ONLINE ENTRIES FOR THE ZONE MEET AT: http://www.trackdatabase.com/

**Meet Name: 2019 NCAA Zone 2 Championship**

**Meet Code: JG1QY**

**Meet Date: October 16, 2019**

**Entry Close Date: Thursday, Oct. 10 at 3:00 pm**

**If this is your first meet with the Track Database online entries**: (Returning Users, see below)

Select ‘Register’ from the menu on the left to bring you to the registration page that will allow you to register your team. On your first visit to the registration system you will need to provide all the information required. OFSAA & CISAA have restricted modification abilities as much of their information is generated automatically.

Registration now uses a **username and password**, the username you create must be unique and cannot be changed. This username and password can be shared between the coaching team to allow multiple coaches to do registrations for segments of the team.

**Returning Users:** Select ‘Login’ from the menu on the left and use the username and password that you previously established. Most Schools have them if you have forgotten yours you can reset them by contacting: info@trackdatabase.com

**Joining a Meet:** To join a new meet, select ‘Join Meet’ from the left menu. You will be prompted to enter the meet code above (**JG1QY**). After entering this code and clicking the join meet button you will be added to the meet and it will now appear on your screen as:

NCAA Zone 2 Cross Country Championships Oct 16 

**Adding your entries**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Select** , and on the next screen  and then enter name, gender, and division. |  |  |  |  |  |  |

Then select the event in the edit view for each athlete, check the box beside the event to register for it. REMEMBER TO click **submit** at the bottom of the page to save the data entered. Seed times are not necessary for cross country.

Your entries will be emailed to you(at the email address you registered) prior to the entry close date in order to allow you time to review your entries and make any changes needed.

# You may revisit the website anytime to edit your entries. After the closing deadline you will need to contact Chris if you have any last minute changes to your entries. All athletes must be on the AELS list to be included. The AELS list of eligible athletes, signed by the coach and principal is due October 10 at 3:00 p.m.