TRACK AND FIELD
MileSplit Onboarding Guide

BC School Sports is pleased to be working with MileSplit as the newest BCSS partner for the upcoming track and field season. MileSplit is the premier database, event registration and results tracking platform that will enhance the experience for our coaches and student-athletes, while making it easier to administer invitation, zone, and provincial meets.

BCSS has worked with MileSplit to bring much of the school data into the system and will be working to import student-athletes from STARS into MileSplit, so a quick click will enter student-athletes into their respective meets. MileSplit works seamlessly with Hy-Tek Meet Manager. Post-event, all results will be posted back to MileSplit. While we encourage anyone running a school invitation meet to use the platform to handle registrations, even if your invitational meet doesn't use it, we will still post the results from the meet onto the BCSS specific page.

MileSplit will be the required platform for registration into Zone Championship meets and will be used for the Provincial Championship meet. Zone meet directors in partnership with our Provincial Meet Director will also be able to use the results to advance athletes to the Provincial championship. There is **no cost** to any BCSS member school to use the registration software.

Previously, zones using different registrations methods, and meet management tools led to issues and frustration in quick advancement of qualifiers to provincial championships. All nine BCSS Track and Field zones will now be able to use one platform to register athletes into their zone competition and advance athletes to the provincials. This will make it much easier and less time consuming for each zone meet director and the BCSS Provincial Championship Meet Director to manage qualifiers.

BCSS will have its own dedicated MileSplit site – **http://bc.milesplit.com.** We will have the ability to add past provincial and zone meet results as well as invitational meets from this year leading into zone and provincial meets. You can even add current and past league meets, if you have run a school meet this year or in the past 1-2 years, please send us the results file. The more we add the more robust the information.

Most coaches and athletic directors are familiar with using various database software platforms to register athletes. We are confident that the planning and steps we have taken will make the transition to MileSplit quick and painless. **Please take a few minutes to review the step-by-step directions**.

> ➢ BCSS has provided MileSplit with a list of all member schools along with a school-specific 4 letter School Code. MileSplit has set up a school account for each member school (including Athletic Director and coach information).
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> ➢ All nine zones will use MileSplit to register entries for their zone meet.
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> ➢ BCSS will provide zone meet information (dates, location, event specifics, meet director, etc.) for each zone championship to MileSplit.
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> ➢ MileSplit will set up the zone meets with this information and will work with meet directors to ensure that all information is accurate, and you are able to import the data into Hy-Tek. Zone Directors or Zone Secretaries will not need to set up the events unless they want unique or specific events to their meets outside of the standard BCSS events as listed in the Handbook.
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> ➢ BCSS will send relevant data (Name, Gender, First day of Grade 8) of registered student-athletes from STARS to MileSplit every week. This will create each athlete in MileSplit, for easy addition to events as well as tracking of results across multiple seasons.   We encourage all coaches to get their athletes into the system as quickly as possible, so that each student-athlete's profile is available as early as possible.
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> ➢ In the coming week, the athletic director on record in STARS, will receive an email inviting you to 'claim your school team'. This in essence updates the status of your team so that you can then start to assign athletes to their events.
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> > o At this point, you can add other coaches whom you may wish to have access. An AD or coach with access, will only have access to the student-athletes at their school.
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> > o Your athlete list as it appears in STARS will be there waiting for you in a drop-down menu. You will <u>not</u> need to manually add them, <u>nor</u> will you need to import them from a csv file.
> >
> > o If a student is not in your pull-down menu, it more than likely means that they have not yet been registered in STARS. Add them to STARS and we will update MileSplit. If you have added a student-athlete to

STARS, and after a week they are not in MileSplit, send an email to info@bcschoolsports.ca with the school name and student-athlete name for us to track.

o   Remember the **final deadline for athlete registration is April 19th** (any athlete registrations received after this date will be subject to applicable penalties).

COACH ONBOARDING WEBINAR (APRIL 12 OR 13)

Please click on the link to access the workshop/meeting:

Wed April 12 (3:30 - 4:00pm)

Thurs April 13 (3:30 - 4:00 pm)

Other Information

Creating an Account
(EVERYONE THAT NEEDS ACCESS FOR MEET ENTRIES – ADs & COACHES WILL NEED TO CREATE AN ACCOUNT BEFORE YOU REGISTER ATHLETES TO EVENTS FOR MEETS).

1. If you do not already have an account, create a free one at https://bc.milesplit.com/register by entering an email address and password.
2. When prompted to select your subscription plan, select "Free" and click next.
3. On the next page, you'll be asked which option best describes you. Choose "Coach" and click next.
4. When prompted to "Claim your School" (this will allow you to have administrator control of your school team), simply type the name of your school in the search bar and select it from the available list and then click continue.

For more detailed instructions on creating your account and claiming your team, visit our full support article here: https://support.milesplit.com/en/a/how-do-i-claim-my-team
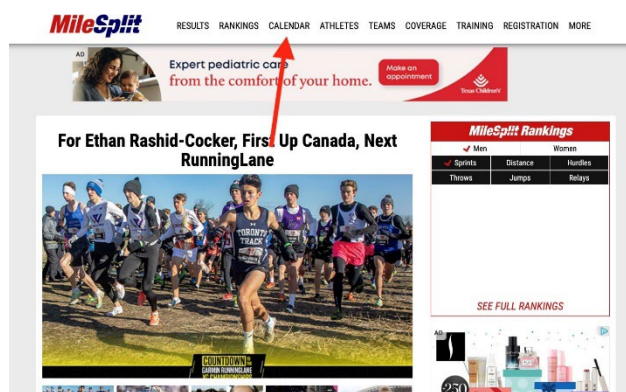
Note: If you do have an account, go to bc.milesplit.com/teams*, find your team, and submit a claim.*

Editing A School Roster (coaches and ADs should not need to do this but if you do, here are the directions):

1. MileSplit will automatically add the athletes to your roster via the official rosters submitted to BC School Sports. You will <u>not</u> need to update your roster or add additional athletes. <mark>If there appears to be an issue with your roster, please reach out to registration@milesplit.com and we will investigate it right away</mark>.

2. **Registering your Team**
   - ➢ To find the meet you want to register for visit bc.milesplit.com/calendar. If you are already on the BC MileSplit home page, you can simply click the "calendar" tab at the top of your screen.

   - ➢ Once at the calendar you can search for your meet by typing the name in the search bar, or by scrolling through the list in order of date. Then simply click on the name of the intended meet.

   - ➢ Follow the steps within registration to add your entries.

For more detailed instructions on registering for meets, please visit our full support article: https:// support.milesplit.com/en/a/how-do-i-enter-my-team-in-a-meet

As part of our partnership, we have a dedicated support person at MileSplit to support all our member schools and their MileSplit needs. Whether it be roster issues, or help setting up your invitational meet.

If you have any questions/concerns/issues, please reach out to:
registration@milesplit.com or jeffrey.oncken@flosports.tv.