










Online Event Registration Instructions

- 1) Go to the Steeple Timing & Event Management website: <http://www.steepletiming.com/> and click on the "Registration" button at the top of the page.
- 2) **Step 1 - Team Login:** This page will allow you to log in to SteepleTiming.com.
 - a. If you have previously registered for event on SteepleTiming.com, choose from the following types of schools/teams, select the name of your school/team or unattached athlete, type in your password, and log in. Please select "(Unattached)" if you have previously registered as unattached.
 - b. If you have not previously registered for event on SteepleTiming.com, at the bottom of the page, click on " Register School/Team" if registering an entire team **OR** click on " Register Unattached Athlete" if registering an unattached athlete. From the following page, fill out all fields for your school/team or your unattached athlete and then press the "Submit" button at the bottom of the page.
 - c. If you have forgotten or misplaced your password, then choose from the following types of schools/teams, select the name of your school/team or unattached athlete, and click on "Request Password". This will email your password to the email address that you specified when you previously registered for an event.
- 3) **Step 2 - Event Selection:** This page will list all events that are currently available for registration. If you do not see an event for which you wish to register, you have either provided incorrect information when you created your account, event registration may not have begun, or event registration may have ended.
 - a. To register for an event, click on the " " icon next to the event you wish to register. (This will bring you to Step 3 - Add Athletes)
 - b. If you have already registered, you may click on the " " icon to view a list of athletes you have registered for the corresponding event.
- 4) **Step 3 - Add Athletes:** This page will allow you to add athletes to events.
 - a. If you have previously registered your athletes on SteepleTiming.com, this page will list your team roster. Otherwise, click on "New Athlete" and type in the first athlete's name, gender, and birth date or school year (depending on the event).
 - b. Choose the event(s) you wish to register the first athlete and type in their anticipated mark.
 - i. *Field Events:* **Field Event marks must be in meters.** Upon selecting a field event, you will be prompted with a feet/inches to meters conversion tool. Type in the mark and click "Use Mark".
 - ii. *Track Events:* Times can be in seconds only (for example 15.35) or in minutes and seconds (for example 10:22). Note that minutes and seconds must have a colon ":" between the minutes and seconds values.
 - c. A mark can be changed by clicking on the mark above the corresponding event.
 - d. The number of events that you can register each athlete depends on the meet and its associated rules.
 - e. Once all events and marks have been chosen for the current list of athletes, click " Save Changes". **Athletes will not be registered** if " Save Changes" is not selected. Changes are saved when there are no blue arrows " " next to any athletes.
 - f. Please ensure that the athlete's grade level is updated (if applicable). The grade level can be changed by clicking on the grade level next to the corresponding athlete.
 - g. If you wish to remove the athlete from the meet, uncheck the checkbox next to the athlete's name. If you wish to remove the athlete from the meet AND remove the athlete from your roster, click on "remove".
- 5) When complete, click "Complete Registration". At this point, your registration is complete. You have the option of viewing all athletes registered for a meet by clicking the " " icon. **Please review this list and print this page for your records** by clicking " Print This Page". When complete, click on the "Log Out" link below the list of meets to log out.