

# How to Register for the NCAA 2017 XC Championships

## Wednesday Oct 11<sup>th</sup>, Fireman's Park, St Catherines

- 1) Go to Trackie.ca on the internet.
- 2) In the top left hand corner, place mouse on **trackie.ca** (black background, white and blue lettering).
- 3) A dropdown list will appear, click on **trackieReg** to enter the registration site
- 4) Scroll to the bottom of the page, click on **Find Event** (Blue magnifying glass).
- 5) At Find Event in black coloured row, click on Location, select Ontario, Click on Type, select X Country.
- 6) Scroll down list of meets, presently NCAA is midway down page 2, as the competition date nears it will move forward onto the first page of registration.
- 7) Click on Register you will taken to your registration page.
- 8) You have two options for registering your team,
  - i. Input each person separately if doing over time, all entries remain and are able to be adjusted until the close of entries.
  - ii. Click on IMPORT ENTRIES (in green). A popup dialogue box appears, download entry template (click on green DOWNLOAD).
- 9) If using the template you must enter details exactly as requested or you will receive notification of errors.
- 10) Save template, open when ready to input team list, enter the following as on the form.

FIRST NAME	LAST NAME	GENDER	DOB	HOMETOWN	TEAM CODE	CATEGORY	EVENT 1
Smith	John	M	MM/DD/YYYY	St Catherines	DEMO	SENIOR	6km

- 11) In event 1 place race distance, as listed below. Note the 3km is the para athlete race distance

4km      5km      6km      3km

- 12) Once you have entered your athletes save the file go back to trackie.ca and import the file at the IMPORT ENTRIES site where you got the excel file from. Find and attach your file and submit prior to the deadline.
- 13) The entry confirmation of all entrants will become live once the deadline has been passed.
- 14) Good Luck

