

III. REGION MEET

A. Meet Organization

1. All MPSSAA member schools are eligible to enter into their respective regional meet. Formal application of schools entering must be made by submitting an online entry prior to Monday, October 25, 2010 at 4 p.m. Any initial entries submitted after the deadline will incur a \$100 late fee made payable to the MPSSAA or the entry will be invalid. In no case will a team be entered into the region meet if an online entry form is not filled out by 10 a.m. on Monday, November 1, 2010.
2. Schools will have until Monday, November 1, 2010 at 10 a.m. to submit final rosters. Schools may change their initial submitted form as many times as they want up until the 10 a.m. deadline on November 1. The entry system will close at 10 a.m. on November 1 and region meets will be set.
3. THE ONLINE ENTRY METHOD MUST BE USED. All others will be rejected.
 - a. The form is found on the MPSSAA website <mpssaa.org> under the Coaches/Athletic Directors link. This page is password protected and each school will need to use their school's username and password (Each athletic director should have your school's information) to enter online (DO NOT WAIT UNTIL THE LAST MINUTE TO TRY AND ACCESS THIS PAGE). Only Athletic Directors will be issued their school's username and password.
 - b. After entering the Coaches/Athletic Directors page, scroll down to the "Cross Country Entry Form" section.
 - c. You will see links to each team sport (Boy's Cross Country, Girl's Cross Country).
 - d. Click on the appropriate link and fill out ALL the information.
 - i. School name, school code and sport fill in automatically by using your school's correct username and password.
 - ii. Select the number of entrants (you may enter up to 10). The screen will repopulate with the number of selected competitors.
 - iii. Enter each roster spot with the student's last name, first name and grade. ONLY CAPITALIZE THE FIRST LETTER of the last and first name. Do not use all caps. Make sure you check the spelling of each entrants name to ensure accuracy in entry lists, programs, T-shirts and results.
 - iv. Enter in the head coach's information below and check the disclaimer box.
 - v. Click "Submit" when you are finished.
 - e. Upon submitting your form a screen will appear stating, "Your form was submitted successfully" with a "Print" button.
 - f. Click on the "Print" button to print a copy for your records and to also bring to the regional meet. The printed form has a time stamp on it to verify when the form was submitted to the MPSSAA.
4. Making Entrant Changes
 - a. In order to make changes to your roster up until the 10 a.m. deadline on November 1, simply log back into the coaches/athletic directors page of mpssaa.org and click on the sport specific entry form.
 - b. Your previously submitted information will reappear. Make the necessary adjustments to your roster and complete steps D through F in No. 1.