



MileSplit/In Focus Timing Onboarding Quick Start Guide

Onboarding onto MileSplit can be easily accomplished in three quick and easy steps. Claiming your team, updating your roster, and then entering into meets!

Claiming Team

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

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

Updating Your Roster

Update your roster to reflect this year's list of athletes. I.e. Update grad years so that athletes have graduated are removed from your active roster, change their status to inactive if they quit the team, moved away, etc.

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

SCHERTZ ST. JOHN PAUL II CATHOLIC HIGH SCHOOL
Exit Admin Mode

Admin Home Coaches **Roster** Schedule

Roster Download Roster

SPORT: Track GENDER: All CLASS OF: All STATUS: All Current

Note: Use enter key (or click elsewhere) to submit inline editing changes or escape to cancel. Inline editing available for table cells with light pencil icon.

ATHLETE	ROSTER	GENDER	CLASS OF	STATUS
Anderson, Reagan	Cross & Track	F	2020	Active
Asadourian, Connor	Cross & Track	M	2021	Active
Ayala, Grace	Cross & Track	F	2022	Active
Barger, Alexandria	Track	F	--	Active
Bascon, Grace	Cross & Track	F	2021	Active
Beck, Ella	Cross & Track	F	2022	Active
Beckwith, Trevor	Cross & Track	M	2020	Active
Borja, Catey	Cross & Track	F	2021	Active
Buda, Amelia	Cross & Track	F	2021	Active

Entering a Meet

Once you have claimed your team and made sure your roster is up to date, you are ready to register your team for meets! 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>

***If you need any further assistance, please contact registration@milesplit.com.