School Entry Procedures - SSNS Track and Field 2025

All entries for SSNS Track and Field District meets will be completed by the school coach or manager 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 and Para Athletes. 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, boudreaut@ccrce.ca or (902) 616-4040.

1) Determine your team list. Ensure each athlete's name is spelled correctly and that you are certain of the class they wish to enter based on their grade level.

A reminder our competition classes are now grade based.

*Junior = Grade *7-8*
Intermediate = Grade 9 and First Year of high school
Senior = Second and Third Year of high school.
Athletes must also be under 19 as of Sept 1, 2024.

Other classes are
Supported Junior = Grade *7-9 and under 21 as of Sept 1, 2023
Supported Senior = Grades 10-12 and under 21 as of Sept 1, 2023
Para = Grades *7-12 and under 21 as of Sept 1, 2023

*Grade 6 students who are part of the school population with grade 7's or above shall be eligible to compete but may not race up and must compete only in the Junior age group classification

2) Please 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 entries for 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.

3) Log onto the Trackie.com website and login or search for your meet in the search bar

4) We ask that each coach/school set up an account under the 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, Center for Education 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 Trackie.

5) Once logged on, go to Find Event and look for the correct district meet. Notice there are many filters to narrow your search. This system will allow you to register for any meet so ensure you choose the correct SSNS district meet. Click on the meet to view info about the meet. Most districts are loading schedules and meet rules in this location.

6) To enter individual athletes select *Register*

    a. Select *# of individual athletes you want to enter* in the time you have now. You can enter more later.

    *You may be able to upload a spreadsheet of entries…check with your meet director for this time saver!

    b. Enter *First name* and *Last name* (please use proper format as in Stephen Gallant not stephen gallant or STEPHEN GALLANT)

    c.. Select *Gender* (see SSNS memo/handbook on gender policies if you have questions)

    d. Hometown and birthdate are not required but your district may be collecting this data.

    e. Select *Team* (School). The drop menu should take you to specific 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 (murphyj@gnspes.ca) as SSNS needs to add it.*

    f. Use the drop menu to select the *Grade Based Category* (Junior, Intermediate, Senior, Supported Athlete Junior, Supported Athlete Senior, Para).

    g. Select the *Event.* Notice only events that gender and class are eligible for are shown.

    h. If adding another event for the athlete, select *add another event* and be sure to select the right grade based class for the athlete in the next event. *All individual events must be in the same grade based category (class).*

    i. When you are finished for this athlete click *Add Registrant* to enter another athlete OR *proceed to next step* to finalize your entries OR *save and complete later*.

    j. It is absolutely vital that at some point you *proceed to the next step* (where you could enter relays) or *proceed to the next step* again to *confirm registration.*

7) To enter relay teams select *I want to only register relay teams* from the original entry screen or when prompted to enter relays after *proceed to next step* when entering individual entries*.*

    a. Select how *many relays you want to enter* at this session on the computer.

    b. Select the *Team* (School) and *Gender.* While it does prompt for names, most regions do not require names.

    c. Now click the tick box(es) for the *relay distance.* You will be prompted for the *age based category.*

    d. Go to the next relay entry and eventually, ensure you *proceed to the next step* and *confirm registration*.

Remember…no entries are submitted until you confirm registration and receive a confirmation email

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Good luck to your athletes and thank you for all the work you do in support of SSNS Track & Field!