

Registering for a meet on Coach O

1. Go to coachoregistration.com/track
2. If this is your first time to visit the Coach O registration site click on Register. Otherwise click on Log In and skip to step 5.



Welcome

This site is for track & cross-country meet organizers, coaches and interested parties; such as athletes and parents. Guests can check the calendar to get information about past and future meets. You can have greater access by registering. Meet organizers and coaches must register to perform their duties.

Meet Organizers: Set up and manage on-line registration.

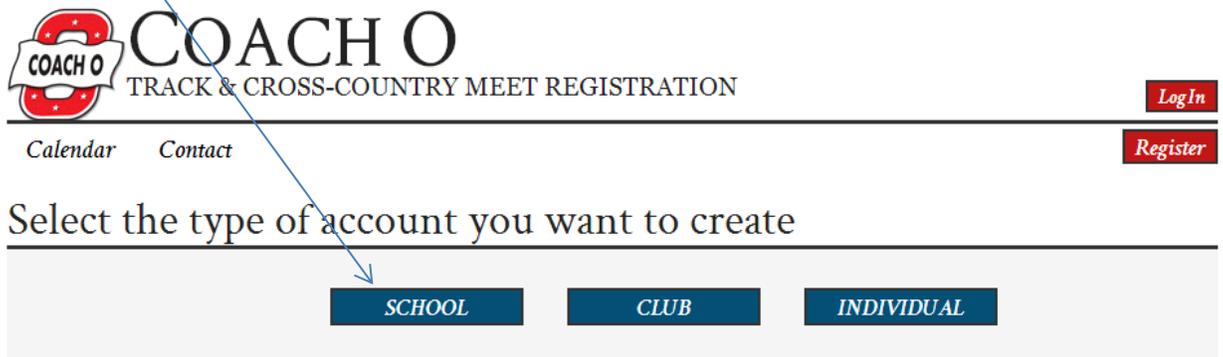
Coaches: Add teams, manage rosters and enter meets.

Unattached Athletes: Add contact information and enter meets.

Team members & Parents: Join your team to enter meets.

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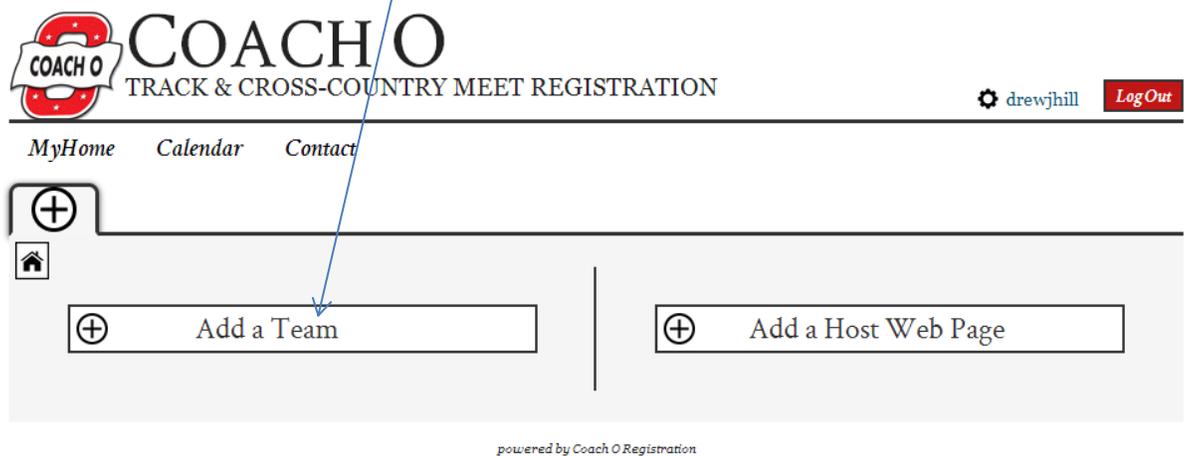
3. Select School



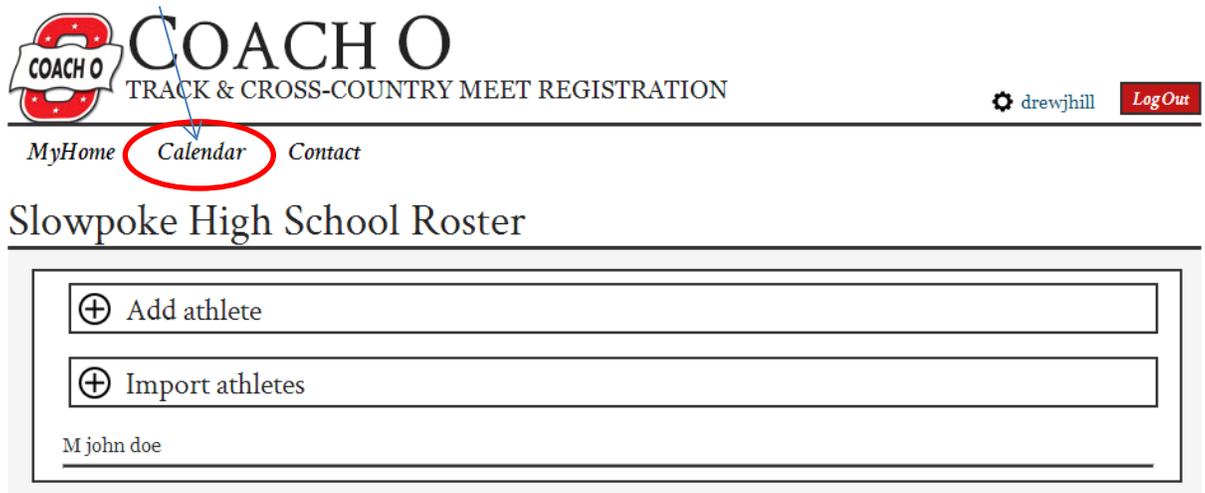
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4. On the next screen fill out all the required information and click on Create Account. After your account is created you can log in to the site.

5. Once you are logged in click the Add a Team button



6. Fill out the required information, namely Team Name and Type. Some of the other fields may already be populated. Click Add at the bottom of the page
7. The next page has the option to Add Athlete or Import Athletes. These instructions will only cover the Add Athlete option. Click that.
8. Enter each athlete, entering at a minimum athlete Gender, First Name, Last Name, School Year, and T-shirt Size. **All five of those fields are required and if information is missing you will not be able to enter the athletes into a meet later on.** After each athlete you will click the Add ([Add >](#)) button and then click the Add Athlete button again to begin adding the next athlete. Once you have entered all athletes for your team proceed to the next step.
9. Click the Calendar button at the top of the page.



10. Click on the name of the the meet from the list that you would like to enter.



COACH O

TRACK & CROSS-COUNTRY MEET REGISTRATION

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[MyHome](#) [Calendar](#) [Contact](#)

[Results for 2011-2012 meets](#)
[Results for 2012-2013 meets](#)

August 2013

- 02-04 State Games Of America National Championship (USATF Youth) Bishop Mcdevitt High School Track Comple Harrisburg PA
- 03 1st Annual Victory Lane Classic (USATF Youth) Joe W Brown Memorial Park New Orleans LA
- 10 Waukegan Invaders Invitational (USATF Youth) Waukegan IL
- 18-10/01 KYA Middle School Cross Country Series (Middle School) Various Various TN
- 29 Mid-State Voyles Classic CC Meet (High School) Sharp Springs Course 2 Jefferson Pike En Smyrna TN

September 2013

- 04-10/07 KYA Elementary School Cross Country Series (Elementary School) Various Various TN
- 07 Warrior Invitational (High School) Riverdale High School Murfreesboro TN
- 14 Bishop Kelley Invitational (Elementary School) Oral Roberts University Tulsa OK (Contact: Philip West)
- 14 First To The Finish Invitational (High School) Detweiller Park Peoria IL

11. If you have athletes that have red highlighting in the select column there is missing information. Click on the number in that column to edit that athlete and input the required information. If you are not sure refer to step 8.



Mid-State Cross Country Assoc

TRACK & CROSS-COUNTRY MEET REGISTRATION

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[MyHome](#) [Contact](#) [EnterRace](#) [SubmitEntry](#)

08-29 Mid-State Voyles Classic CC Meet

The athletes with check-box in **red** are not eligible for this meet.
 Click **EnterRace** when you have finished making corrections.

Slowpoke High School Roster as of 2013-08-25 09:54:44 PM

select	gender	first name	last name	school year	t-shirt size
<input checked="" type="checkbox"/> 01	M	john	doe		NS

12. If all your athletes have no red highlighting you are ready to proceed. Click on EnterRace.

COACH O Mid-State Cross Country Assoc
TRACK & CROSS-COUNTRY MEET REGISTRATION

MyHome Contact **EnterRace** SubmitEntry

08-29 Mid-State Voyles Classic CC Meet

The athletes with check-box in red are not eligible for this meet.
Click **EnterRace** when you have finished making corrections.

Slowpoke High School Roster as of 2013-08-25 09:56:16 PM

select	gender	first name	last name	school year	t-shirt size
<input type="checkbox"/> 01	M	john	doe	11	AM

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13. This next image is for the Voyles classic. This is the screen where you will choose which race to enter athletes in. Pick one then click SelectRunners.

COACH O Mid-State Cross Country Assoc
TRACK & CROSS-COUNTRY MEET REGISTRATION

MyHome Contact EnterRace SubmitEntry

08-29 Mid-State Voyles Classic CC Meet
Slowpoke High School

Click **SubmitEntry** when everyone has been entered in a race.

Select a Cross-Country Race

Girls

5000m run Benson

5000m run Kroger

Boys

5000m run Sexton

5000m run Mayhany

Race choices are disabled if there are no eligible athletes that can enter a race.

«Cancel SelectRunners»

14. On the next screen select all eligible athletes you would like to enter into that particular race. If an athlete you entered is missing check that you have entered all the required information for that athlete as outlined in step 8 above. Once you have selected all the athletes you want click

NextRace



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TRACK & CROSS-COUNTRY MEET REGISTRATION

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Mid-State Voyles Classic CC Meet

Slowpoke High School Sexton Boys 5000m run

[Assign Runners to a Cross-Country Team](#)

A john doe

«Cancel

NextRace»

15. After you have entered athletes into all the races you would like to compete in you are ready to submit your entry. Once you submit your entry it is locked and will require intervention from the Race Director to unlock. This would be a good time to double check your entries. The athletes you have selected for each race are listed underneath each race.



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TRACK & CROSS-COUNTRY MEET REGISTRATION

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Slowpoke High School

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A: john doe

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SelectRunners»

16. After you have confirmed your entries are correct you can click the SubmitEntry button at the top of the page. You should almost immediately receive an entry confirmation by email. You may also print out the confirmation page if you wish.

That's it! You have successfully registered for the meet.