

## 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.



### CROSS COUNTRY MEET ENTRIES

Cross Country Sectional and Subsectional meet entries and results uploads

SportSeason

Division

Meet Level





### MEETS



Select a meet to view / edit runners and add result sheets


Show:

Search:


MEET <span>↑↓</span>	SEASON <span>↑↓</span>	DIV <span>↑↓</span>	LEVEL <span>↑↓</span>	DATE <span>↑↓</span>	LOCKED <span>↑↓</span>	
Arrowhead	2020-2021 Girls Cross Country	1	Subsectional	10/19/2020		Entry
Arrowhead	2020-2021 Boys Cross Country	1	Subsectional	10/19/2020		Entry
DeForest	2020-2021 Girls Cross Country	1	Subsectional	10/20/2020		Entry
DeForest	2020-2021 Boys Cross Country	1	Subsectional	10/20/2020		Entry

4. The Meet Entry form will open as show below


**MEET DETAILS**



**MEET INFORMATION**


<b>SportSeason</b>	<b>Name</b>	<b>Level</b>	<b>Division</b>
2020-2021 Girls Cross Country	Arrowhead	Subsectional	1
<b>Date</b>			
10/19/2020			


**INDIVIDUAL QUALIFIERS**

**RUNNER 1**

<b>First Name</b>	<b>Last Name</b>	<b>Team</b>	<b>Grade</b>	<b>Time</b>	<b>Place</b>
<input type="text"/>	<input type="text"/>	<input type="text" value="Search for a Team"/>	<input type="text"/>	<input type="text"/> : <input type="text"/> . <input type="text"/>	<input type="text"/>

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.


**INDIVIDUAL QUALIFIERS**

**RUNNER 1**

<b>First Name</b>	<b>Last Name</b>	<b>Team</b>	<b>Grade</b>	<b>Time</b>	<b>Place</b>
<input type="text" value="Ind"/>	<input type="text" value="1"/>	<input type="text" value="South Milwaukee"/>	<input type="text" value="9"/>	<input type="text" value="18"/> : <input type="text" value="01"/> . <input type="text" value="25"/>	<input type="text" value="1"/>


**RUNNER 2**

<b>First Name</b>	<b>Last Name</b>	<b>Team</b>	<b>Grade</b>	<b>Time</b>	<b>Place</b>
<input type="text" value="Ind"/>	<input type="text" value="2"/>	<input type="text" value="Waukesha South"/>	<input type="text" value="10"/>	<input type="text" value="18"/> : <input type="text" value="01"/> . <input type="text" value="35"/>	<input type="text" value="2"/>

**RUNNER 3**

<b>First Name</b>	<b>Last Name</b>	<b>Team</b>	<b>Grade</b>	<b>Time</b>	<b>Place</b>
<input type="text" value="Ind"/>	<input type="text" value="3"/>	<input type="text" value="Waukesha South"/>	<input type="text" value="11"/>	<input type="text" value="19"/> : <input type="text" value="10"/> . <input type="text" value="25"/>	<input type="text" value="3"/>

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.

 **FIRST PLACE TEAM**

TEAM NAME		TEAM POINTS
<input type="text" value="University School of Milwaukee"/>		<input type="text" value="75"/>

**RUNNER 1**

First Name	Last Name	Grade	Time	Place
<input type="text" value="USM"/>	<input type="text" value="1"/>	<input type="text" value="9"/>	<input type="text" value="18"/> : <input type="text" value="14"/> · <input type="text" value="215"/>	<input type="text" value="6"/>

---

**RUNNER 2**


First Name	Last Name	Grade	Time	Place
<input type="text" value="USM"/>	<input type="text" value="2"/>	<input type="text" value="10"/>	<input type="text" value="18"/> : <input type="text" value="15"/> · <input type="text" value="227"/>	<input type="text" value="7"/>

---

**RUNNER 3**


First Name	Last Name	Grade	Time	Place
<input type="text" value="USM"/>	<input type="text" value="3"/>	<input type="text" value="10"/>	<input type="text" value="18"/> : <input type="text" value="24"/> · <input type="text"/>	<input type="text" value="8"/>

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

 **FULL RACE RESULTS DOCUMENTS**

Select File(s):

---

 **HEAT RESULTS DOCUMENTS**



Select File(s):

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.

 <b>MEETS</b>						
Select a meet to view / edit runners and add result sheets						
Show: All ▾		Search: <input type="text"/>				
MEET	SEASON	DIV	LEVEL	DATE	LOCKED	
Arrowhead	2020-2021 Girls Cross Country	1	Subsectional	10/19/2020	Yes	 Entry