



SCHOOL SPORT
NOVA SCOTIA
SPORT SCOLAIRE
NOUVELLE-ÉCOSSE

School Entry Procedures - SSNS Track and Field 2022

All entries for SSNS 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 registering relay teams and all Junior and Senior Supported 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@gnspes.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, 2021, Intermediate = under 16 as of Dec 31, 2021, Senior = under 19 as of Sept 1, 2021**, Supported Junior = Grade 6*-9 and under 21 as of Sept 1, 2021 and Supported Senior = Grades 10-12 and under 21 as of Sept 1, 2021 and Para = under 21 as of Sept 1, 2021. 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 Supported Athletes and Para Athletes are exempt from any entry limit on numbers of athletes per event. See SSNS memo on Supported Athletes and Para Athletes for determining who would be eligible for these classes. **Grade 6 may compete only if they are part of the student population of an eligible school.*

2) Log onto the Trackie.ca website and click the tab on the top left for TrackieReg.

3) We ask that each coach/school set up an account under the Login/My Account tab so that you can store and access all your athletes in one place. This is helpful when printing team lists and making changes before the deadline. It also eliminates you from mistakenly entering athletes under different emails (gnspes, 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 in the time you have at the moment (you can enter more later)
- 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 SSNS 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 SSNS 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 but must compete in all events in this class/category including relays all season. 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, Supported Athlete Junior, Supported 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 SSNS 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 SSNS Track and Field.