



## CROSS COUNTRY MileSplit Onboarding Guide

BC School Sports will be working with MileSplit again for the upcoming cross country running season. As with the previous track and field season, BCSS will provide MileSplit with student-athlete information from STARS rosters to import into school team accounts on MileSplit's platform. Once the athletes are on your roster, it's a quick click to enter student-athletes into their events for the different meets that your school will be involved in.

All nine BCSS Track and Field zones will be required to post zone results to the MileSplit site and to use MileSplit for advancers to the Provincial Championship meet. This will make it much easier and less time consuming for each Zone Meet Director and the BCSS Provincial Championship Meet Director to manage qualifiers.

BCSS has its own dedicated MileSplit site – <https://bc.milesplit.com>. If you are new to the MileSplit platform, please take a few minutes to review the step-by-step directions.

- BCSS has provided MileSplit with a list of all member schools along with a school-specific 4-letter School Code. If there is an error with the school listing on Milesplit, please contact Harp Sohi [hsohi@bcschoolsports.ca](mailto:hsohi@bcschoolsports.ca) at BCSS. **Schools are not permitted to change the 4-letter school code.**
- All nine zones will use MileSplit to register entries for their zone meet.
- BCSS will provide zone meet information (dates, location, event specifics, meet director, etc.) for each zone championship to MileSplit.
- BCSS will send relevant data (Name, Gender, First day of Grade 8) of registered student-athletes from STARS. We encourage athletic directors and coaches to get their athletes into STARS as quickly as possible. **Please note that adding a student-athlete to your STARS roster does not instantaneously sync to MileSplit. (refer to the table below to assist with your planning).**

### Coaches' Onboarding Assistance

<https://support.milesplit.com/s/onboarding/bcss-coach-onboarding>

BCSS Export to MileSplit	MileSplit Upload to School Rosters	Teams can assign student-athletes to meets
Oct 7 (Mon)	Oct 8	Oct 8 (3:00 pm)
<b>OCT 16 – ATHLETE REGISTRATION DEADLINE</b>		
Oct 15 (Tues)	Oct 16	Oct 16 (3:00 pm)
Oct 18 (Fri)	Oct 18	Oct 18 (5:00 pm)
Oct 21 (Mon)	Oct 22	Oct 22 (9:00 am)
<b>OCT 23 – ZONE COMPLETION DEADLINE</b>		

### STEP 1: Claim your team

You will need a MileSplit account to register athletes for your XC meets (if you do not have an account see step 2):

- If you as the Athletic Director and/or coach have a MileSplit account, you will not need to set up a new account. You can go into the [bc.milesplit.com](http://bc.milesplit.com) site and claim your team for the upcoming season. The school team must be claimed prior to being able to add athletes to any meets using MileSplit for registration.
- When prompted to “Claim your School”, simply type the name of your school in the search bar and select it from the available list and then click continue.

#### Claim your school.

Your school may already have a profile on MileSplit.  
Search for it below to connect it to your account.

Lawrence North High School  
7802 Hague Road Indianapolis, IN, USA
●

Bedford North Lawrence High School
○

For more detailed instructions on claiming your team, visit our full support article here - <https://support.milesplit.com/s/article/How-do-I-claim-my-team>

### Step 2: Create an Account

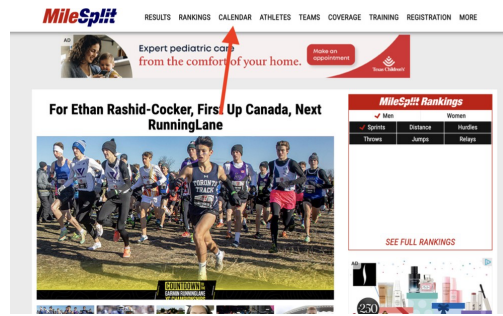
- If you do not have a MileSplit account, please create a free account [here](#). Use your email address for the username and create a password.
  - When prompted to select your subscription plan, select "Free" and click "Next."
  - On the next page, you'll be asked which option best describes you. Choose "Coach" and click "Next."
  - **PLEASE NOTE:** Your account will need to be verified and approved by MileSplit before it can be activated to allow you to add athletes to meets. **This process can take 24-48 hours, so it's best NOT to wait until your meet entry deadline to set up your account.**

For more detailed instructions on creating your account and claiming your team, visit our full support article here - <https://support.milesplit.com/s/article/Create-a-MileSplit-Account>

### Registering your Team/Athletes

1. To find the meet you want to register for visit [bc.milesplit.com/calendar](http://bc.milesplit.com/calendar). If you are already on

the BC MileSplit home page, you can simply click the “calendar” tab at the top of your screen.



2. On the calendar you can search for your meet by typing the name in the search bar, or by scrolling through the list in order of date. Once you have found your specific meet on the calendar, simply click on the green “Registering Now!” link beneath the name of your meet.

10/19	BCSS Zone Championships - Vancouver Island	Victoria, BC
	<a href="#">Registering Now!</a>	
10/21	BCSS Zone Championships - North Central	Vanderhoof, BC
	<a href="#">Registering Now!</a>	
10/21	BCSS Zone Championships - Northwest	Hazleton, BC
	<a href="#">Registering Now!</a>	
10/24	BCSS Zone Championships - Thomson Okanagan	Salmon Arm, BC
	<a href="#">Registering Now!</a>	
10/25	BCSS Zone Championships - Eastern Valley	Aldergrove, BC
	<a href="#">Registering Now!</a>	
10/25	BCSS Zone Championships - Fraser North	, BC
	<a href="#">Registering Now!</a>	
10/25	BCSS Zone Championships - Kootenays	Salmo, BC
	<a href="#">Registering Now!</a>	
10/25	BCSS Zone Championships - Vancouver Sea to Sky	Vancouver, BC
	<a href="#">Registering Now!</a>	
10/26	BCSS Zone Championships - South Fraser	Surrey, BC
	<a href="#">Registering Now!</a>	

3. Follow the steps within registration to add your entries. Do not change your athlete information as it appears on your MileSplit roster or add any new athletes. All athlete information has been exported from registrations as they appear on your school STARS roster. Please reach out to BC School Sports if you need assistance with editing athlete names or genders.

4. When you reach the step to select divisions for the Zone Meet, ensure that you only select the Senior divisions that align with the classification your school is competing in:

**Choose Divisions**  
Select the Divisions your athletes will compete in.

Important: Removing a division will automatically unregister any athletes from events within that division.

**HS Boys**  
**Girls 2A - Senior**

Girls 5000 Meter Run	0 Entries	▼	<a href="#">ADD ENTRIES</a>
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**Girls Junior**

Girls 4000 Meter Run	0 Entries	▼	<a href="#">ADD ENTRIES</a>
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**Boys 2A - Senior**

Boys 5000 Meter Run	0 Entries	▼	<a href="#">ADD ENTRIES</a>
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5. On the final page of registration, you will be asked to declare which of your athletes are competing in each event associated with the divisions you selected. Click the “Add Entries” button next to an event:

6. Select the names of athletes competing in that event by clicking on the check box next to their names on the right-hand side. Once all athletes for that event are registered, click the save button and repeat the process for the other events your team will be competing in.

**Girls 5000 Meter Run Entries**

Missing athletes? Try the search or updating the roster. Athletes in the roster checked for CC will appear.

**Athlete Pool**

Search Athlete

**Athletes**

- ADD ALL
- Capri Alejandro
- Alexi Alejandro
- Jocelyn Aguila
- Addison Badillo
- Avery Badillo
- Raelynn Barrera
- Keke Bean
- Claire Bean
- Katelyn Bean
- Raelen Betcher
- Lillian Burger
- Brylee Clark

**Save & Return to Event List**

For more detailed instructions on registering for meets, please visit our full support article <https://support.milesplit.com/en/a/how-do-i-enter-my-team-in-a-meet>

If you have any questions/concerns/issues please reach out to [support@milesplit.com](mailto:support@milesplit.com)