

# Registration Procedure for MITCA Champions of Champions Track & Field Festival

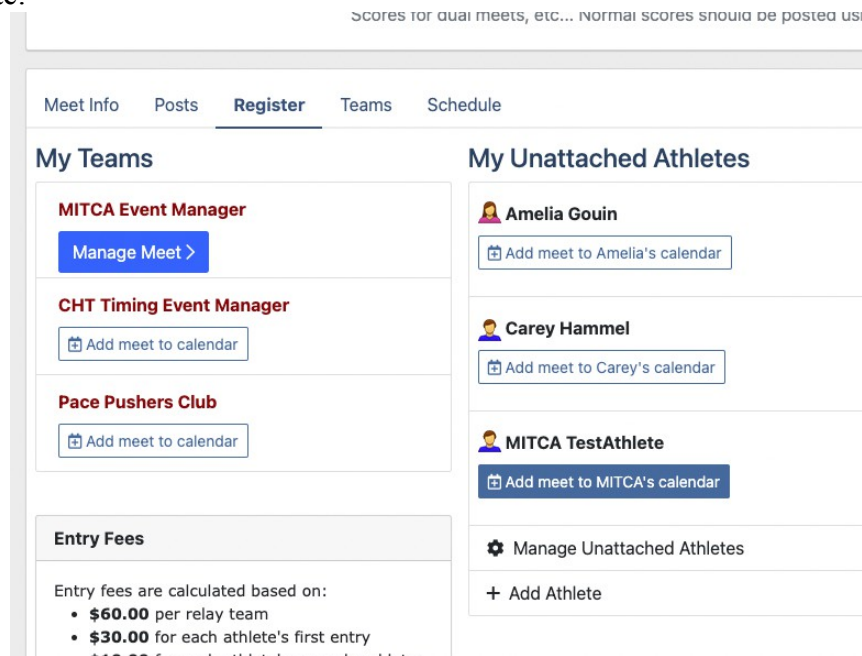
- Registration will be done using athletic.net  
The Meet can be found at: <https://www.athletic.net/TrackAndField/meet/503468>

- Athletes can be entered through a Club Account or as Unattached  
A free account can be setup to create or claim an Unattached athlete:  
<https://support.athletic.net/article/2ngw43npwr-creating-your-account-on-athletic-net>

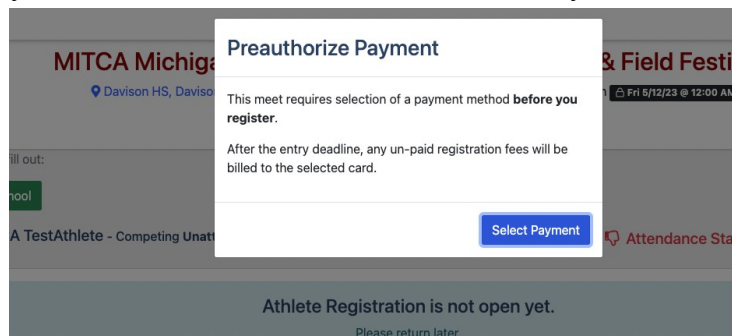
To register Relays a Club Account is needed and will need to claim your “Team”.  
Make sure you chose the options for Club instead of HS or MS.  
<https://support.athletic.net/article/qlk6wynk07-add-a-team>

\*Note relays MUST be 4 athletes from the same Michigan HS. You will have to create or add these athletes to your club.

- Once accounts are setup you are ready to do entries.
- For Individual Unattached Entries simply navigate to the Meet Page and click “Add Meet to (Athlete Name) Calendar” - In these screen shots we are using a fake athlete named Mitca TestAthlete:



- While payment will not be due until after an athlete has been accepted into the meet we do require that a payment method be entered ahead of time, so you will see this screen:



After selecting payment methods you will be asked to fill out a few simple forms and to indicate what High School the athletes competed for in 2023.

Next will come the event entry form for Unattached/Individual entries:

**NOTICE: Team vs Unattached registration**  
This page will register MITCA as an unattached athlete, **not associated with a team**.  
Team registrations must be completed by your coach.

Forms to fill out:  
**High School**

**MITCA TestAthlete - Competing Unattached** Attendance Status: **Pending Entry Acceptance**

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### Register for Meet

> Divisions: **Championship** Up and Comers

You have reached your maximum of 2 events for the meet.

#### Track Events

3200 Meters	<b>100 Meters</b>	<b>110m Hurdles 39"</b>	800 Meters
1600 Meters	200 Meters	300m Hurdles 36"	400 Meters

#### Field Events

Shot Put 12lb	High Jump	Pole Vault	Long Jump
Discus 1.6kg			

Please enter MITCA's **best mark** for each event that he is registered for:

Championship 100 Meters		Championship 110m Hurdles 39"	
Time	Override seed <input type="text"/> <b>FAT</b>	Time	Override seed <input type="text"/> <b>FAT</b>
	<b>Hand Timed</b>		<b>Hand Timed</b>
Meet	Required <input type="text"/>	Meet	Required <input type="text"/>
Meet/Result URL	Required <input type="text"/>	Meet/Result URL	Required <input type="text"/>
Location	Required <input type="text"/> <input type="calendar"/>	Location	Required <input type="text"/> <input type="calendar"/>
Comment	<input type="text"/>	Comment	<input type="text"/>

Here you can select the events athletes want to compete in and enter their marks.

\*Note on this example 2 Divisions are shown (and will be competed at the meet) but for entries there will only be 1 division, Team Michigan staff will be assigning the divisions when they accept entries.

When you click "Done" you will be returned to your account page and it will show that you have pending entries for that athlete:

**MITCA TestAthlete**  
Competing **Unattached**  
**Pending Entry Acceptance**

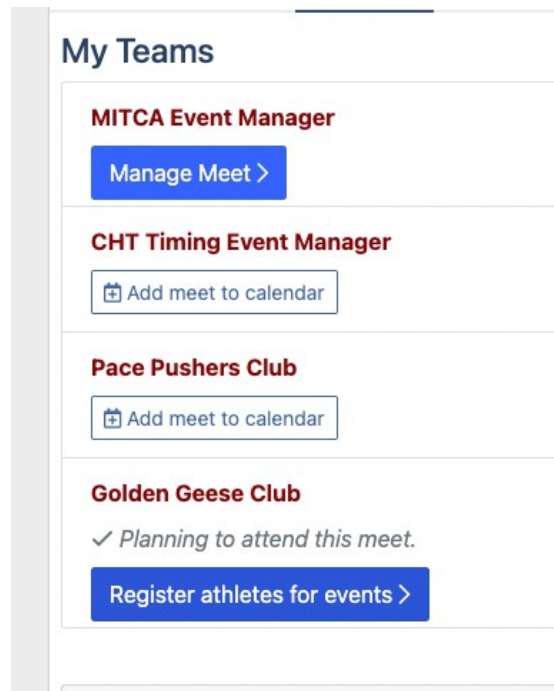
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- Registering Athletes & Relays as a Club

Click on the meet link and then under “My Teams” select “Add Meet to calendar” for the correct club.

Then click “Register athletes for events”



Now under the registration page the relays will be an option and you may enter athletes or relays just the same way you did for unattached athletes.

MITCA Michigan Champions of Champions Track & Field Festival Unattached Club Meet registration  
 Davison HS - Davison Friday, June 9, 2023 Deadline: Sun 6/4/23 @ 12:00 PM  
 Questions about registration? Please Contact the Meet Host

The registration page includes several sections: 'Forms to fill out:' with a 'High School' button and a checkbox for 'Publish Entries on Team Homepage'; 'Entry Fees' showing '\$0.00' with a 'Details' dropdown; 'Register by Event' with a 'Copy entries from a prior meet' button and a 'Print Entries' button; and two columns of event lists for 'Male Entries' and 'Female Entries'. The event lists include 100 Meters, 200 Meters, 400 Meters, 800 Meters, 1600 Meters, 3200 Meters, 110m Hurdles, 300m Hurdles, 4x400 Relay, SMR 1600m, DMR 4000m, Shot Put, Discus, High Jump, Pole Vault, and Long Jump. At the bottom, there is a 'Register by Athlete' option.

Once you have added athletes here you are all set for now.

The MITCA Team Michigan coaches plan to monitor the entries and will accept them as able, but the bulk of the entries will not be accepted or declined until Sunday June 4<sup>th</sup>, at which time payment will be required.