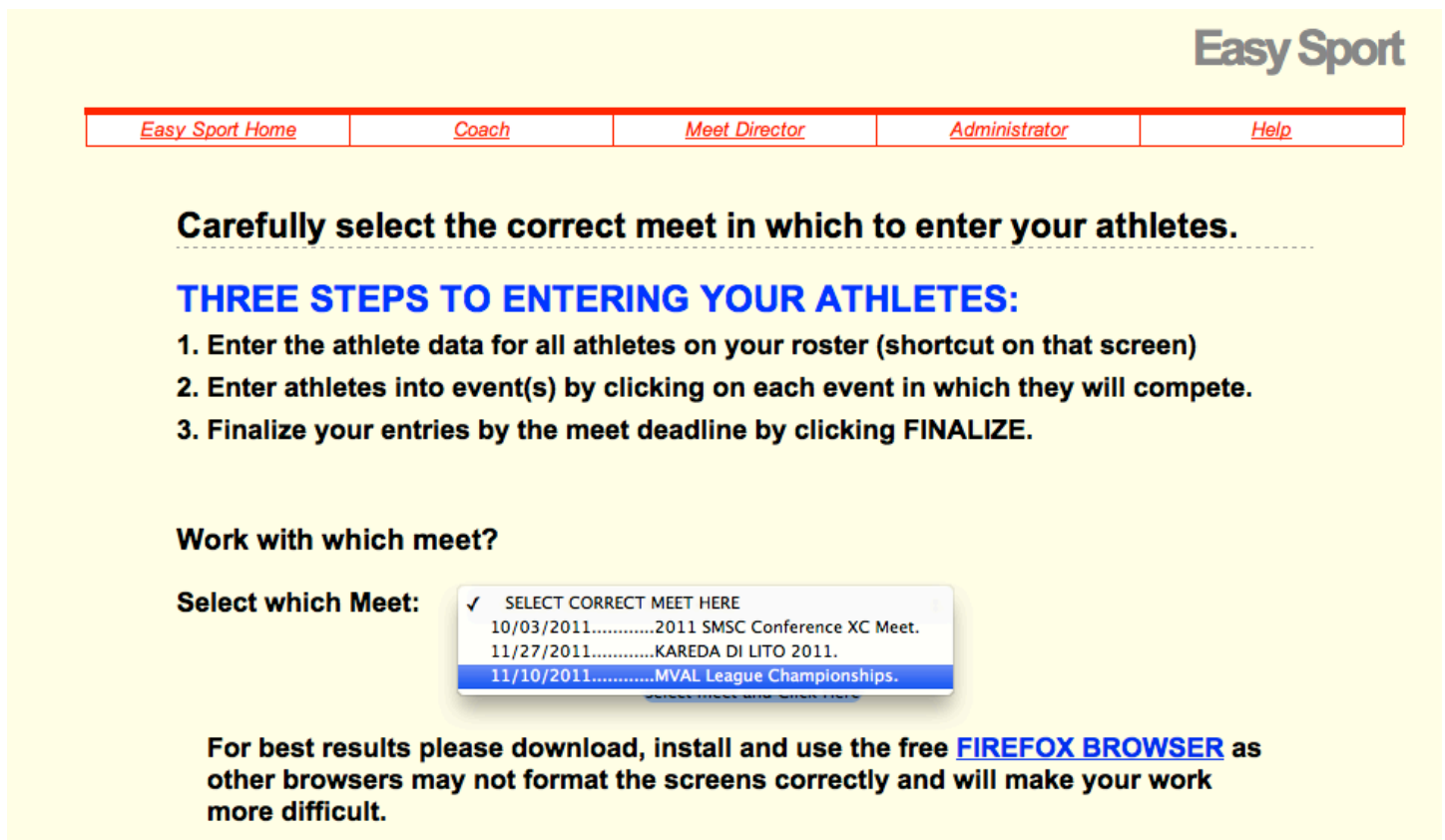


Cross Country Online Entry Instructions

First, please visit the following site that will act as the hub for all entries for this meet.

<http://www.goeasyware.com/easysport/easy/whichmeetlogin.php>

Next, we'll want to select our meet:



The screenshot shows the Easy Sport website interface. At the top right is the "Easy Sport" logo. Below it is a navigation bar with five links: "Easy Sport Home", "Coach", "Meet Director", "Administrator", and "Help". The main content area has a heading "Carefully select the correct meet in which to enter your athletes." followed by "THREE STEPS TO ENTERING YOUR ATHLETES:" and a numbered list of instructions. Below this is a section titled "Work with which meet?" with a "Select which Meet:" label. A dropdown menu is open, showing a list of meets with the date "11/10/2011.....MVAL League Championships" selected. At the bottom, there is a note about using Firefox browser for best results.

Easy Sport

[Easy Sport Home](#) | [Coach](#) | [Meet Director](#) | [Administrator](#) | [Help](#)

Carefully select the correct meet in which to enter your athletes.

THREE STEPS TO ENTERING YOUR ATHLETES:

1. Enter the athlete data for all athletes on your roster (shortcut on that screen)
2. Enter athletes into event(s) by clicking on each event in which they will compete.
3. Finalize your entries by the meet deadline by clicking **FINALIZE**.

Work with which meet?

Select which Meet:

- ✓ SELECT CORRECT MEET HERE
- 10/03/2011.....2011 SMSC Conference XC Meet.
- 11/27/2011.....KAREDA DI LITO 2011.
- 11/10/2011.....MVAL League Championships.**

For best results please download, install and use the free [FIREFOX BROWSER](#) as other browsers may not format the screens correctly and will make your work more difficult.

Upon selecting the correct meet, please click "Select Meet and Click Here"

Meet: MVAL League Championships

On: 11/10/2011

Is this the meet you wish to work on?

NO

YES

Obviously click "YES" if this is the appropriate meet.

REGISTRATION:

Meet: MVAL League Championships on 11/10/2011

If this is your FIRST TIME on this site, you will need to REGISTER in order to create an account (NO CHARGE).

If you have already established an account with an email and password, you simply need to log-in.

I need to Register, First Time on the site

Log in Now, I have Registered Previously

Registration is mandatory. The good news is this will only need to be done with every meet that utilizes this entry system. An account is mandatory in the event that you wish to update your entries, or process your athletes in batches.

Please click "I need to Register, First time on this site"

Meet: MVAL League Championships on 11/10/2011

This meet is only permitting COACHES to create entries.

[I am a COACH](#)

Entering athletes for a team

Click "I am a COACH"

Next, select the team for which you are a coach for. Enter the parameters in each of the boxes (make sure you provide a valid email account. Your email will need to be verified to make sure you aren't a spambot).

TEAM.....	<input type="text" value="James Logan High Sch"/>
First Name.....	<input type="text"/>
Last Name.....	<input type="text"/>
Cell Phone (Digits Only).....	<input type="text"/>
Phone (Digits Only).....	<input type="text"/>
Email used to activate account	
Email.....	<input type="text"/>
Re-Enter Email.....	<input type="text"/>
Enter Password.....	<input type="text"/>
Repeat Password.....	<input type="text"/>
Click to REGISTER	

After you've registered for the meet, please visit the registration site at:

<http://www.goeasyware.com/easysport/easy/whichmeetlogin.php>

After selecting the appropriate meet, you'll want to click the "Log in Now, I have registered previously" button.

ENTERING ATHLETES/MARKS:

Entering athletes is a two-step process.

Step 1: Enter your ROSTER

Step 2: Based off your ROSTER, assign each runner a DIVISION (ex. Frosh/Soph Boys)

Assuming you have logged in as a coach, you should see this page:

Easy Sport

Easy Sport Home	Logout	1. Enter/Add to Roster	2. Enter Athletes in Meet	3. FINALIZE Entries
Meet Entries Report	View Rankings (N/A)	Help	EasyWare	Easy Sport Home

Logged in as a Coach

Easy Sport

Easy Sport is the simple, no advertising site that helps you to complete your track meet entries quickly and easily so that the meet host can run an even better meet for you.

[Click here for a 4 minute video of how this process is done.](#)

If you are a coach or entry chair you will register with the site and then add your athletes to your team roster.

JUST CLICK 'COACH' ABOVE TO BEGIN YOU ENTRIES.

Then you will enter your athletes into their proper events giving seed marks where needed.

For Cross Country meets and Road Races, no seed mark is needed, just the selection of the correct event for each athlete.

Next you can download and print a report so that you can be sure about your entries.

Lastly you will FINALIZE your entries by the entry DEADLINE.

We will then email you a copy of your entries for you to verify prior to the meet.

For best results please download, install and use the free [FIREFOX BROWSER](#) as other browsers may not format the screens correctly and will make your work more difficult.

ALWAYS LOG-OUT WHEN FINISHED.

[Submit A Meet you are Hosting for Listing on EasySport](#)

Let's now select: **1. Enter/Add to Roster**

Here is where you enter your roster of athletes. Remember, we're going to assign the races that they will be competing in when we get to the next step.

Meet: MVAL League Championships on 11/10/2011

ENTRY DEADLINE: 11:59PM, NOV 8, 2011

Roster for TEAM: UNATTACHED

If you have a list from which you can cut/paste into a spread sheet (preferably), the **FIRST NAME, LAST NAME, GENDER (M/F), GRADE (9,10...)**, and **TEAM NAME** and **MEET NAME**, then we can import them for you within 24 hours. Send to the Webmaster below.

Finished Roster For Now

Enter athlete information for one athlete at a time. Click **ADD** to add the athlete you your roster of athletes.

Next, ENTER ATHLETES INTO SPECIFIC EVENTS. CLICK ENTER ATHLETES ABOVE WHEN READY.

NEW First Name NEW Last Name Gender M/F Grade/YR

	<input type="text"/>	<input type="text"/>	<input type="text" value="..F.."/>	<input type="text" value="0"/>	<input type="button" value="Enter Data then Click to ADD NEW ATHLETE"/>	
1	Aaron	Ford	M	Grade 10	Delete	Edit

Finished Roster For Now

After you've entered some, or all your athletes in, let's click the link on the top of the page that says: "2. Enter Athletes in Meet"

You should now see a screen like this:

The screenshot shows a web interface for entering athletes into a meet. On the left, there is a sidebar with a red instruction "Click an Athlete to begin." and a green button labeled "Finished For Now". Below this is a list of athletes, with "1 Ford, Aaron" selected, showing "M 10". The main area has a yellow background and contains the following text: "Meet: MVAL League Championships on 11/10/2011", "ENTRY DEADLINE 11:59PM, NOV 8, 2011", and "Athlete Meet Entry for UNATTACHED". There are two buttons: "HIDE INSTRUCTIONS" and "SHOW INSTRUCTIONS". Below these is a dropdown menu for "ALL Divisions" and a "Choose this Division" button. A blue instruction reads: "Select which DIVISION to show specific events and click CHOOSE: Events in this meet - CLICK ON GREEN EVENT BUTTON TO ADD FOR THIS ATHLETE BELOW." Below this is a table with three columns: "ENTERED IN EVENT (div)", "SEED MARK", and "Click to delete event". At the bottom, there is a note: "Edit if needed. Read directions by clicking SHOW INSTRUCTIONS." and a copyright notice: "Copyright © EasyWare 2011 Contact Webmaster".

To add your athletes into a race, simply select their name on the left hand side.

The screenshot shows the event selection interface for Aaron Ford. At the top, there are three green buttons: "2MI Run (1) [Frosh/Soph]", "2MI Run (3) [Jr.Varsity]", and "3MI Run (5) [Varsity]". Below these is the text: "Aaron Ford Grade: 10 MALE , Entered in events BELOW." and a red instruction: "CLICK EVENT BUTTON ABOVE TO ADD TO ATHLETE ENTRY BELOW." The background is yellow.

Now simply click which race they'll be running in! (A seed mark is obviously not necessary). Please repeat this step for all your athletes.

NOTE You may login and change your entries, add new entries, etc. up until the meet entry deadline.

TECH SUPPORT:

If you have any problems with any of these instructions, please feel free to contact Aaron at: aaron@fordtiming.com It is my hope that this guide will help walk you through this new entry system.