field.