



This year we will be utilizing MileSplit for the WIAA tournament registration for Sub-Sectional meets. If you have not yet registered for a meet through MileSplit's platform yet this season, you will need to create a new account on MileSplit. If you are new to MileSplit, please read below for helpful information on getting you and your team set up. There are links to a few short videos that walk through the process as well.

**[ENTRY DEADLINE IS THURSDAY, OCTOBER 15<sup>th</sup> at 11:59 PM](#)**

All registration links will be available at <https://www.pttiming.com/schedule.php>

The first step is claiming your team.

### **Claiming Team**

1. If you do not already have an account, create a free one at <https://wi.milesplit.com/>

2. Once your account is created go to <https://wi.milesplit.com/teams>

3. Find your team on the list, click on it, and click the claim team button. The team claim process exists to ensure team rosters are maintained year-to-year, regardless of coaching turnover or other similar scenarios. This also helps prevent the creation of duplicate teams and makes it easier to retrieve forgotten passwords. Although their documentation says it can take up to 48 hours to approve a claim, they have been very responsive on this throughout the season and claims are typically approved within a few hours. If you don't see an approval email, check your email's spam/clutter folder. Because of this, be sure to visit the registration page well in advance of the deadline.

Helpful Article/Video: <https://support.milesplit.com/en/a/how-do-i-claim-my-team>

### **Updating Your Roster**

You may need to update your roster to reflect this year's team. You can do so from your team page after being approved as a coach.

Article/Video: <https://support.milesplit.com/en/a/how-do-i-edit-my-teams-roster>

### **Placing Entries into your Sub-Sectional**

Once you have claimed your team and made sure your roster is up to date, you are ready to register for your Sub-Sectional. The walkthrough guide below will take you through the process step-by-step.

Article/Video: <https://support.milesplit.com/en/a/how-do-i-enter-my-team-in-a-meet>

\*\*Note: this video shows how to find the registration link directly through MileSplit's website. The registration links are also directly available on PT Timing's website as specified above.

If you need any further assistance, please contact [registration@milesplit.com](mailto:registration@milesplit.com). Our registration manager will get back to you as soon as possible.