Cross Country Sectional & Subsectional Meet Entry

Last Revised: October 18, 2020

1. Login as the Cross Country Meet Manager user. If you don't login using this account you will not have access to the form.

   Username: xcmeet

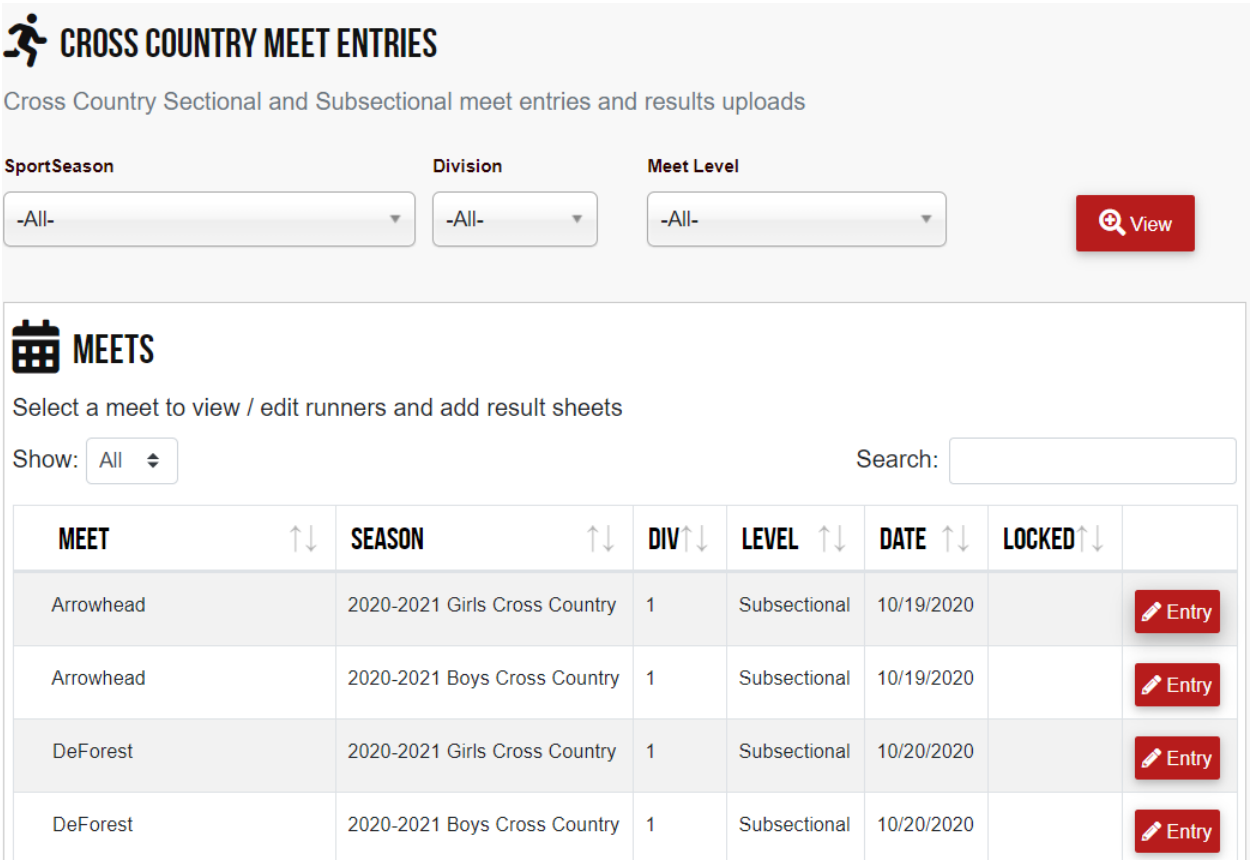
   Password: xcmeet!

2. Open the Cross Country Meet form from the following URL: https://schools.wiaawi.org/Sports/CrossCountry/MeetEntry

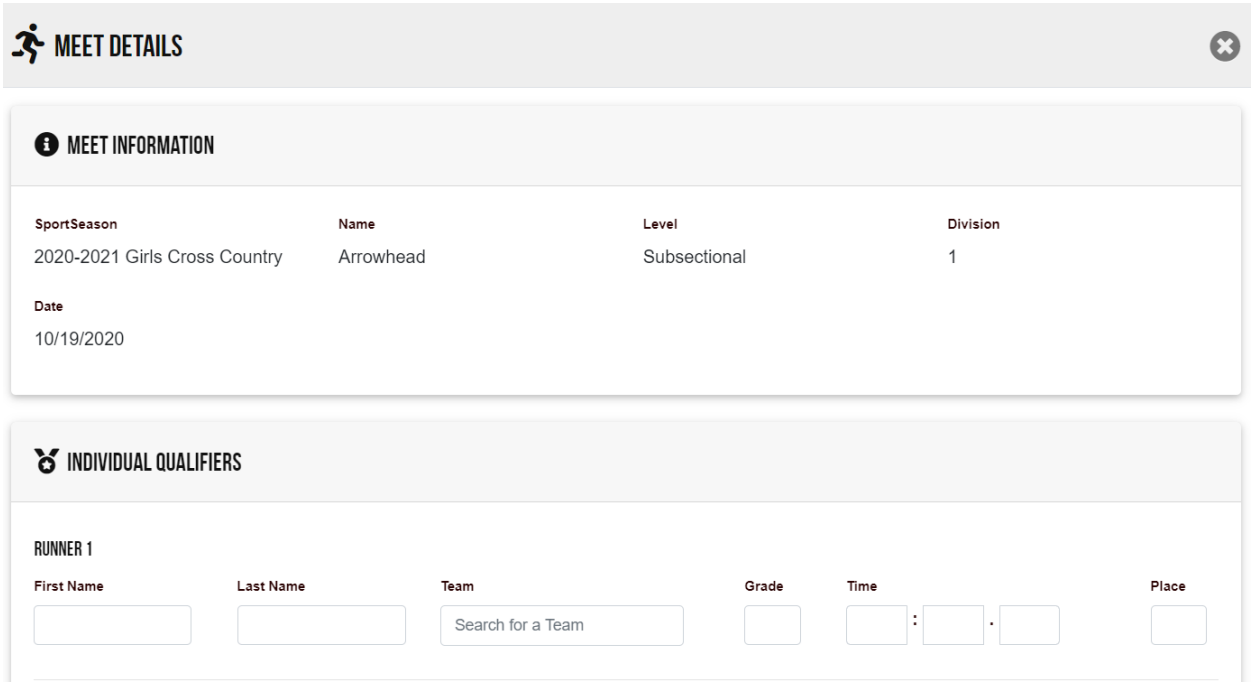
   Or

   Open the School Directory and select 'Forms' | Cross Country Sectional Entry

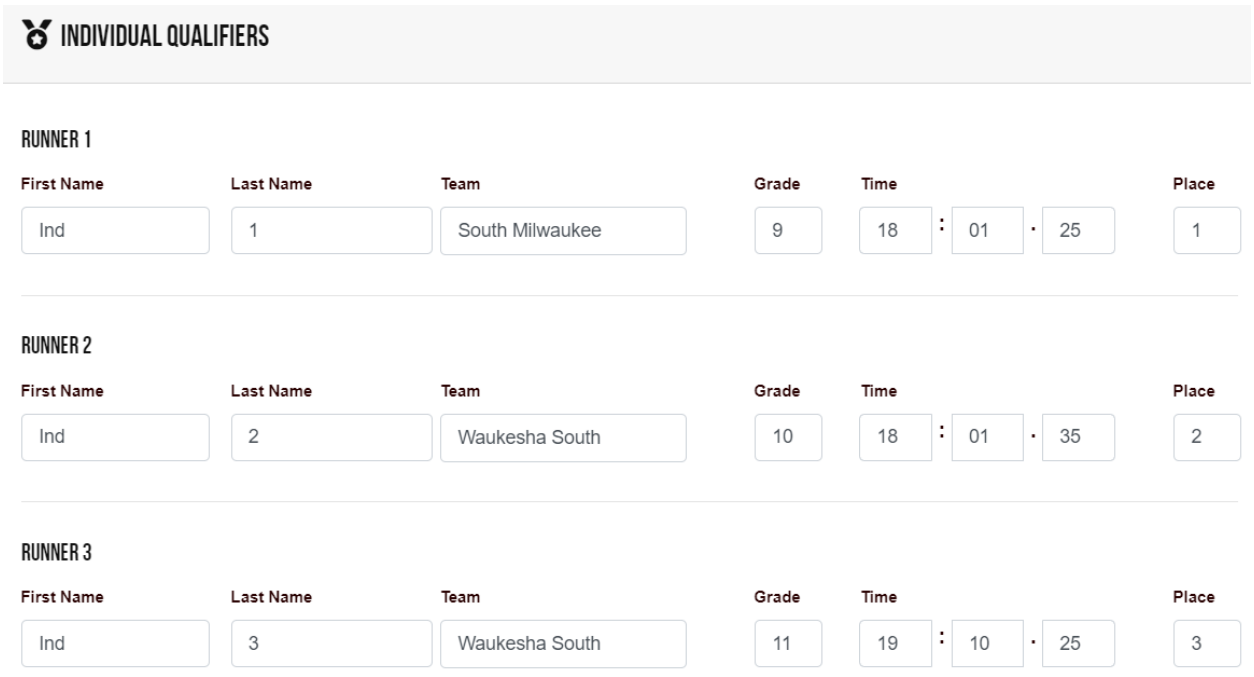
3. From the list of Meets select a sectional / subsectional to enter results for by clicking the red 'Entry' button.



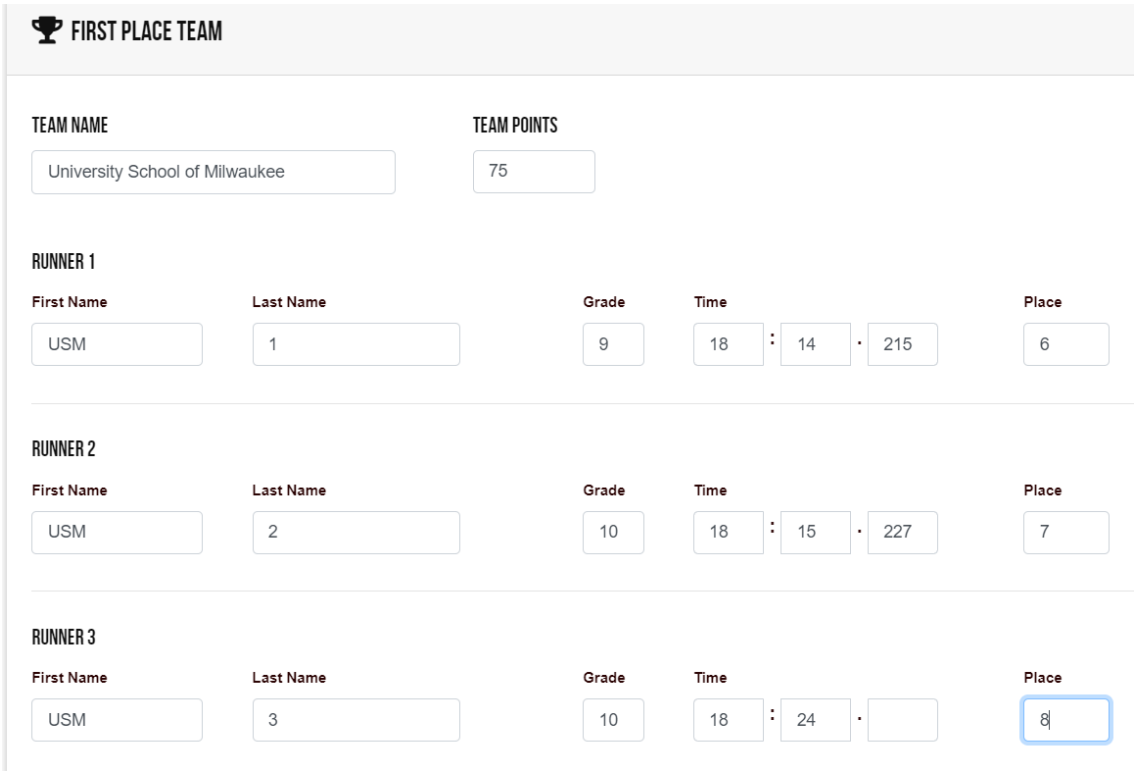
4. The Meet Entry form will open as show below



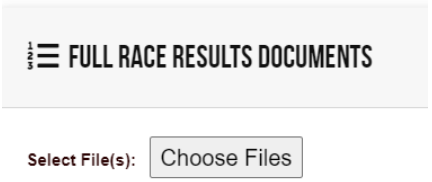
5. Provide the Individual Qualifiers. To select the individual runner's team, begin to type the team name in and select it from the list that appears as you type.

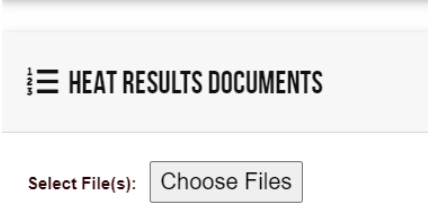


6. Next enter the first and second place teams and the qualifying runbers. Again, select the team by entering the first few letters and selecting it from the list that appears.



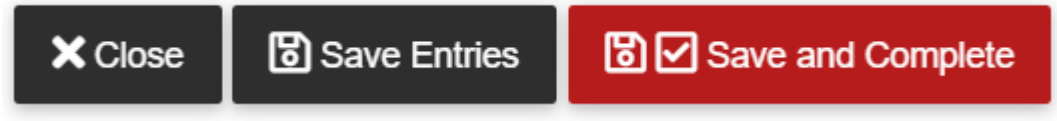
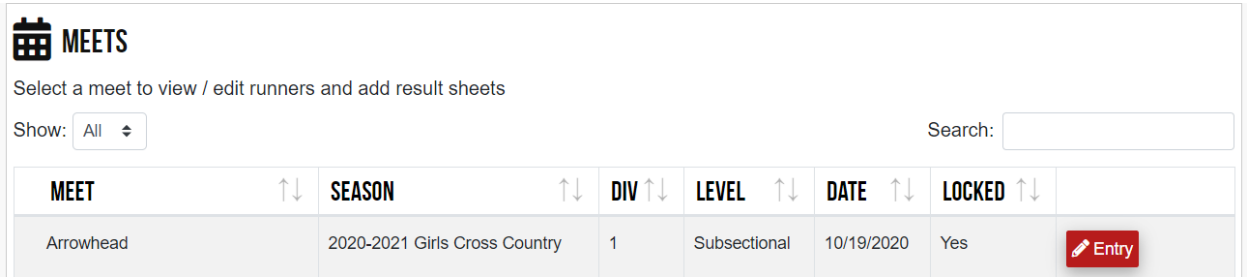
7. Next upload the full results for the meet and the individual heat results if applicable. At minimum please provide the full race results.





8. At any point you can save the entry. If you click the ‘Save Entries’ button the form will be saved but is not yet complete. You can use this button and come back to the form. If desired When finished click the ‘Save and Complete’ button and the form will be locked. If changes are needed after this time you must contact the WIAA Office.

   Note: You do not need to click both buttons. If you entered the form and are done just click ‘Save and Complete’



After ‘Save and Complete’ the form shows as locked in the list.