

Quick Guide on How to set up a Meet with Mile Split

- Step One was claiming a team
- Step Two was editing your team rosters, coaching staff and schedule.

Step Three: Setting up for a meet

For the easiest meet set up use the google doc that was sent to those schools who have hosted a state qualifying meet in a past. If you cannot find it use:

https://docs.google.com/forms/d/e/1FAIpQLSdUu-W5_KTBuGu3c2JITJd7TCasw5DO0RIs5ipc2IP4wlyCpw/viewform

This is what will open:

AIA Meet Creation

All AIA qualifying meets and postseason meets must be setup on MileSplit. Create account on az.milesplit.com/register. Once that account is created find your team on az.milesplit.com/teams and submit a claim. This will give you admin privileges to create a meet. All meets submitted via this form will be set up with an opening date of 1 day prior to the meet at Noon, and a close date of 3 days prior to the meet at 6pm.

* Required

Email Address *

shapdave5@gmail.com

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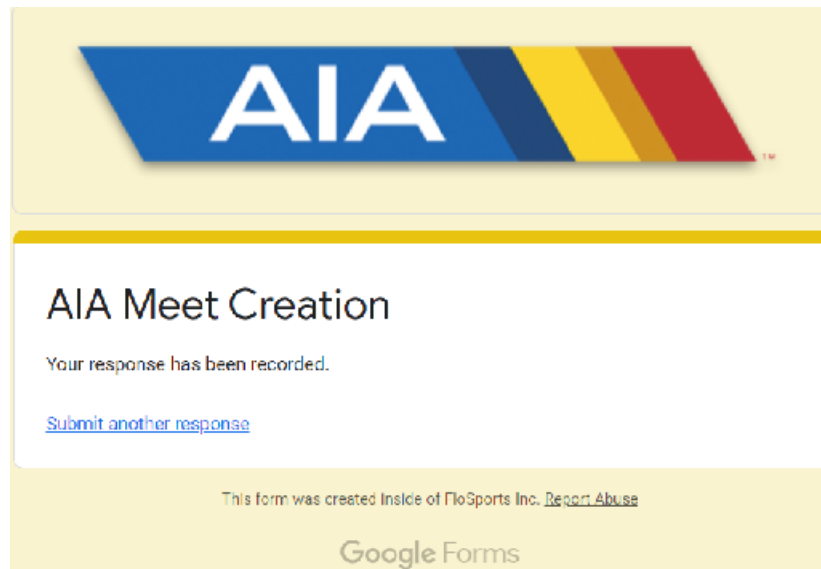
Su	Mo	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

Answer the seven (7) questions.

1. Your email address
2. The Meet Name
3. The Meet Date
4. The Meet host school
5. Level (High School or Middle School)
6. Divisions (Varsity, JV, Freshman, other)
7. Events.

For events the meet set up will default automatically to the 18 events that are in an Arizona meet. If you are having special relays—4x200, DMR, Weight man relay, CoEd—this where you list them. IF you are hosting a Wednesday meet and you call it School A vs School B and school A is the host, the meet does NOT show up on School B schedule. You will need to do that as an invite (Shown later in this document)/

After submitting your meet you will get confirmation that will look like this:



How to Edit your meet Events and set up Entry Limits:

It will take a bit of time before your meet will show up on your schedule. Once it does, in the right hand corner will be **MEET MANAGER**.

The default that MileSplit sets up is to allow three entries per event and one relay per school. If you are having multiple levels, maybe a Varsity and JV meet, allowing four entries from a school then you will need to go to edit the meet.

Sessions: If you have two different levels of competition. Mostly a city meet might have Varsity and JV races.

A screenshot of the MileSplit meet manager interface for the "NIKE CHANDLER ROTARY INVITE". The header shows the meet name, dates (Apr 9, 2021 - Apr 10, 2021), and location (Chandler High School, Chandler, AZ). Below this are statistics: Teams Entered: 9, Athletes in Individual Events: 11, Events Entered: 13, Teams Scheduled: 23, Athletes in Relay Events: 6, Teams Total: 32, and Athletes Total: 13. A navigation bar at the bottom includes links for SETUP, TEAMS, ATHLETES, DIVISIONS (which is highlighted), EVENTS, ENTRIES, IMPORT, and MEET F. To the right of the interface is a white box with the text "Select Division then go to Create New Division". Below the navigation bar, the "Divisions" section is visible, showing a table with columns for DIVISION, LEVEL, DIVISION #, WHO CAN ENTER (MALES, FEMALES, SCHOOLS, CLUBS, UNATTACHED), and a "Create New Division" button. A blue arrow points from the "Create New Division" button in the table to the "Create New Division" button in the interface. Below the table, it says "Download Divisions" and "Download to CSV".

DIVISION	LEVEL	DIVISION #	WHO CAN ENTER				
			MALES	FEMALES	SCHOOLS	CLUBS	UNATTACHED
Varsity	HS	0	Yes	Yes	Yes	No	No

Create New Division

Basic Properties

Name: Level:

Division Number (If using Hytek):

Who Can Enter

League:

Allow Males?: Yes No

Allow Females?: Yes No

Allow Schools?: Yes No

Allow Clubs?: Yes No

Allow Unattached Individuals?: Yes No

Entry Restrictions

Max entries per team :

After selecting New Division, you will give it a name. If you are HyTek sufficient, don't forget to give it a Division Number if you are linking entries to event divisions. Select Males and Girls. Under Entry restrictions this is where you put down how many entries a school can enter in the various events. Names of events should mirror what is already established. Example: **Varsity Boys 100 Meter Dash** then for the new division should be: **Junior Varsity Boys 100 Meter Dash**. Also check the division names

If you are going to limit how many entries a school can have in a single event—maybe every school can have three entries in all of the open events, but due to time constricts you might only allow for two Javelin throwers. From the top menu (TEAMS---ATHLETES---DIVISIONS---EVENTS). Select events. All of your meets events will appear in BLUE. Select the event you wish to work with.

General

Name: Division:

Event Code: Gender: Male Female Mixed

Seed Requirements

Minimum Entry Standard: Minimum Entry Note:

Wind Legal Only

Entry Limits

Maximum Entries per Team: Total Maximum Entries:

Maximum any single team can enter; 0 = Unlimited Maximum overall number of entries; 0 = Unlimited

Update Seed:

Delete Event

Entries

No entries yet

Two options here.

Option 1 is to change how many entries a school can have, other than three. If you are allowing four or five entries per event, you will need to edit every event.

Some meets might say we will only allow the top 24 Javelin entries. This is set in the dialogue box that says total maximum entries.

Bulk Editing.

Edit Division: Varsity

Basic Properties

Name:	Level:
Varsity	High School

Division Number (if using Hytek):
0

Who Can Enter

League: Allow Males?:

Advanced Options

- Create Event Wizard
- Bulk Edit Events**
- Create Division
- Delete Division
- Clone Division
- Delete All Division Entries

The bulk edit will let you see and set new entry limits in a visual setting that does not require going into each event separately. You can filter it by the event type. This was sorted by sprint events, so if you want to only allow two entries instead of three for all the other events; you could change the entry limit here.

Edit These Events

Set Entry Limit:

EVENT NAME	ENTRIES PER TEAM	RELAY MIN ATHLETES	RELAY MAX ATHLETES
Varsity Boys 100 Meter Da	<input type="text" value="3"/>		
Varsity Boys 200 Meter Da	<input type="text" value="3"/>		
Varsity Boys 400 Meter Da	<input type="text" value="3"/>		
Varsity Girls 100 Meter Da	<input type="text" value="3"/>		
Varsity Girls 200 Meter Da	<input type="text" value="3"/>		

Filter by Event Genre

Show Most Common Events

Show All Events

Distance

Sprints

Hurdles

Relays

Field

Multi

Race Walk

Inviting Teams and locking the meet.

If you are inviting teams, go to Teams. In the TEAM box start typing the school you wish to invite. Click on the name and then hit click on INVITE TEAM. At the top will be a statement that a team is being **invited and that this might take a minute**. YOU DO NOT have to wait till that clears up before inviting your next team.

DOWNLOAD ENTRIES SEND MASS EMAIL

SETUP **TEAMS** ATHLETES DIVISIONS EVENTS ENTRIES IMPORT MEET RESULTS

Teams Attending

VIEW BY: DIVISION:

Alphabetical All

GENDER: FIND TEAM:

All

TEAMS	ENTRIES	TOTAL	BALANCE	STATUS
<input type="checkbox"/> Brophy College Preparatory	0	\$0.00	\$0.00	Registered
<input type="checkbox"/> Campo Verde High School	0	\$0.00	\$0.00	Registered
<input type="checkbox"/> Desert Vista High School	0	\$0.00	\$0.00	Registered

Invite Teams

TEAM :

Rio Rico

- Rio Rico High School (Rio Rico, AZ)
- University of Puerto Rico, Rio Piedras (, PR)
- Coatimundi Middle School (Rio Rico, AZ)
- Calabasas Middle School (Rio Rico, AZ)

Download Teams

Download to CSV

Contacts to CSV

Download to RaceTab 3

When you invite the team, the contacts will get an email saying that they have been invited to your meet. All they have to do is click on SUBMIT.

On the team listing of your meet will be three options.

- Registered: They have accepted your invitation to participate in your meet.
- Invited: You are waiting on them to accept your invitation.
- Scheduled: They have put the meet on their schedule and are hoping you will accept them into the meet.

Locking your meet or Limiting who can sign up for your meet:

If your meet is selective on who you want to allow in, you have two options out of three.

Password: Create a password that you will need to email to coaches or the second is to Email Invite. Otherwise the meet is Open Entry which means any school can sign up for your meet. By selecting Email Invite the schools will email you requesting entry (see the example above)

Registration

Registration Access: Password required to register :

Email Invite

Open Entry - public, anyone can enter

A Email Invite

No Allow B Allow B & C

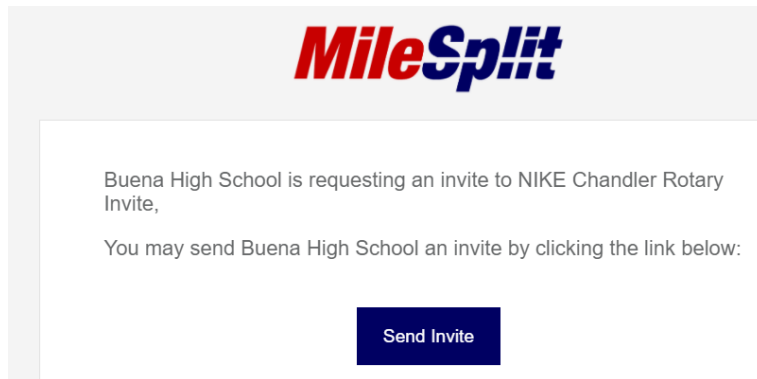
Open Date: **Time:** **Timezone:**

Close Date: **Time:**

Open To : **Who can enter:**

<input checked="" type="checkbox"/> High School	<input checked="" type="checkbox"/> Schools
<input type="checkbox"/> Middle School	<input type="checkbox"/> Clubs

When you select Email Invite, a school will email asking to be in your meet. Your email will look like this. All you have to do is select SEND INVITE and once they accept they will be registered for your meet.



Next steps will be how to do your entries for the meet.