

ONLINE ENTRIES

Instructions for online entries: BULLDOG CC INVITATIONAL 2008

- 1) Go to this website: <http://trackmeet.aspisolutions.com/team/index.asp?IDMeet=2191>
- 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
If you do not know your abbreviation, please check 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, September 2nd, 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

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