

## Steps to register and entry into Meet:

### TEAM /CLUB Registration

- Go to <http://system.meetentry.com>
- Select "Click Here To Register" - if already registered, go to step 5
- Create account (email address and password)
- Fill out account information (school or club, phone, etc.)
- When completed go to "Next Step: Select Your Team"
- Select your team from list or click "Add It" (located at bottom of page)

### ROSTER Registration

- Create roster (girls and boys) - fill out as much information as possible
- When completed go to "next step"

### MEET Registration

- Select track meet(s)
- Select event and use drop-down box to select athlete to compete in event
- Submit marks for athlete and select "save"
- When completed with event select "Done with this event"
- Continue this process until all athletes for your team have been entered

### PRINT Meet Information

- Select "Print this meet" to print your entries or save entries to your computer
- When completed with entries select "Done with this meet"

### To Review Entries

- Go to <http://system.meetentry.com>
- Login
- Click "Meets"
- Select the desired meet
- Select "Print this meet" (to save or print)
- When completed with entries select "Done with this meet"

### Questions?

Please contact:

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