

GA Middle School Invite

Date: May 5, 2023

Location: Greencastle-Antrim High School Track & Field Complex (directly behind HS)

Official Meet Site: www.greencastleflyers.org

Address: 300 South Ridge Avenue, Greencastle, PA 17225

Meet Director: Rich Secrest- GA HS Distance Coach

Cell: 717-360-7557

Email: richsecrest@hotmail.com

Entry Fee: \$100/ boys team; \$100/ girls team, due by **April 10, 2023.**

Please make check payable to **"Greencastle Flyers Club"** and send to:

Coach Rich Secrest

14769 Bain Rd.

Mercersburg, PA 17236

Coaches Meeting: Brief coaches/ scratch meeting at 3:45 P.M. at the start/finish line

Awards: Top 6 placers in each event, and top 3 relays, will be given medals.

Entries: Each school is permitted 3 entries in the open events and 1 relay.

Entry Instructions: All entries should be submitted by 8:00 pm on Wednesday, May 3rd, using <http://pa.milesplit.com>. I have also included instructions for entering athletes through milesplit at the end of this packet.

Scratches: Scratches only will be accepted on the day of the meet. **No additions or substitutions** will be accepted after the entry deadline.

Check-in: Athletes will be checked-in by the meet clerk at the starting line of each event.

Field Events: Field events will compete in seeded flights, with the top-seeded flight going first. Each competitor in the throws and the long jump will receive four attempts. There will be no finals.

Starting height for High Jump: Girls 4'2" Boys 4'6"

Timing: All track events will be F.A.T. timed.

Results: Will be posted on milesplit and emailed to all head coaches. Results will also be posted on the windows of the stadium press-box as they become available that evening.

Bus Parking: Buses will be parked along the access lane located directly adjacent to the main entrance to the stadium.

Concessions: A full concession stand will be available during the meet. **Meet T-Shirts:** Meet t-shirts will be sold for \$15.00 inside the main gate. Limited quantities and size are available.

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Schedule of Events

Friday, May 5, 2023

Events Start at 4:00 PM

Order of Events:

(Coaches meeting 3:45 P.M. @ Starting Line)

Track Events

(Girls first then
Boys)

4x800m Relay

100m H/110m H

100m

1600m

4x 100m Relay

400m

800m

200m

3200m

4x400m Relay

Field Events

Long Jump: Girls followed by Boys

High Jump: Boys followed by Girls

Shot Put: Boys followed by Girls

Discus: Girls followed by Boys

Instructions to enter a meet using MileSplit's Online Meet Registration System

CLAIMING YOUR TEAM

Step 1: Go to PennTrackXC on MileSplit – <http://pa.milesplit.com>.

If you already have a userID and password, skip to Step 3. If you do not, then you must first do Step 2.

Step 2: In the header on the right, it will say "you are not logged in." Beside that, click the "Register" button, and fill out the information. You can select your own ID, but you will be emailed a password (which you can change later).

Step 3: Click on "Teams" in the red toolbar and locate your team.

Step 4: Click on your team name and once on that page, look beneath the team title and then click the text link that says "Claim this Team."

Step 5: Click either Coach or Team Administrator, but not both. Each has the same access to your team roster and online meet registration.

Step 6: Click on the "Yes, I am a coach on this team" at the bottom of that page. You may add your team position in the text box, and any other information you believe we will need to quickly verify you are a coach. A school email address is also a very good indicator we use.

Step 7: Wait for a confirmation email from MileSplit saying that you are approved to be a Team Coach or Team Admin. Most requests are approved within several hours. If you have not received the email within 12 hours, please check your junk or spam folders for the email. (If you have questions, please feel free to contact, MileSplit Online Registration support, Gayle Rich at gayle.rich@flocasts.com.)

IF YOU HAVE ALREADY REGISTERED BUT FORGOTTEN YOUR PASSWORD

Click on Login. On that page is a link if you have forgotten your password. Click and fill out your username, or email address. If you do not quickly receive it, you may have a typo in the email address you originally entered, or it may be going to your spam mail folder. It is a server generated email and many mailservers read that as spam. If you do not get it, email Gayle Rich at grich@milesplit.us. When you receive it, click on the link and it will allow you to reset your password. Then login.

EDITING YOUR TEAM ROSTER

Step 1: Make sure you are logged in. Go to your team page by clicking the "Teams" link in the tool bar. (If you do not see the teams link, you are not on a state site. Go back to Claim your team step 1 at top of page and read and follow those directions.) Scroll down and click on your school name. Once on your team page, you will see a link directly under the team title that now says "Team Manager." Click it.

Club teams - you will not have a team admin button, just click roster.

Step 2: On the left side of the page, click "Roster."

Step 3: Now you will see a screen with both boy and girl athletes associated with your team. Look through the list --- you may find many athletes that should only be on the (Indoor/Outdoor) Track Roster or only on the Cross Country Roster. If the athlete has already graduated and there is a graduation year, they will not appear on the live roster or in online registration. If a grad does not have the year, add it from the drop-down box.

If you see misspellings, click the name and make the correction.

If you see duplicate athletes, please copy the names and email to your state webmaster (email at bottom of each page) or drich@milesplit.us. We merge them, and by doing this, it ensures that all performances on either profile will not be lost.

If a current athlete does not have a grad year, please add it. (please note, we do not add college grad years)

The XC and TF designate the rosters that the athlete will appear on during online registration. Please take a few moments to either "Remove from XC", or "Remove from TF", so that you will have fewer names when doing online registration. If an athlete is on both XC and TF rosters, you don't need to change a thing. You can always add an athlete back on a roster.

And if you need to add new athletes, simple click "Add Athlete" and fill out as much info as you know, but the first name, last name and HS grad year are most important.

Step 4: You are now ready to enter a meet using the MileSplit Online Registration system.

ENTERING A MEET ONLINE

Step 1: Make sure you are logged in. You should have already claimed your team and edited your roster. If not, go back to the beginning before doing this step.

Step 2: Go to your state's page and click in the tool bar on "Calendar." Select the current season, and look for the meet you wish to enter. If the meet is open, you will see a green "Online Entry" bar. Click it. Then on the meet page, click the green "Online Entry" bar again. (If the bar is red, the meet is not yet open.)

Step 3: You will see a screen that says Online Registration, with details on the meet. Click "Enter Team."

Note: If it is a password-protected meet, you will have to get that information from the meet director. MileSplit personnel are not authorized to release that information to coaches.

Step 4: Fill out the information on the next page, which is the team entry form. Your team name should be selected at the top, but if it is not, click the appropriate radio button. Your name and your email address should already be in the boxes. Enter your daytime number and an evening number. These can be the same, but both are mandatory.

If you have another coach you'd like to have access, select Additional Contact, and fill out their information as well.

Then select the Divisions you are entering, and click "Enter Team."

Step 5: You will now see the list of events for all your divisions on the left hand side. Click the first event in which you have athletes to enter. Your Athlete Pool will be displayed on the left hand side. Click all the athletes you are entering in that specific event. When each one is selected, they move to the "Currently Entered" column.

If you forgot to add an athlete to the roster, you can take a moment before leaving any of the event entry pages to click "Go to Team Page to Edit Roster." This is at the bottom of the page. It will open a new window to your team roster page where you can add an athlete. Then return to the online registration window and continue entering athletes.

When all athletes are entered in an event, click "Done Editing." You will be returned to the Event Entries page, where you can continue to enter athletes by event.

Note: when complete, you should Print Confirmation, which is located at the top of the page in yellow box. This will be your proof that you entered your athletes into the meet.

Step 6: If you are entering a Middle School team as well as a High School team, you will need to start from the Team Entry Form page and select that team. JV teams will be displayed with all HS divisions.

Step 7: If you need to edit your entries again before the meet closes, you will go back to the meet page and again click the green "Online Entry" box. It will say "Already Entered." Simply click "View/Edit Entry" and you will be in the event section.

**** When one coach has already entered, and it seems as if you cannot enter the opposite gender.**

1. Log into the system as you.
2. Go to the meet page and click the green Enter Online bar.
3. The page you get says you're already entered, but click on the blue View/Edit entry link. That will take you to the meet entries page.
4. All of the entries you see on the page are girls (or vice versa) entries, so you need to click on the blue Edit Divisions Entered link on the right. Then click on the blue Enter link for the male division(or vice versa). That will open up the male entries. Then you can proceed to enter athletes into the events

Please note that if you do entries for one gender and another coach at your school does entries for the other gender, it's still easier to always check both divisions (male and female) when you first beginning entering athletes for the meet.

Once on your team page, you will see a link directly under the team title that now says "Team Manager." Click it. If you have questions, please feel free to contact your state webmaster or MileSplit Online Registration support, Gayle Rich at gayle.rich@flocasts.com.