Meet Entries With TrackMate Online

This short tutorial gives instructions for putting entries into a track meet using TrackMate Online.

Step 1: Enter Athlete Rosters

When you first login, you will see a table that shows each of the divisions that are in the meet. The first step is to enter your rosters by clicking on the **Roster** button beside each division. This will take you to a page with a list of all of the athletes in the roster. This list will initially be empty. To add one or more athletes to your roster, press the **Add New Athlete(s)** button at the bottom of the table.

You can add as many athletes as you want to a roster at one time, although there is a limit of no more than 100 athletes in the roster for each division. To enter multiple athletes, just put each one on a line by itself. When you have typed in the name(s), press **Create** and the athletes will be added to your roster. Note that if you have a list of athletes in a spreadsheet, you can copy and paste them directly into the list.

When you have finished adding athletes to the roster, press the **Done** button to go back to the main page. You can always return and add more athletes to the roster later if needed.

Step 2: Add Entries In Events

Once you have filled your roster for a division, you can put athletes into their events by pressing the **Entries** buttons beside the division names on the main page. When you press **Entries**, you will be taken to a page that shows a list of all event types in the meet. To add or change entries in an event, press the **Edit** button beside the event.

When you edit an event, you will be taken to a page with a selection box for each slot in the event. The selection box will contain the names of all athletes in the roster. Just select the athletes that you want to put in each position. If you want to use qualifying times or distances, enter them into the appropriate boxes as well. When you are finished editing an event, press **OK** to be taken back to the list of events.

Step 3: Printing Entries

An easy way to check your entries is by printing a summary sheet which shows them all. If you press the **Print Summary** button on the main page, you can generate a PDF file that you can download to your computer. This PDF file can be viewed on the screen or printed, so that you can easily check your entries.

Finishing Up

As you add or change entries, they are automatically stored in the database. When you finish, you may press the **Logout** link below the list of divisions on the main page to log out of the meet. You can always log back into the meet at a later time to add or change entries. Note that when the date of the meet approaches, the meet administrator may want to close online entries so that he can download the entries into TrackMate. To prevent further changes to the meet, he may "lock" the meet. Once the meet is locked, you will no longer be able to make any changes to rosters or entries. If you try to make changes, you will receive an error indicating that the meet is locked, and changes are no longer allowed.