

ROPSSAA On-Line Track & Field Entry Procedures

1. Go to the website www.trackdatabase.com.

Register

*(Note: If you have registered in this website before, you can use your previous username and password, and move on to **Join a Meet** below.)*

1. Click **Register** in the left menu.
2. Click **OFSAA**, unless you are one of the following schools: Brampton Christian, Mentor College, Mississauga Private, Queensway Christian. These 4 schools should select **Other**.
3. Type a username and password in the space provided. *(Note: Record this information, so that you can use it any time, including NEXT YEAR.)* Select **Region of Peel** from the **Region** menu and then your school from the **Team** menu. Click **Register**.
4. Complete the Team information. Click **Submit**.

Joining the Meet and Entering Athletes, Wildcards and Relays

1. To join the ROPSSAA 2009 meet, click **Join a Meet** in the left menu.
2. Type **4ESEN** in the Meet Code menu. Click **Join Meet**.
3. Click **Edit Entries** on the right side of the screen.
4. **To start selecting wildcard events**, click **Edit** located beside Wildcard Entries. This is where you will choose the events to use your wildcards. Remember, a maximum of 2 wildcard entries per event per age category. Click **Submit** at the bottom of the page to save the data entered. You have now selected your wildcard events.
5. **To start entering athletes**, click **Add Athlete** to start entering your athletes. Check the **box(es)** beside the event(s) to register for it. Seed times and marks should be entered for all events in the box provided. Click **Submit** at the bottom of the page to save the data entered. *(Note: By doing step #4, the program will allow you to add your extra wildcard athletes into the event(s) you want. The wildcard entries WILL NOT be marked on your printout.)*
6. **To start entering relays**, click **Edit** located beside Relay Entries 'A'. Choose all the relays you want to enter. Seed times must be entered in the box provided. Registering athletes for relays is done here as well. Click **Submit** at the bottom of the page to save the data entered.
7. Now that you have completed your entries, click **Logout** in the left menu.

Congratulations!! You are now entered in the ROPSSAA 2009 Track & Field Championship.

Other Important Items:

1. On-line entries can begin **Wednesday April 1, 2009**.
2. Once you logout, you can revisit your entries, make changes, add seed times, and delete or add athletes as often as you want until the deadline date.
3. The deadline date is **Tuesday May 12, 2009 @ 3:00 pm**.
4. The website will e-mail you a confirmation of your entries **Wednesday May 13, 2009**.
5. Print your entries and post them so that athletes can check to see if they are entered in the correct event and age level. If there are changes to be made, you still have time before the deadline date.

Good Luck and Have a Great Track & Field Season!