



**PRIME
TIME
TIMING**

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FinishLynx Timing • AMB i.t. Chip Timing • Online Registration
Track & Field • Cross Country • Triathlon • Cycling • XC Skiing

PrimeTime Event & Race Management, LLC

Instructions for Completing Online Entries for Cross Country Sectionals

- Step 1.** Go to www.pttiming.com and click on the 'Upcoming Events' link.
- Step 2.** Locate and click on the 'Register Online' link for the Sectional Meet you are assigned to compete in.
- Step 3.** If you already have an existing login/password for the PT Timing system you can use that to log into the meet.. If you have not used PT Timing before, you can follow the 'Click Here to Create a New Account' link to create your login. After creating the new login, you will be able to return to the Log In screen for your sectional and access the entry system.
- Step 4.** After you have accessed the online entry system, you will need to add your athletes to your roster, if you have not done so already this season. You can either enter your athletes manually or you can import your roster by uploading a spreadsheet. A sample excel spreadsheet is provided on the website You will only need to add athletes who will either be listed as Varsity or Alternates for the sectional meet. Once you have created your roster you **MUST** go to the 'Registration' section to declare your entries.
- Step 5.** On the main screen you will see your current roster. You will need to check which 7 runners are 'Varsity.' You can also designate your 'Alternate' athletes. The remainder of your Roster should be listed under 'Not Racing.' Once you have finished your entries, use the 'Submit Entries' button at the bottom of the page to submit your entries.
- Step 6.** Using the 'Summary' link, verify that your entries are correct. Please be sure to verify that all registered runner have the correct 'Year in School' listed as the WIAA requires this information.
- Step 7.** Entries must be completed by 11:59pm on Tuesday October 21.

If you experience issues with the online entry system.
Please contact Jamin by email jamin@pttiming.com or by phone 800-766-4167 ext 802