

Registering for a Meet

You can register for a meet with 4 simple steps.

** Watch the below instructions in a short 2-minute video tutorial:*

<https://vimeo.com/159645006/98e6ec3f02>

Step 1: Find the Meet

- To find the meet you want to register for first go to the “Find Event” page located here: www.trackie.com/online-registration/find-event/ (to find your meet easier use our filter options).
- When you find the meet click on the “Register” button to the left of the meet.

Step 2: Login or Create an Account

- If the meet restricts entries to specific email addresses you must first login or create an account. Simply fill out the form listed on the registration page.
- After you login (or create an account) you will see the registration form.

Step 3: Register for the Meet

- Simply choose the number of athletes/relay teams you want to register and enter all athletes’ information.
- When all information has been entered click on the “Proceed to Step 2” button.
- Review all information and click on “Confirm Registration” to finalize your entries.

Step 4: Editing/Scratching Entries

- When you are viewing the www.trackiereg.com to view/edit your entries click on the “My Account” link in the top right corner (note: this link will say “Login” if you’re not already logged in).
- Make sure the “Filter By” is set to “Events Attending” and “Upcoming”.
- Click on “Manage” then “Edit Entries”.
- To make an edit to an entry click on the “Edit” icon located to the left of the athlete.
- To scratch an athlete click on the “Delete” icon located to the left of the athlete you want to scratch.

Managing your Team Roster

If you register for multiple meets you can save your athletes information so you don't have to re-type it each time.

** Watch the below instructions in a short 90-second video tutorial:*

<https://vimeo.com/159645546/7e670c3c59>

Step 1: Login or Create an Account

- Before you can save a team roster you must first have a Trackie account. You can easily login or create an account here: www.trackie.com/online-registration/login/
- After you login or create an account you will be redirected to your "My Account" page (you can always get to this page by clicking the "My Account" link in the top right corner).

Step 2: Create your Team Roster

- In your "My Account" page click on "Manage Team Roster".
- First you will need to select your team (or school) you want to setup a roster for.
- After you have a team selected you can easily add all your athletes information.

Step 3: Register for a Meet

- When you are registering for a meet and you have a team roster setup you will see your team list on the left side of the registration form.
- To register athletes simply click on their name and their information will be populated into the registration form.