

USEAGE TIPS:

The on-line entry form is very simple to use. Simply logon using the provided username- password and your school code found on the letter you received.

Enter Relay Seed times for the relays you intend to run. Make no entry next to that event if you do not intend to run. To scratch from a Relay - simply remove the seed time mark.

Enter your individual athletes under the appropriate Column - Left for Females and Right for Males.

Note the order of the First and Last Name – Your spelling is critical as all data will simply be as you entered it!

Simply place a seed mark in the box for each event an athlete intends to run.

To scratch them simply edit the athlete and remove the seed mark.

Please make sure the mark is placed in the correct event. Common mistake: 100M versus 100M Hurdles

All athletes that will compete must be entered to receive a number. Make sure to enter all of your relay only athletes.

To remove an athlete completely - just delete them.

Time Format is entered as MM:ss:TT (i.e. 1:53.86 or 11.64) where MM Is Minutes : ss. is seconds and TT is fractions of a second.

Time formats must include a trailing "0" to register properly - so a time of 11.7 should be entered as 11.70

Distance Format is entered as FF-ii.TT (i.e. 46-4.50 or 5.75 or 140-11.50 or 25-4.25)

The Distance format uses "-" marks to separate Feet and inches to 140' 11 1/2 " should be entered as 140-11.50

ND can be entered as 00-00.00 NT as 00:00.00

POPS are required for any limited event.

PRINTING YOUR ENTRIES FOR REVIEW:

Select the [View Girls Full Entry Form](#) or [View Boys Full Entry Form](#) item as appropriate and your entries will appear in a separate window.

Select File-Page Setup and change the format to Landscape.

Then select File-Print and send the output to your printer.

REVIEW THE PRINTOUT CAREFULLY - MAKE SURE MARKS ARE IN THE APPROPRIATE FIELD!!!!!!

We think you will find the process fairly straight forward and easy to use.