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.

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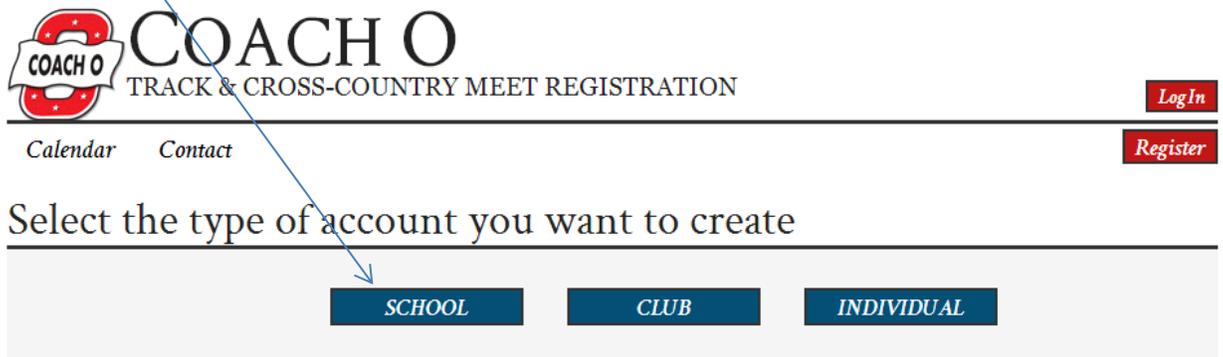
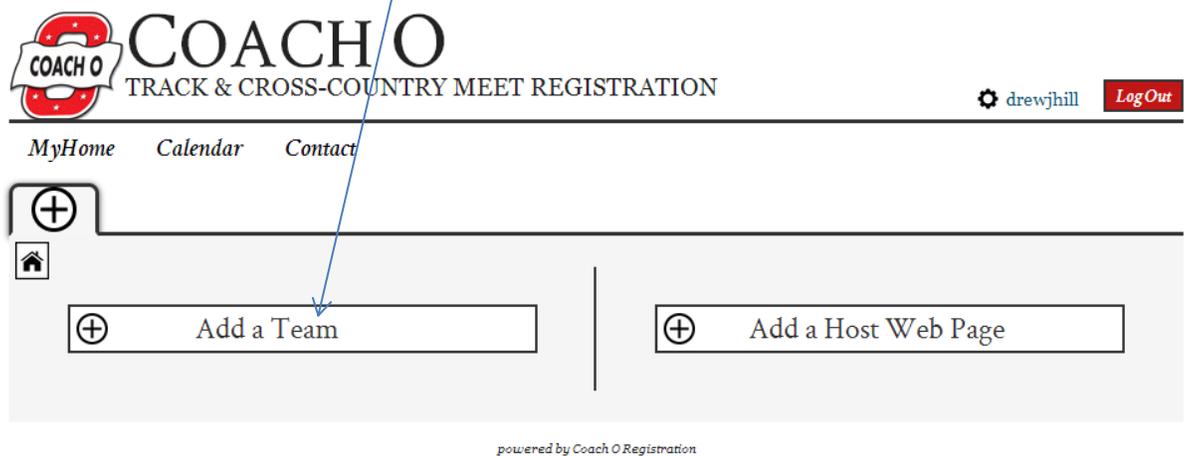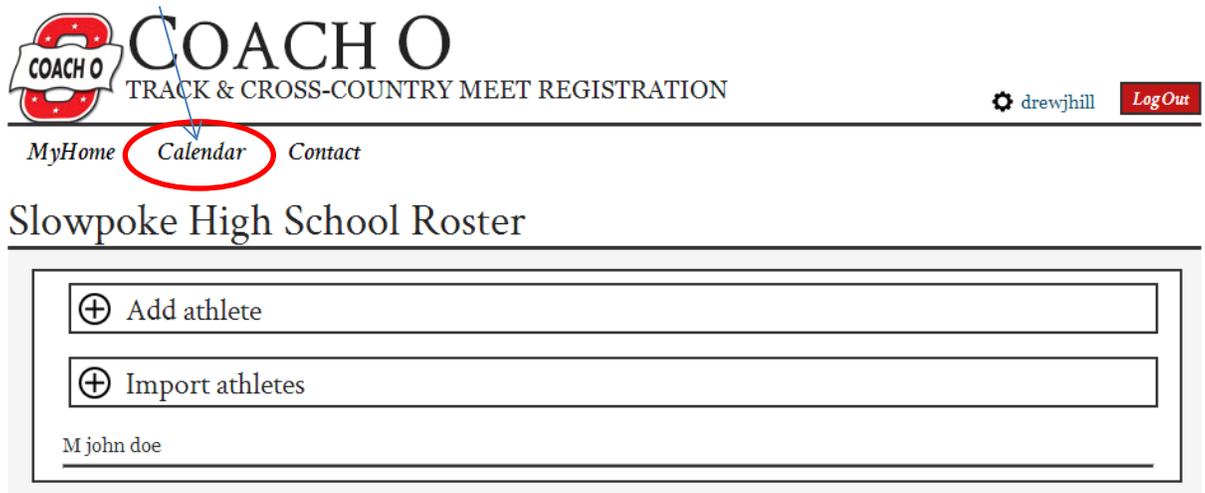4. On the next screen fill out all the required information and click on Create Account. After your account is created you can log in to the site.

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

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⚙ drewjhill   Log Out

MyHome   Calendar   Contact

⊕ Add a Team   ⊕ Add a Host Web Page

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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.

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Slowpoke High School Roster

⊕ Add athlete

⊕ Import athletes

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

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.

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

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.

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

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.

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.