

Entry Procedures For Cross Country Coaches

Each school will be responsible for entering their own athletes in the online entry system by the posted deadline. Once past the deadline changes and additions will be very, very limited. Before determining your teams and entries, a few reminders about new NSSAF rules for 2016 Cross Country Regional and Provincial Events. Notice the difference in the terms team and "team".

The top 15 individual athletes still advance to provincials. These athletes may be part of a "team" (that does or does not advance) or may enter as an individual athlete.

We no longer have multiple teams in each gendered class from each school. While we used to allow a maximum of 7 athletes on each team and allowed multiple teams per gendered class, we now have all athletes on one team. (A school with 14 Junior Girls selected and split the girls onto two Junior Girls teams of 7 each of which only one could qualify and team composition could not change once declared. Now all 14 would simply be on the Junior Girls team that competes at regionals).

The top 5 "teams" from regionals in each gendered class still qualify for provincials and a "team" is still considered a minimum of 4 athletes and a maximum of 7 athletes. The change is that the "team" will now be determined by regional results and not coaches. A "team" will be considered the top 4 athletes who score points and the 1,2 or 3 additional athletes who would be considered part of the "team" if the school had more than 4 athletes. These additional 1,2 or 3 athletes would be the next best placed athletes from that school after the first 4 who scored points. (In the past, coaches selected the 4-7 members of each gendered team or teams(s) and this did not change. Now all athletes in a gendered class are on the same school team but results will select the 4-7 member "team" that advances to provincials).

Entry Procedure

- 1) **Before logging onto the entry website, determine your team list for each gendered class (ie. Junior Girls, Intermediate Boys, etc). Ensure each athlete's name is spelled correctly, ensure they are listed in the correct gender and are in the correct class based on their age as of Sept 30th of this school year. Junior under 14, Intermediate under 16, Senior under 19. Grade 6 students may participate in cross country as a Junior if they are part of the school population of member school.**
- 2) Log onto the **Trackie** website and click the tab on the top left for "**Trackiereg**" or by following the link <https://www.trackie.com/online-registration/>
- 3) We ask that each coach/school set up an account under the "**coaches and athletes**" tab so that you can store and access all your athletes in one place under one email address. This is helpful when printing team lists and making changes before the deadline.
- 4) Next go to the "**current events**" page or "**find event**" and look for the correct event. Be sure to pick the correct regional meet as there are many regional Cross Country meets found on Trackie. Note that

you can view "information" about the meet or "register" for the meet. Most regions are loading maps, 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.

- 5) Select **"register now"**. You will be taken to a screen that should have already auto-filled your information in step 1. Now go to step 2 and choose a number of athletes to enter in the current amount of time you have available to enter athletes (more can always be added so I suggest doing 10 at a time).
 - a. Enter First name and Last name (please use proper format as in Jason Murphy not jason murphy or JASON MURPHY)
 - b. Select class (Junior, Intermediate, Senior)
 - c. Select gender
 - d. Select Team/School. The drop menu should take you to all NSSAF schools. *Once you select the school, click on "apply the above to all entries" so you do not have to select the school for each athlete. Note you can also type the first few letters of the school on the keyboard for quick find or use the find feature)*
 - e. Select the event for the athlete *(note it will default to the only race available for that division and gender but you still need to select it)*
 - f. Move to the tab for the next athlete and continue entering athletes
 - g. When you are finished for this time period scroll to the bottom and click "register for this event"
- 6) You will note that you can view entrants on the site and edit your athletes at any time prior to the entry deadline.

If you need any help or have questions, email Jason Murphy (Jason.Murphy@hrsbc.ca) or speak with your Regional Meet Director.