

## MileSplit Online Entry Process – DISTRICT CROSS COUNTRY

<http://mo.milesplit.com>

The entry process consists of three basic steps:

1. Registering for an Account
2. Find Your Meet
3. Enter Your Meet

**NOTE:** If you have any questions about your eligibility rosters, please contact Doug Fessler at [doug@mshsaa.org](mailto:doug@mshsaa.org) or call the MSHSAA office (573-875-4880) NOT MileSplit. If you have questions on how to enter, email [support@milesplit.com](mailto:support@milesplit.com).

### 1. Registering for an Account

- a. Click on "login" in the top right corner
- b. If you have an account, select "login". To create a new account, select "Sign Up"
- c. Enter an email & password or create an account by linking a Facebook account

### 2. Find Your Meet

- a. From [mo.milesplit.com](http://mo.milesplit.com), click on "Calendar"
- b. Search for & click on your district meet
- c. On the top right of the meet page, click "Register Online Now"

### 3. Enter Your Meet

- a. Review the meet information and entry note before hitting "Next" on the bottom of the page
- b. If you've already claimed your team you should see that team's name under the "Choose Team" header. Select that team and press the next button below. If you haven't claimed your team follow the steps in the note below to get admin access to your team.
  - i. *Note: If you have not claimed your team, scroll to the bottom of the page and type out the name of your school. For example, if you were searching for Desoto Senior High School you would simply type out "Desoto", press enter, and select the correct school. Once you have selected the correct school, click the "Claim This Team" button and fill in your relationship to the team, your cell phone, and your position on the team.*
- c. Verify your contact information and press the blue next button.
- d. Select the divisions your team will be participating in and press the blue next button.
- e. Once you are on the Review and Edit Entries page, click the blue add entries selection on the desired event(s).
- f. Select the athletes you'd like to enter by clicking the checkbox next to the participating athlete or by typing the first three letters of their name to populate that athlete as a suggested entry. Once you're done click save changes. You'll be redirected to the Review and Edit Entries page where you can see your entry confirmation.
  - i. *Only athletes that are eligible will appear. If you believe an athlete is missing, please email [support@milesplit.com](mailto:support@milesplit.com)*

### JH Girl's 3200 Entries

Ayla Baer

REMOVE

Event/Race Rules. You are allowed to enter as many athletes to this event as you like.

### Athlete Pool

Search Athlete

Athletes

☐ ADD ALL

☒ Ayla Baer

☐ Ava Barney

☐ Cunica Carmona

☐ Mackenzie Mast

☐ Emma Milsow

5 Athlete(s)

EDIT ROSTER

## DEADLINES for Districts and State Championships

1. **Districts:** All Classes district meet entries must be entered by **6:00 p.m. Monday preceding the meet on mo.milesplit.com**. Coaches can enter up to 10 runners (maximum of 7 will run). Declaration of those 7 runners will occur when they are clerked at the starting line.  
**Late Entries:** A \$100 fine shall be assessed per student-athlete for entries made after 6:00 p.m. Monday preceding the meet.
2. **State Championships:** All State meet entries must be visually confirmed by **6:00 p.m. Monday** preceding the meet. Changes that occur after the 6:00 p.m. Monday deadline must follow the substitution procedure outlined in the Cross Country Manual. NOTE: These changes will not appear in the State Meet Program. Up to 10 athletes can be entered on your roster; of those 10, 7 will compete at the State Meet. Declaration will occur when the runners are clerked at the starting line.