

Entry Procedures

Last year we moved to a new results system (Meet Manager™) and this year we are furthering the changes to the entry system. This year all entries will be done through a website called "Trackie". The site has a registration section trackiereg. Each school will still be responsible for entering their own athletes by the posted deadline. A reminder that Special Athletes are included in the entry timeframes so please coordinate with your EPA staff early.

- 1) Determine your team list keeping in mind entry limits. Ensure each athlete's name is spelled correctly, ensure they are entered in the correct events and classification 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 and the limit of athletes per gender, per age class, per event (Special Athletes are exempt from any entry limit on numbers and you can enter all who would be classed as "Intellectual Disabilities")
- 2) Log onto the **Trackie.com** and click the tab on the top for "**Trackiereg**" (or by following the link <http://www.trackie.com/online-registration/>)
- 3) We ask that each coach set up an account under the "**coaches and athletes**" tab so that you can store and access all your athletes. This is helpful when printing team lists and making changes before the deadline.
- 4) Next go to the "**current events**" page and look for the correct district meet. This system will allow you to mistakenly register for the wrong meet so ensure you choose the correct district meet. Note that you can view "information" about the meet or "register" for 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.
- 5) Select "register now". You will be taken to a screen that should have auto filled your information at the top in step 1. Now go to step 2 and choose a number of athletes to enter in your current amount of time (more can always be added).
 - 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, Special Athlete Junior, Special Athlete Senior)
 - c. Select gender
 - d. Select school (*then click on "apply the above to all entries" so you do not have to select the school for each athlete. Note you can hit the first few letters of the school on the keyboard for quick find or use find feature*)
 - e. Select the number of individual events the athlete will enter from the drop menu. Tabs will appear to select each event for the athlete
 - f. Use each tab to select the event(s) for the athlete
 - g. Move to the tab for the next athlete and continue entering athletes
 - h. When you are finished for this time period scroll to the bottom and click "register for this event"
- 6) To enter relay teams see the "select the number of teams" tab
 - a. Select the number of "teams" you want to enter (it is a bit counter intuitive as junior girls is a "team" in this case)
 - b. Select the school again, and select the category/class (junior girls for instance)
 - c. Select the gender (yes even though you already said junior girls)
(*you do not have to list the actual athletes in most regions although this is an option*)
 - d. Select the number of relays this "team" will enter (1 or 2 as in 4x100, 4x400 or both)
 - e. Select the relays for that class from the drop menu (4x100, 4x400 or both)
 - f. Move onto the next "team"
- 7) You will note that you can view entrants on the site and edit your athletes at any time.

If you need any help at all, email Jason Murphy (murphyja@staff.ednet.ns.ca) or call his mobile (237-1000). Getting this right the first time makes the day at the track much easier! Good luck and thank you for your patience as we transition to a new system.