

[**nj.milesplit.com**](http://nj.milesplit.com) **>** [**Calendar**](http://nj.milesplit.com/calendar) **> Find our meet pages**

* **Claim Team -** [**MileSplit Team Pages**](http://nj.milesplit.com/teams) **-** [**Claim Team / Roster Video Tutorial**](https://www.youtube.com/watch?v=pAs1Tt8hN18)
	+ If you have already claimed your team while entering the NJSIAA meets you are all set and can continue to editing / managing your rosters after logging in.
	+ If you haven't claimed your team in the past go to the TEAMS page, find your team, claim it on the bottom right. Please provide a school email or another way for the webmaster to quickly verify your coaching connection with the school.
	+ The webmaster will approve your claim within 24 hours if not immediately.
* **Editing Team Rosters -** [**Claim Team / Roster Video Tutorial**](https://www.youtube.com/watch?v=pAs1Tt8hN18)
	+ These MileSplit rosters replace your Hytek rosters, it is important to maintain them.
	+ Once you have claimed your team and are approved, go to your team page and click on the Team Manager button located under the team name.
	+ There you should see a menu to the left, click on Roster. If the menu is one color or hard to see try to change the colors.
	+ Please do not "delete" athletes by changing their name to someone else, every athlete has their own career stats profile that never disappears.
	+ **\***If you see misspellings click the name and make the correction.
	+ **\***If you see duplicate athletes report them to rkellert@milesplit.com for merging.
	+ **\***If an athlete does not have a graduation year add it, lets the program know when to push athletes to the alumni page and ranks them correctly by grade in the database.
	+ **\***The XC and TF tags designate the rosters that will be available during online registration. Please make sure that athletes needed for the meet have the correct tags.
	+ If you need new athletes not listed click Add Athlete and fill out their basic information.
	+ If there are graduated athletes on your roster, give them an appropriate graduation year to move to alumni.
* **Entering a Meet Online -** [**Meet Entry Video Example Tutorial**](https://www.youtube.com/watch?v=-8tIE9cSyIc)
	+ You should have already claimed your team and managed your roster.
	+ Click the NJ MileSplit site's calendar and find the meet page.
	+ On the meet page you will see a green 'Register Online Now' button.
	+ From there you will enter your school and fill out the needed information.
	+ Make sure you CHECK BOX the correct divisions or else no events will show and you'll have to Edit Divisions Entered on the edit entries page to the right.
	+ After entering the divisions you will see all the events where you can enter the athletes.
	+ When entering relays please type the order number to the right so the correct names are listed on the results. When all athletes are entered click Done Editing.
	+ You can always go back and edit entries via the green Register Online Now button.
	+ Seeds will be periodically updated for you by the webmaster. Verified seeds only.

*Run into problems or questions? Contact rkellert@milesplit.com with details such as team, meet, etc...*