

## 2018 Team Entry For Class Meets

- Milesplit recognizes a school as one team.
- It helps if you have one person who enters for a school for both genders.
- The first coach who enters for their team from a school (example: girls' coach) will be the information Milesplit has as the coaches' information
- If that first coach enters the second coach (example: boys' coach) at this time, their information will also be saved.
- But If only one coach is entered, and the second coach tries to enter their team, Milesplit will prompt them that they are "already entered". (Because Milesplit recognizes a school as one team)
- If this happens, go to "edit entries" tab and click on the different gender button to add.

### **To Register your team for your Class Meet on ny.milesplit.com by MAY 1:**

**Step 1:** Click on "CALENDAR" tab to bring up meets. Click on appropriate class meet "ONLINE ENTRY" tab (Please check your 2018 Section 3 packet as some teams have changed classification.)

**Step 2:** Click on "REGISTER ONLINE NOW".

**Step 3:** Click "ENTER SCHOOL" tab and fill out Team Entry Form and Primary Contact info (this is where you can enter the other gender's coaches' information) and click "NEXT", which brings you to the divisions page.

**Step 4:** Click on the division your school will enter and click the "ENTER TEAM" tab.

\*You are now entered as a "TEAM" for the Class Meet.

\*You may enter "INDIVIDUALS" now or at a later date but BEFORE the deadline listed on the website.

Meet directors can now access the coaches' information to contact them with their individual meet correspondence.

If there are any problems, please contact Chad Malmberg at © 315-269-0628 or by email: [chad@leonetiming.com](mailto:chad@leonetiming.com)