



TRACK AND FIELD MileSplit Onboarding Guide

BC School Sports will be working with MileSplit again for the upcoming track and field season. As with the 2023 track and field season, BCSS will provide MileSplit with student-athlete information from STARS rosters to import into school team accounts on MileSplit's platform. Once the athletes are on your roster, it's a quick click to enter student-athletes into their events for the different meets that your school will be involved with.

All nine BCSS Track and Field zones will be required to use MileSplit for registration into Zone Championship meets and advancers for the Provincial Championship meet. 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 has its own dedicated MileSplit site – <https://bc.milesplit.com>. If you are new to the MileSplit platform, 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. If there is an error with the school listing on Milesplit, please contact Julie Stevens jstevens@bcschoolsports.ca at BCSS. **Schools are not permitted to change the 4-letter school code.**
- All nine zones will use MileSplit to register entries for their zone meet.
- BCSS will provide zone meet information (dates, location, event specifics, meet director, etc.) for each zone championship to MileSplit.
- MileSplit will arrange the zone meets using this information and collaborate with zone meet directors to guarantee accuracy, enabling seamless data importation into Meet Pro or 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.
- BCSS will send relevant data (Name, Gender, First day of Grade 8) of registered student-athletes from STARS. We encourage athletic directors and coaches to get their athletes into STARS as quickly as possible. **Please note adding a student-athlete to your STARS roster does not instantaneously sync to MileSplit. (refer to the table below to assist with your planning).**

BCSS Export to MileSplit	MileSplit Upload to School Rosters	Teams can assign student-athletes to meets
April 2 (Tues)	April 3	April 4 (3:00 pm)
April 8 (Mon)	April 9	April 10 (3:00 pm)
April 15 (Mon)	April 16	April 17 (3:00 pm)
April 22 (Mon)	April 23	April 24 (3:00 pm)
APRIL 24 - Athlete Registration Deadline		
April 26 (Fri)	April 29	April 29 (3:00 pm)
May 1 (Wed)	May 2	May 2 (3:00 pm)
May 3 (Fri)	May 6	May 6 (3:00 pm)
May 8 (Wed)	May 9	May 9 (3:00 pm)
May 10 (Fri)	May 13	May 13 (3:00 pm)
May 13 (Mon)	May 14	May 14 (3:00 pm)
May 15 (Wed)	May 16	May 16 (3:00 pm)
May 17 (Fri)	May 21	May 21 (12:00 pm)

- This week, the athletic director of 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.
 - Once the team is claimed, you can add other coaches whom you may wish to have access to your team. An AD or coach will only have access to the student-athletes at their school.
 - ***If you claimed your team during the 2023 Track and Field or XC Season, you do not need to submit a new claim, you already have full access to manage your Track and Field team.***
 - Your athlete list as it appears in STARS will be there waiting for you in a drop-down menu (on April 4). You will not need to manually add them, nor will you need to import them from a csv file.

Remember the **final deadline for athlete registration is April 24th** (any athlete registrations received after this date will be subject to applicable penalties).

BCSS will be coordinating more information packages and webinars to assist schools with their onboarding process and assigning athletes to meets. Look for the webinar dates to be released after spring break.