



How to Submit Entries Online (Cross Country)

Before submitting entries, your roster must have the athletes you wish to enter. For more information on setting up or maintaining your roster you must enter the set up roster screen.

1. You must first have a log-on and a password from CFPI or your meet's director to be able to use the online system. Email entries@cfpiming.com for this information or your meet director.
2. At the home registration page use your user id/ log-on and your password to enter the system.
3. You will see a section on the home page for Meets and a drop box. You need to choose the meet that you are wishing to register for from the drop down box. The list will show all of the meets available for online entries for your team. You will submit your entries one event at a time. You will not be able to register for a meet unless you have email a request to be included in the meet you want.
4. To register for a meet, click the drop box under meets. Remember you must have already submitted a roster in the system before you can enter a particular meet. Choose the meet to enter. Next click on the Register for this meet box.
5. The meet registration screen appears and a drop box of schools/ delegations also is on the screen. You now choose your school/ delegation. **Do not create a new delegation!!!!** You have already had a delegation made for your team. When you choose your delegation from the drop box your roster will appear in the left column and then choose your delegations in the entrant drop box under the Entrants column on the right.
 - a. Your active roster will appear in the LEFT BOX. Click on and highlight the athlete you wish to register into this meet.
 - b. Click on the blue arrow between columns to move the athlete to the entry list on the right column.

YOU MUST DO THE NEXT STEP OR THE ATHLETE WILL NOT BE IN AN EVENT FOR THE MEET AND NOT ALLOWED TO RUN!!!!

Click on and highlight the athlete's name you just put in the meet entrant column (right hand column.) Next click on the icon that looks like a keyboard (to the left of the entries column.) When you click on this icon it takes you to the entrant editor screen. This is where you must choose event you will enter the athlete in. You can also edit all of this athletes information that you put in during the roster section. Now you must enter the athlete in a particular event in the event information at the bottom of this screen in the event drop boxes. There are 5 drop boxes of events for athletes to be entered in. Click on the drop box for event one and then choose the event that you want to put this athlete to participant in. Make sure that you put athletes into the right gender event. Next put in the athlete's scratch score (seed time or mark) in the next box in the following manner. (ie: 18:35.00) (ie: MM:SS.TT) If you leave the scratch score blank it will be a no time and that is the time that will seed the athletes. It is not necessary to have a scratch score for cross country races.

- c. Do Not change the division blank and do not remove the check for metric.
 - d. You must next click on the post changes to submit this athlete's entry.
 - e. Repeat steps (a)-(e) for each athlete that you want to participate in the meet. **YOU MUST PUT EVERY ATHLETE ON YOUR ENTRY LIST INTO A EVENT OR THEY WILL NOT BE IN A RACE FOR THIS MEET AND NOT ALLOWED TO PARTICIPATE!!!!**
 - f. Review your entries by looking at the .pdf file that you can click to see by clicking on the print roster for this delegation.
 - g. If you have made an error or would like to delete an athlete in the RIGHT COLUMN, click on and highlight that athlete in the RIGHT COLUMN and click on either the edit icons or the links to edit or delete under the right column.
 - h. Next your should print your roster for your school/ delegation for this meet and keep it for your records.
6. You can edit your entries at anytime before the entry deadline by repeating the entry steps to add or delete of edit your entries. Once the deadline for entry is past the system will lock you out and you will not be able to make changes, adds or deletion to your entries. Be sure to enter by the deadline. Make necessary changes as necessary. Your previous entries will be over-written.
 7. Next click one the return button at the top left of the screen to return to the homepage of the registration system.
 8. Now you can either print your entrants for any games/ meet or have an email sent to you confirming your entries. Choose a PDF file or an email. If you choose an email confirmation then the email box will appear with your email address that was supplied to CFPI. If you want to change or edit this email address you may do it in the email box. Next click on the E-Mail roster for a confirmation to be sent to the address supplied.

You can receive email confirmation of your entries by clicking the link at the bottom of the home registration page. Emails will be sent to the email address in your account profile or you can change it.