

Entry Procedures For Cross Country Coaches Through “Trackierg”

Since Track and Field has now moved to Trackierg for entries and Meet Manager™ software for results, this year we are moving Cross Country over as well. Each school will be responsible for entering their own athletes by **Wednesday October 7, 2015 @ 4:00 pm**. Once past the deadline you are not able to change anything.

- 1) Before logging on. Determine your team list keeping in mind entry limits. Maximum of 7 athletes per team, per gender, per division, with schools being allowed more than one team in each gendered division (but only 1 may advance to provincials regardless of their team placing). As team composition cannot be changed after declaration unless by special exemption from NSSAF, you must ensure you have the correct athletes on the correct teams on the entry website. Ensure each athlete's name is spelled correctly, ensure they are listed in the correct gender and race distance/division.
- 2) Log onto the **Trackie** website and click the tab on the top left for “**Trackierg**” (or by following the link <http://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 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. (**Capital Region Cross Country Meet**) Note that you can view "information" about the meet or "register" for the meet. Maps, schedules and meet rules are on this site.
- 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)
*If you are entering more than one 7 person team in a specific gendered division (for instance you have 3 junior boys teams), you must add a number 2, or 3, to the athletes last name. We will assume that athletes with no number means they are on team 1. We also ask that coaches make the “fastest” team their team 1. So in the example above, if Jason Murphy is on your 3rd team you **must** enter Jason Murphy3. This is the only way the meet director can determine your team composition and this is considered your official team declaration. This cannot be done at a later date unless you receive special permission from the meet director and if after a race has begun, only from NSSAF director.*
 - 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*)
 - 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.