Instructions for Coaches

Create an Entry Set

1. Log in to the SDHSAA Website (www.sdhsaa.com) and then click "School Zone" on the *Login Zone* page.
2. Once on the *School* Zone page, click "Athletics" under the 'School Zone Quick Links' heading, then click the "Spring Sports" tab (if necessary), and under the Track & Field heading, click "Meet Entries".
3. Click the "Entry Info" button if it is not already selected.
4. Enter a name for this entry set in the "Meet/Entry Name" box and then click "Create Entry"
   a. You may use a previously created entry set if you have one, the name of the set does not matter.
   b. The Meet/Entry you created will show up in the list on the left.
5. Click "Select" next to the name of the entry set you want to use.
6. Verify you have the Meet/Entry selected. The name should appear on the page under the row of five buttons (the Meet/Entry name will be highlighted in yellow).

Make your Entries

1. Once you have verified the correct Meet/Entry is selected, click "Boys Entries", "Girls Entries" or "Relay Entries" to begin making your entries.
2. Click "Select" next to the name of the athlete you wish to enter.
3. Enter the entry time/distance in the box next to the corresponding event.
   a. The time/distance can be entered with or without punctuation.
      i. 2:02.25 or 20205 or 171'09.25" or 1710925
   b. Times must include two digits after the decimal place.
      i. 10.9 is not acceptable, it must be 10.90
   c. Distances must include two digits for inches and 2 digits after the decimal.
      i. 5'2" must be entered as 5'02.00" or 50200
4. Press the TAB key to finish and save the mark for that event.
5. Successfully saved entries will turn green; red entries indicate improper time/distance number format.

Create Entry File

1. Once you have completed your entries, click the "Entry Files" button.
2. Verify that the Division Number is set to 0 (unless instructed by the meet director to enter something different).
3. If you wish to proof your entries before submitting them, you can view/print proof reports by clicking the desired proof from the "Boys Proofs" or "Girls Proofs" section.
4. After you have proofed your entries and are ready to submit them to the meet director, click either "Girls Entry File", "Boys Entry File", or "Combined Entry File" to create the desired file.
5. Most Region Meets will want the Combined Entry File; however, some meets may want separate files. Your meet director will specify which he/she prefers.
6. In the "File Download" box, click "Save" to save the file to your computer.
7. In the "Save As" box, select the location where you want to save the file.
   a. Make sure you remember this file location.
   b. The file will be named "*[YourSchool]*GirlsEntries.csv", "*[YourSchool]*BoysEntries.csv", or "*[YourSchool]*CombinedEntries.csv".
8. Click "Save" to save the file to the location you selected.
9. In the "Download Complete" box, click "Close".

Submit Entries

1. Attach the entry file to an email and send to your meet director.