

ONLINE ENTRIES

Instructions for online entries: BULLDOG CC INVITATIONAL 2007

- 1) Go to this website: <http://trackmeet.aspisolutions.com/team/index.asp?IDMeet=1606>
- 2) Under “SIGN UP”:
“Team” – put your full team name (ex: West Allis Central)
“Abbreviation” - enter the abbreviation that corresponds with your team as designated by the WIAA from this list:

Bradley Tech	MBTC	Homestead	HOME	Pius XI	PIUS
Brookfield Academy	BRAC	Marshall (Madison)	MARH	Waukesha North	WANO
Brookfield Central	BRCE	Milwaukee Riverside	MRIV	Waukesha West	WASO
Germantown	GERM	Mukwonago	MUKW	Wauwatosa East	WAUE
Grafton	GRAF	New Berlin Eisenhower	NBEI	West Allis Central	WACE
Greendale	GREN	Oak Creek	OCRE	Wilmot Union	WILU
Greenfield	GREE	Oshkosh West	OWES	Wisconsin Lutheran	WISL

If your team is NOT listed above, please consult the WIAA team abbreviation list. A copy can be obtained from www.westallisccc.com/meets.

- 3) Click on boys, girls, or both based on who 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”
- 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 CROSS COUNTRY MEET (after logging on to the meet site):

- 1) Click on Add Individual Entry
- 2) Add your athlete
- 3) Click CONTINUE
- 4) Click SAVE

NOTE: FOR CROSS COUNTRY MEETS, YOU WILL NOT ENTER EVENTS OR EVENT MARKS FOR THE ATHLETES. These options are used for track meets only. (FYI: Participant List is NOT for CC meets either) JV AND VARSITY NEED NOT BE SPECIFIED – THE ATHLETES WILL DETERMINE THEIR STATUS BASED ON WHICH RACE THEY FINISH THE DAY OF THE MEET.

- 5) 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.
- 6) **When your roster is complete, you can click on DECLARE LIST. This must be done by Tuesday, August 28th, before 11:59pm.** Any changes after that time can be made by contacting me directly. SCRATCHES DO NOT NEED TO BE MADE. Please notify me of changes ASAP, since we would like to have bar code tags made up for the athletes ahead of time to help run a fast, efficient meet. Additions CAN be made the day of the meet if necessary.

Best of luck in the meet. Please do not hesitate to contact me with ANY questions. You can also check for documents and results for the meet at www.westallisccc.com/meets

Pat Gain – Meet Manager

gainp@wawm.k12.wi.us

work:(414)604-3100 x5723; fax:(414)546-5536

home: (414)423-7242

cell: (414)688-5222