



Setting up your Roster-New Users

These instructions are designed for first-time users or coaches with NO athletes on their roster. For more information on adding/editing/deleting athletes, go to the Online Help and Instructions Manual.

1. Go to <http://www.cfpitiming.com> or <http://webreg.bespoke.com/>
2. In the login prompt, enter your username and password and click Login. (Remember that your password is case-sensitive. Use upper and lower case letters where appropriate).
3. Before submitting entries, you must setup your rosters.
4. In the roster portion of the registration system you next need to go to manage your roster. You then choose your delegations/ school out to the drop box.
5. If this is your first time to set up your roster the screen says that there are no entrants registered in this delegation. Just under this line is a link that says Add a new entrant to this delegation. Click here to add people to your roster. Next you see the entrant editor screen. This is where you enter information about each of the athletes that will be on your roster. Fill in the first name, middle name (optional), last name, gender (male or female) and school year (years are applicable for both college and high school events) of each athlete. Fill in the form accurately. What ever you put in the system is what will be used for the meet. A meet may charge a change fee for any incorrect entered information that must be manually changed from the online system.
6. Suffix, date of birth, age, shirt size, address and email are optional. Fill in the form accurately.
 - a. Use Upper-Lowercase format for names (i.e. John Smith, Rebecca Van Horn).
 - b. Do NOT use all capital letters.
 - c. Do NOT use all lowercase letters.
 - d. Double-check spelling (what you enter is what you get on the reports)
 - e. When you are satisfied with the screen, click Post Changes. NOTE: You will repeat this process for all athletes on your roster.
7. To edit or delete a previous entered athlete, highlight their name in the entrants in this delegation box. To delete this athlete click on the minus (red) button or to edit the athlete click on the keyboard (second) button. To go to add an additional athlete and follow the steps in #5 and 6 click on the plus (green) button. You can also use the quick links at the bottom of the roster box for adding, editing and deleting an athlete from your roster.
8. To view or print your roster, click the "Print a roster for this delegation" link on the roster manager page.
9. Once you have completed your roster, use the return button at the top left to return to the home page of the registration system.
10. Once you have returned to the home page of the registration system you are now ready to enter your athletes into a meet. Please follow the instructions of entry into Meets for your next steps.