



How to Submit Entries Online (Track & Field events)

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 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 your team is approved and available for online entries. If the meet you want is not shown then you have not requested entry via email into this meet or you are not approved for this meet.
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. When you choose your delegation from the drop box your roster will appear in the left column and your delegations will appear under the Entrants column on the right. ***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** to move the athlete to the entry list on the right.

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

The Athlete screen will appear. You must now choose a event for that athlete to be entered into. You now see all of the information that you entered for the athlete in the roster section. Now you must enter the athlete in a particular event in the event information at the bottom of this screen. Click on the drop box for event one and then choose the event that you want to put this athlete into. Next put in the athlete's scratch score (seed time or mark) in the next box in the following manner. (ie: 7.22 or 18:35.22, or leave blank for no mark) Do not remove the check for metric for running events. If entering a field event put in the mark as follows (ie: 12.55) You must enter a metric mark and not a English mark, make sure that the metric box is checked. Leave the division blank. Do all events for this athlete before clicking on post changes for this athlete. When you click on post this submits the entries for this athlete. **For Relays:** When entering a relay you have to put that relay in the event box for each of the individuals that will run in that relay. You choose the relay in the event drop box and then what position they will run (you can change at check in with relay card) and if the relay is a A, B, C, etc. You are not locked into the participants for the relay. This just enters the relay for your school.

You must next click on the post changes to submit this athlete's entry.

- c. Repeat steps (a)-(e) for each athlete that you want to participate in the meet. **YOU MUST DO THIS FOR EACH ATHLETE ON YOUR ENTRY LIST OR THEY WILL NOT BE IN ANY EVENTS FOR THIS MEET AND NOT ALLOWED TO PARTICIPATE!!!!**
 - d. Review your entries in the RIGHT box.
 - e. If you have made an error or would like to delete an athlete in the RIGHT BOX, click on and highlight the athlete in the RIGHT BOX and click on either the icons or the links to edit or delete.
 - f. Next, you 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 or 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 cutoff 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 should now either print your roster for any games/ meet or have an have an email confirmation sent to you confirming your entries. Choose a PDF file or an email from the drop down box at the bottom of the registration home page. 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 and should receive email confirmation of your entries by clicking the link at the bottom of the home registration page where you log in. Emails will be sent to the email address in your account profile or you can fill in where you want it sent to.