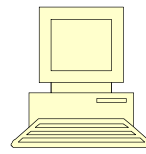


ONLINE



ENTRIES

Instructions for online entries:

2008 Greater Metro Conference Junior Varsity Indoor Championships

(Saturday, April 5th, 2008)

ONLINE ENTRIES ACCEPTED BEGINNING:

immediately

DEADLINE FOR ONLINE ENTRIES:

Thurs, April 3, 2008 @ 08:00pm

1) Go to this website: <http://trackmeet.aspisolutions.com/team/index.asp?IDMeet=1806>

2) Under "SIGN UP":

"Team" – put your full team name (ex: West Allis Central)

"Abbreviation" - enter the abbreviation that corresponds with your team from the list below:

Brookfield Central	BRCE	Sussex Hamilton	HAMI
Brookfield East	BREA	Wauwatosa East	WAUE
Divine Savior	DIVS	West Allis Central	WACE
Marquette	MARQ	West Allis Hale	WAHA
Menomonee Falls	MEFL		

3) Click on boys, girls, or both based on what you coach.

4) Enter coach's name, phone for questions if I have any, and email that is checked most often.

5) Enter a USERNAME and PASSWORD. You will receive an email reminding you of your choices. I would recommend that you save the email in case you forget the username and password you chose. If you need to contact me, I can give you the information also.

6) Click "SIGN UP"

***** IF YOU HAVE USED THIS SYSTEM BEFORE WITH THE SAME EMAIL ACCOUNT, YOU WILL BE GIVEN THE OPTION OF IMPORTING ATHLETES FROM A PREVIOUS MEET. TO SAVE YOU EXTRA TIME, YOU MAY BRING THE ATHLETES IN, AND ADD / REMOVE / EDIT ATHLETES TO REFLECT ANY CHANGES IN YOUR CURRENT ROSTER. YOU MAY START FROM SCRATCH TO AVOID CONFUSION IF YOU CHOOSE.

7) If you wish to sign up your athletes right away, follow the steps listed next now. If you choose to leave the website now (or if you get a partial roster entered by following the next listed steps and need to come back later.) remember to log in with your username and password on the right side of the page where it says LOG IN. DO NOT "SIGN UP" AGAIN, OR YOU WILL CREATE A COMPLETELY NEW TEAM. An email message will also be sent to you with a direct link to your team's page for even easier access for updates and changes.

TO SIGN UP YOUR ATHLETES FOR A TRACK AND FIELD MEET (after logging on to the meet site):

1) Click on Add Individual Entry (OR if your athletes are already entered go to the View my Entry List option.)

- 2) Add your athlete and CHOOSE THE ATHLETE'S GRADE IN SCHOOL
- 3) Click CONTINUE
- 4) Enter marks by the individual entries that the athlete is competing in. Be sure to use the format given when entering seed time / heights / distances.

TIMES SHOULD BE ENTERED WITH TENTHS (not hundredths)

******NOTE – ON THE WEBSITE, THE “50M HURDLES” IS ACTUALLY THE 55M INT(boys) / LOW(girls) HURDLES IN THE MEET. THIS IS THE ONLY WAY TO MAKE THE ENTRIES WORK PROPERLY WITH THE PROGRAM WE ARE USING.**

- 5) Click SAVE
- 6) Go to step one and enter another athlete. If you need to continue, add athletes, or change anything *later*, click on **SAVE WITHOUT DECLARING**, and come back later from any computer that can get you to the internet.
- 7) Remember to enter your RELAY TEAMS:
 - *Individual athletes do not need to be indicated* until the day of the meet on relay cards that will be provided to you at the coaches' meeting. As always, please remember not to exceed the maximum number of events that any one athlete can be entered in by rule.
 - Click on Add Relay Entries
 - Enter your seed times for each relay that you will be entering in the format shown in the “Team A” mark box
 - Click SAVE when you are done. (You can return to this screen again to change times or add other times later if you need to)

*There are many options that you can utilize including viewing and printing information. Use the **Instructions** tab to view choices that may assist you in your needs. Please let me know if you have ANY questions at all!*

- 8) **When your roster is TOTALLY complete, you can click on DECLARE LIST. This must be done by the deadline date listed on the top of this sheet. Remember, for the JV meet, changes are permitted on the day of the meet for whatever reason.** If you can let me know ahead of any changes ahead of time, it would assist me tremendously in running the meet efficiently. If there are any seed times, etc that do not make sense, I may call or email you to confirm your entry, as typos do occur occasionally.

Best of luck in the meet. Please do not hesitate to contact me with ANY questions.

Pat Gain

Pat Gain – Meet Manager

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RESULTS WILL BE AVAILABLE THE MORNING FOLLOWING THE MEET AT

www.westallisccc.com/meets