

To All Track and Field Schools:

Please be reminded that all Regional Meet entries must be completed on the ENDURO USA™ website (formerly www.trackroster.com). You will need to create an ENDURO USA™ account **in your name** (as the “Coach of Record”) if you do not already have one. Please contact Darren Mundell at darren@runenduro.com if you have any questions. You are encouraged to visit the site ASAP!!! to ensure that you feel comfortable submitting your entries. Waiting until “the last minute” or failing to properly enter your student(s) could result in your students missing their opportunity to complete in the regional and/or state Oklahoma Track & Field Championships.

The timeline is as follows:

- 1.) Regional Assignments will be released by 4:00 p.m. on Thursday, April 20th.

Opening Day for Entries: The ENDURO USA™ website will be open for regional entries for **1A-4A** beginning Friday morning – April 21st.

Opening Day for Entries: The ENDURO USA™ website will be open for regional entries for **5A-6A** beginning Friday morning – April 28th.

- 2.) **DEADLINE:** 1A-4A regional entries must be completed by 5pm Wednesday, April 26th.
DEADLINE: 5A-6A regional entries must be completed by 5pm Wednesday, May 3rd.
You will need to create an account on www.endurousa.com (if you have not already done so) and complete your online (seeded) entries. **Seed times and marks that are submitted online on the ENDURO USA™ website must be ACCURATE times or marks that have been achieved during the 2023 Outdoor Track & Field Season. You should become familiar with the ENDURO USA™ website before the opening day for your regional entries.** If you need help with your ENDURO USA™ account, please contact Darren Mundell at: darren@runenduro.com. (**Allow 24 hours for ENDURO Assistance.**)

- 3.) You will be able to view the entries you have submitted online to make corrections.

The “**Corrections Period**” is Thursday at noon to Friday at noon.

CORRECTIONS ONLY - - - no additions during the “Corrections Period”

During the “Corrections Period” review the seed times and marks that you submitted for your students – which will be posted on the ENDURO USA™ website on each regional meet’s **PREVIEW** window. To find your regional meet’s **PREVIEW** window, log into your ENDURO USA™ account, then click on the desired regional meet in the Student Meets & Events List (drop-down) on the right side of the homepage.

If you need to make a correction to your student’s seed time or mark, do so from the “**ENTRIES Window**” within your ENDURO USA™ acct. To find the ENTRIES Window within your ENDURO USA™ account, go to your Main Roster (boys or girls) – - then click on the “UPDATE ENTRY” button under the name of the meet (on the right side of the window). This will take you to the meet’s PREVIEW window. On the PREVIEW

Window - click on the blue “Update Entries” button to go to the ENTRIES Window.

ADDITIONAL IMPORTANT ONLINE ENTRY INFORMATION - -

- 4.) Be sure to **VERIFY** your entries on the meet's "Entries Window". This is Step #3 or #4 on the "Entries Window". If your entries are not **VERIFIED** (on the Entries Window)

your entries are NOT entered in the regional meet.

To VERIFY your entries, click on the tab at the top of the Entries Window that says "Entries are **NOT VERIFIED**". On the Verification window, you will see a RED bar that has "**Entries are NOT VERIFIED**" written on it. After you VERIFY your entries, the RED bar will turn to **GREEN** – and it will then say, "**ENTRIES are VERIFIED**".

Verify your entries after making sure all events, seed times and seed marks are complete, accurate and correct. If you VERIFY an incorrect entry it could jeopardize your athlete's entry into the meet - or your athlete's lane / flight preference. Verifying your entries to be complete, accurate and correct is a VERY, VERY serious coaching responsibility.

- 5.) You must Print your entries from the meet's "Entries Window" after they are Verified. To print your entries (after they are Verified), click on the tab at the top of the "Entries Window" that says "**Final Step – Print Your Entries**" – then proceed from there to print.
- 6.) Bring at least two copies of your printed "Verified Entries" to the meet in case they need to be presented to the Meet Director or Referee. (A copy must be presented upon request.)
- 7.) **The "Correction Period" ends at NOON – the day before your regional meet.**
You may make changes/corrections before noon the day before the meet.
You may scratch any student before noon the day before the meet – but **NO ADDS.**
The day before the meet at NOON, your entries become DECLARED AND FINAL!
After this time, all issues with entries must be approved by the Meet Director/Referee.
- 8.) View all heat, lane and flight assignments the day before the meet AFTER 9:30 pm on your regional meet's PREVIEW window, on the ENDURO USA™ website.
- 9.) **All scratches at the Regional Meet must be approved by the Meet Director/Referee.**
The student must compete (as entered) unless the scratch has been approved by the Meet Director/Referee. The Meet Director/Referee will notify the Timing Crew at the meet of any "approved" scratches.