

A quick how to guide for MileSplit.

For more in depth questions check the website Help topic listing.

Step One: Was Claim your team

This should have already been done by now, but if you need help here are the steps.

1. If you do not already have an account, create a free one at <https://az.milesplit.com/register>
2. Once your account is created go to <https://az.milesplit.com/teams>
3. Find your team on the list, click on it, and click the claim team button.

Helpful Article/Video: <https://support.milesplit.com/en/a/how-do-i-claim-my-team>

Step Two: Cleaning up your roster and coaching staff and adding meets.

I have used Chandler High School, since I was once associated with this school. So far I have not learned of a home button that would just take me back to the home page of Chandler. Hitting the back button on the top of the page can work, unless you have gone to many different page views, then the fastest method is just go back to the top of the page where it says TEAMS and select your school again

CHANDLER HIGH SCHOOL
350 North Arizona Ave
Chandler, AZ, USA
480-812-7700
Website

Edit Team Follow

Roster Schedule Season Bests Team Records League Rankings Articles

Roster

SPORT: Track GENDER: All CLASS OF: All STATUS: Active

ATHLETE	GENDER	CLASS OF	NICKNAME	SPECIALTY
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The Edit button is the gatekeeper to edit your team roster, coaches, and schedule. By selecting this it takes you into an administrative role.

When you open your team page the logo of your school should be in the upper left corner of the page. It usually defaults to **ROSTER**. Do not panic when you see athletes that graduated years ago or even a coach's name on the roster. This is part two of your team set up. Next to your logo you will see the choice of EDIT. This will take you into administrative mode and it will ask some general questions, like school address etc. SAVE if you make changes, but these should be all up to date.

COACHES: This is where a listing of coaches for your school is. Very good chance the list is not 100% accurate. To delete a coaches' name simply click on the "x" If you need to edit something about the coach (Maybe a female got married and changed her last name) click on the pencil and make the change. Make sure you save.

ROSTER: For those who graduated, if you simply edit the year by putting the graduation year in the CLASS OF, they will not show up in your active roster. To add a roster simply enter the information in the dialogue boxes to the right of this page. When finished hit the ADD button at the bottom.

However, there is a methodology of importing roster—simply by importing an excel or CSV file. Make sure you use the template they provide. You do NOT have to provide the Birthday or Organization ID.

If you have an athlete that quits your team simply change the status from active to inactive.

SCHEDULE: The next part is adding to your meet schedule. At this time I am not sure if are to have or NOT have our Wednesday dual meet schedule listed—so at this point you can list them. When you get to **Schedule/Admin** you have to put the season of sport—outdoor track. It is very helpful that you know the date of the meet before getting to this step. Click on **+ Add Meet**. It defaults to Arizona and today's date. Change the date to the meet you are looking for then **SEARCH MEETS** a list of meets will appear. Select the “+” and this meet will now appear on your calendar.

If you add the wrong meet to your calendar, it is simple to delete. From the schedule page on your season, simply hit the “x” at the right corner of the meet box and this will delete the meet.

I will be adding next, how to create a meet. If you are trying to do that now do NOT auto fill the boxes when you enter the name of the meet manager. IF you do your meet will have your name as the title. I found this out the hard way as there is was a David E Shapiro Invite instead of the NIKE Chandler Rotary meet.