

Registering for a Meet on MileSplit

A Guide for Coaches

1. Go to the site: <http://nc.milesplit.com>
2. Register for an account (one-time step):
 - a. In the upper right corner of the site, click on “Register”
 - b. Provide a user name (your choice).
 - c. Provide an email address (only one account per email allowed)
 - d. Complete the “Personal Information” section (none of this information will compromise your personal security).
 - e. Answer the security question.
 - f. Set your privacy options by checking or un-checking the boxes (however you choose).
 - g. Check the box for “I have read and agree to...”
 - h. Click on “Complete Registration.”
 - i. You will receive a password in your email. The email will contain instructions for changing your password.
3. Once you have received the email and changed your password, return to the front page of the site using the address in step 1. **Log in with your new account.**
4. Claim your team (one-time step):
 - a. Click on the “Teams” tab in the red menu bar.
 - b. Find and click on your school.
 - c. If you are logged in, you should see a button in the upper right that says “Claim This Team.” Click on it.
 - d. Select the option for “Coach.”
 - e. Enter some verifying information (like contact info for your AD, your exact titles, etc) in the box, and click “Yes...”
 - f. The request will be sent to the Webmaster, who will approve it. At that point, you are free to register for any meet.
5. Find the meet and register:
 - a. Click on the “Calendar” tab in the red menu bar near the top of the page.
 - b. Scroll down the list of meets until you find the correct one
 - c. Click on the green button that says “Online Entry.”
 - d. Click on the green button that says “Enter Online Now.”
 - e. Review the information and click on “Enter Team.”
 - f. On the contact information form:
 - i. Make sure you are registering the correct team.
 - ii. Fill in TWO contact phone numbers.
 - iii. Make sure your email is correct.

- iv. If you want to add a second contact person (such as an assistant coach), click on that button and enter the information. You can ignore that button otherwise.
 - g. Click on the boxes for the genders you want to enter (male, female, or both).
 - h. Click “Enter Team.”
6. Enter your team.
- a. You will see a list of events. Click on any event you wish to enter.
 - b. Click on the boxes for the athletes you want in that event.
 - i. When you check an athlete, his/her best time will automatically show up. Make sure it is correct and from **this season only!**
 - ii. When you have finished the event, click “Done Editing.”
 - c. Repeat for all events that you need to enter.
7. You can stop at any time and resume later.
- a. Repeat steps 4a – 4f, but click on “View/Edit Entry” to resume.

If you have any questions, please contact Jeff George at 336-462-3286 or jgeorge@milesplit.com.