**ROPSSAA On-Line Track & Field Entry Procedures**

1. Go to the website [www.trackdatabase.com](http://www.trackdatabase.com).

**Register**

*(Note: If you have registered in this website before, you can use your previous username and password, and move on to* **Join a Meet** *below.)*

1. Click **Register** in the left menu.
2. Click OFSAA, unless you are one of the following schools: Brampton Christian, Holy Name of Mary College, Jeunes sans Frontieres, Mentor College, Philopateer Christian College, Ste. Famille. These 6 schools should select Other.
3. Type a username and password in the space provided. *(Note: Record this information, so that you can use it any time, including NEXT YEAR.)* Select Region of Peel from the **Region** menu and then your school from the **Team** menu. Click Register.
4. Complete the Team information. Click Submit.

**Joining the Meet and Entering Athletes, Wildcards and Relays**

1. To join the ROPSSAA 2018 meet, click **Join a Meet** in the left menu.
2. Type **VMY2Y2** in the Meet Code menu. Click Join Meet.
3. Click Edit Entries on the right side of the screen.
4. **To start selecting wildcard events**, click Edit located beside Wildcard Entries. This is where you will choose the events to use your wildcards. Remember, a maximum of 2 wildcard entries per event per age category. Click Submit at the bottom of the page to save the data entered.You have now selected your wildcard events.
5. **To start entering athletes**, click Add Athlete to start entering your athletes. Check the **box(es)** beside the event(s) to register for it. Seed times and marks should be entered for all events in the box provided. Click Submit at the bottom of the page to save the data entered. *(Note: By doing step #4, the program will allow you to add your extra wildcard athletes into the event(s) you want. The wildcard entries WILL NOT be marked on your printout.)*
6. **To start entering relays**, click Edit located beside Relay Entries ‘A’. Choose all the relays you want to enter. Seed times must be entered in the box provided. Registering athletes for relays is done here as well. Click Submit at the bottom of the page to save the data entered.
7. Now that you have completed your entries, click **Logout** in the left menu.

***Congratulations!! You are now entered in the ROPSSAA 2017 Track & Field Championship.***

**Other Important Items:**

1. On-line entries can begin **Friday March 30, 2018**.
2. Once you logout, you can revisit your entries, make changes, add seed times, and delete or add athletes as often as you want until the deadline date.
3. The deadline date is **Thursday May 17, 2018 @ 6:00pm**.
4. The website will e-mail you a confirmation of your entries **Friday May 18, 2018**.
5. Print your entries and post them so that athletes can check to see if they are entered in the correct event and age level. If there are changes to be made, you still have time before the deadline date.

*Good Luck and Have a Great Track & Field Season!*