

Mile Split Online Entry Information

Step 1: If you have never registered for a free **Milesplit** account go to the upper right corner on the **AzMilesplit** site and click on **“Register or Login”** and register for the site. Once you do that, a password will be sent to your email account.

Use the Password to log in.

Once you log in, go to the **Navigation Bar** and click on **TEAM!** Find your team and click on it. You can claim your team page and become a **team administrator**. You can have as many **Team Admins** as you would like. After you are approved as a team administrator by the site you can go to step 2.

Step 2: Setting up your online roster

Before entering an athlete into a meet, you must add all athletes to your roster. If an athlete is already on your roster (from previous seasons or meets) you do not need to add him/her again.

- 1) Upon logging in, go to the Navigation Bar choose **“Teams”** and click on **“List of All”**
- 2) Next, **“Scroll Down”** and you will see all the schools in alphabetical order. Find your school and **“click on it”**.
- 3) You should see a page with your school come up. Toward the upper right of the screen you will see the **“Enter Admin Mode”**. The page that comes up is an info page about your school, fill in the info appropriately.
- 4) The left, you will see the **“ROSTER”** option. Click on this, then click on **“Add New Athlete”** enter your athletes' Last Name, First Name , Gender and School Year then click **“Add New Athlete”**.
- 5) You may add or edit athletes on your Team Roster at anytime from the roster page. To add athletes, just repeat the procedures from step 4. To edit just double click on the name of the athlete, make the necessary changes and then click on **“Edit Athlete”**.
- 6) Coaches, please make sure your contact info is correct by checking the **“Coaches”** link on the left and filling out the appropriate info.

Step 3: Submitting online meet entries

Once your athletes are added to your roster, you must submit your entries.

- 1) Choose the **“Calendar”** Tab, click on the appropriate event (XC or Track)
- 2) Scroll Down and find the meet you are wanting to enter, click the **“ONLINE ENTRY”** button.
- 3) Click either **“Enter Team”(most common)** or **“Enter Individual”**, whichever is appropriate.
- 4) If entering a Team, fill in the contact info, check the appropriate divisions and click **“Enter Team”**. You will be able to edit your entries at any time the deadline for online entry.