



SOUTHEAST ATHLETICS

<https://sepiratesathletics.com> · (330) 654-1960 ext. 1128 · @SHSPiratesATH

Portage Trail Conference Championships

Saturday, October 15, 2022

Location: Southeast Middle School

Race Day Schedule:

****Please do not arrive at the site any earlier than 8 AM.**

****There will be no Coaches Meeting- All information will be communicated and provided to the coaches prior to the race.**

8:00-8:45 AM-Course open for walking.

8:50 AM- National Anthem-Starter Explanation

9:00 AM – Varsity Girls

9:35 AM- Varsity Boys

10:05 AM- MS Girls

10:35 AM-MS Boys

***There will be an awards ceremony following the last race.**

Registration: Register via Easy Ware/Easy Entries @

<http://www.goeasyware.com/easysport/easy/index.php> by **Wednesday, October 6 , 2022. (PLEASE SEE ON-LINE ENTRY INSTRUCTIONS)**

Course Map: Will be sent to coaches and placed in Coach's Packet (Same Course as Super Duals).

Finish Line: Coaches are asked to please hand in their score cards provided to the table under the canopy at the finish line. This helps us in the scoring process of the meet.

Athletic Trainer: Trainer will be available on site near the finish line.

Water: Water will be provided at the finish line at the conclusion of an athlete's race.

****THERE WILL BE A CONCESSION STAND AVAILABLE.**

PTC CHAMPIONSHIP SHIRTS:Orders are online only. Orders are due by Oct. 5, 2022.

Link: <https://ritchessports.com/shop/2022ptccrosscountry/>

Team Areas: There is plenty of space around the MS. Each team can choose their own area. Social distancing should be maintained as much as possible. Porta Potties will be available for athletes.

Bus Parking: Athletes will be dropped off on the right side of the MS and will then loop around the building and park in front of the MS building. Someone will show buses where to park.

Spectators Information and Parking:

There will be a cost of \$7 for adults and \$4 for students to attend the event.

Parking will be available on each side of the middle school. No one should park in front of the building.

CURRENTLY, MASKS ARE RECOMMENDED TO BE WORN BY SPECTATORS AND SOCIAL DISTANCING SHOULD BE MAINTAINED AS MUCH AS POSSIBLE.

ON-LINE ENTRY INSTRUCTIONS

LINK FOR ENTERING YOUR TEAM: <http://www.goeasyware.com>
then choose **TRACK** and then **ON-LINE ENTRIES**

On the home page of EASY SPORT (above link), click **COACH**. View the brief **VIDEO** on this page before starting.

Fill in the data required. You will be using your email and password to log in each time you come to the site. **Be sure to choose your correct TEAM from the pull-down list, If your team is not listed, contact the meet host and it will be added.** Click the button that says **CLICK TO REGISTER**. Up to 5 coaches may register for each team in case you have multiple coaches. If you coach for more than one team, register for each team. **REMEMBER** your password, case matters.

Click the **LOGIN** choice and enter your email and password to log in to the site. **We will be using this email to communicate with you about the meet.**

There are then 4 tasks available to you:

1. **ADD TO ROSTER.** Make this choice and enter the first name, last name, gender and grade for each of your athletes and click **ADD NEW ATHLETE**. See the **HELP** screen on the site for the exact format a spread sheet of your roster should have if you want the roster uploaded by the web master so that you just need to specify the events and times for each athlete on this web site. Allow 24 hours to get your roster uploaded. Otherwise just type your roster in on this screen.
2. Next click **ENTER ATHLETES IN MEET**. Choose the correct meet and then you will see a list of your athletes. Click **ENTER/EDIT** next to an athlete and you will then place that athlete into the correct events for the meet. Just click on an event and it will be added for that athlete. If you make an error, click on **DELETE EVENT** and that event is removed. When finished with one athlete, click **ANOTHER ATHLETE** and repeat until all your athletes are properly entered. **Please be VERY careful about entering the correct athletes into the correct MIDDLE SCHOOL or VARSITY or the correct AGE GROUP or DIVISION events.**
3. Click **MEET ENTRIES REPORT** at any time and a file will be created that you can open with any word processor that shows all your entries so that you can verify that all are correct. If you need to, you can log back in and edit your entries. **You can log in any number of times up until the meet deadline in order to edit your entries.** The goal is to have your entries correct by the meet deadline so that less time is taken with last minute entries at the meet which simply holds up the meet for everyone.
4. As you finish each session of entries (you may return up to the meet entry deadline to add and modify your entries) you should **CONFIRM** your entries. This will send you an automatic email with your current entries for checking. You may **CONFIRM** any number of times up to the meet entry **DEADLINE** since, **at that time the meet will no longer be available for further entries.**

Please be sure to confirm your entries each time you are finished with a session of entering athletes.

The day after the deadline you should either receive a copy of your entries as received by the meet host for you to check over for errors or will receive notification to check on a web site. **Any further entries or changes should be done using email to the meet host but please try to avoid this extra work by the meet personnel.**

Again, our goal is to have all the entries correct prior to the meet so as to minimize last minute changes that would delay the start of the meet. We plan to start on time on the day of the meet with your help in notifying us of last minute changes. We hope this will help to make it an efficient meet for all the competitors, coaches and fans.