

Entry Procedures - Capital Regional 2017

All entries for NSSAF Track and Field meets will be done through a website called "Trackie". 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: **SUNDAY MAY 21st @6PM**. Please be prepared to check your email by 10am on Victoria Day to ensure I have not identified issues with your entries. This deadline 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, we are offering Para Athlete events 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 other than at provincials but could/should be entered on Trackie at the district/regional level.

If you have any questions, please contact Jason Murphy (Jason.Murphy@hrsbc.ca/902-237-1000).

- 1) Determine your team list keeping in mind entry limits. Ensure each athlete's name is spelled correctly and that you are certain of their age based category. Categories are junior, intermediate and senior based on the athletes' age as of Sept 30. Special Athletes are classed by grade, so junior special athlete is grades 7-9 (or 6-9 if grade 6 is in the school) and senior special athlete is grades 10-12. Para Athletes are an open class grades 7-12 (or 6-12 if grade 6 is in the school). Ensure the athletes are competing in the correct events and that no athlete is entered in more than 6 total events (relays included). 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. Also ensure you are abiding by your district's allotted relays per classification/per gender rule and the limit of athletes per gender, per age class, per event.
- 2) Log onto the **Trackie 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 (gnsps, 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 view "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) There are two ways you can enter athletes and relays in the meet. Direct entry as per 6) and 7) or by a file upload as per 8)
- 6) 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 all NSSAF teams that could enter our meet. You can narrow the list by typing the first few letters of the school. If your school is missing please contact Jason Murphy
 - f. 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. (Athletes may compete in a category above their age/grade but may only compete in one category all season)
 - g. When you are finished for this athlete click **Add Another Registrant**
 - h. When finished for this session select **Proceed to Step 2** from the bottom of the screen to confirm your entries
- 7) To enter relay teams select **Register**
 - a. Select how many relay 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**
- 8) You will note that next to **# of individuals you want to register** there is an **Import Entries** section. If you wish, you can download the Trackie Excel Spreadsheet specific to your meet, complete it as per the directions on the spreadsheet and simply upload that file. Note however how specific each entry must be in terms of spelling and other items and would probably be as time consuming as the process in 6) and 7).