

## **Instructions for coaches entering online for the 2018 VHSL Class 5 and 6 State Indoor T&F Championships. Follow the links below to register online:**

VHSL Class 5 - <http://va.milesplit.com/meets/295322/registration>

VHSL Class 6 - <http://va.milesplit.com/meets/295323/registration>

\* Entries will be done online through MileStat.com and the MileSplit registration system.

\* The entry deadline for coaches is 11.59 AM on Sunday, February 18, 2018 (unless regional representative decides on an earlier deadline for their region).

\* **Regional Reps: Your region's state meet entries must be verified online in the entry system by 5:00 PM Sunday February 18<sup>th</sup>. A performance list will be posted by 6:00pm so that coaches may check their entries. Email any manual corrections or updates to Vincent Pugh: [vapugh1va@gmail.com](mailto:vapugh1va@gmail.com).**

\* Coaches can email scratches to Vincent Pugh no later than 4:00 pm on Monday, February 19<sup>th</sup>.

\* Entry system will not allow coaches to override and manual input a time/mark. System will generate the athlete or relay's season best performance according to the MileStat.com database. **Please make sure that your seasons' best performances are currently reflected on the site.**

\*\* Limit 3 running events per athlete who qualified. When athletes are entered in those events, they are considered to be **"declared"** for those events. If they are scratch out of an event, then that event still counts towards their 3 running event limit.

\* When entering relays, make sure you select the check boxes of all potential relay legs (especially legs not already entered in individual events) to insure they are part of your state meet team roster. Do not select more than 6 relay legs as hy-tek will only download a max of 6 legs and you will then have some athletes not downloaded into your meet roster. You cannot run an athlete in a relay at the state championships who is not part of your state meet roster, so this is an important instruction! Enter only your 4 relay legs and your two potential alternates, not other spectator-only student-athletes!

\* Please ensure that your athletes have the correct spelling and graduation years listed.

\* To generate a new and improved season best seed time listed in the database, deselect an individual or relay entered (check off the entry's check box) then re-select that individual or relay to be entered in the event and the new season best performance should be reflected in the automatically generated and verified seed.

Direct all questions or issues with the entry system to Vince Pugh, 757-635-8284. Direct questions regarding meet itself to: Ray Smith @757-810-8338, [rsmith@hampton.k12.va.us](mailto:rsmith@hampton.k12.va.us), Eddie Williams @ 757-812-2314, [Edward.Williams@hii-nns.com](mailto:Edward.Williams@hii-nns.com) or Dave Davis @ 540-659-2351, [davidw53@gmail.com](mailto:davidw53@gmail.com) .