

2005 USATF Midwest Zone Indoor JO T&F Championships

Electronic Entry Instructions

Final Deadline: Monday, February 14, 2005 at 9:00 pm (CST)

Fees must be received by Wednesday, February 16, 2005 for entries to be valid.

TO LOG ON

- Contact rosters@kompusport.com or call Fred Kreppert at (630) 553-7245 for a password. Unattached athletes: please follow the on screen instructions to create a username and password yourself and to log in.
- **Go to WWW.KOMPUSPORT.NET**
- Click on the link to the USATF Midwest Zone JO Indoor T&F meet. This can be done from either the main screen on the right or from the smaller panel on the left. You will then be taken to the Sign-In screen.
- At the Sign-In screen, select your club from the pull down box and enter your password. All passwords are case sensitive (a & A are not the same) and must be entered exactly as you receive it.
- Press the Log-In button. This will take you to the Selection screen.
- At the Selection screen, be certain to read the notes. This will give you the latest information about entering your team in the meet.
- At the bottom of the Selection screen, select a division and an option that you would like to do. You can view your current receipt, enter/modify athletes or enter/modify relays for the selected division. Press the Select button to bring up the screen you've selected.

TO ENTER AN ATHLETE

- From the Athlete Entry screen, press the New button. If the New button is in gray and there are no athlete names being shown in the left panel, simply begin entering an athlete.
- Enter the athlete's name, birthdate, USATF membership #, events and associated seed marks.
- All athletes who could potentially participate on a relay must be entered on the relay. This counts towards their event limit even if they are only an alternate.
- Press the Add button. This will add the athlete to the meet. Their name should now be shown in the left panel. To add a new athlete, repeat this process. Press Return to Selection Screen when done.

TO ENTER OR DELETE A RELAY

- From the Relay Entry screen, check the relay you wish to enter.
- Enter a seed mark.
- Unchecking a relay will delete it from the meet.
- Press the Update button when done.

TO MODIFY OR DELETE ATHLETES / ENTRIES

- From the Athlete Entry screen, click on the athlete's name in the left panel. This will update the screen to display the information for that athlete.
- Make the changes, then move off the current field. Press the Update button to update the athlete.
- To delete the currently displayed athlete entirely from the meet, press the Delete button.
- To remove an event from an athlete, change the event pull down box to No Event. Press the Update button.
- Press Return to Selection Screen when done.

RECEIPTS

- View and/or print the Receipt screen to make sure that your entries are correct. Be sure to correct any trappable errors that it detects prior to the deadline.
- Send a check to cover the entry fees and a copy of your completed receipts to Illinois Wesleyan Univ., Attn: Track & Field Office, 302 E. Emerson Street, Bloomington, IL 61701 no later than **Wed. Feb. 16, 2005**.

Notes:

- For questions about the meet contact the Meet Director, Marchan Adkins at (309) 663-9092.
- **Enter all athletes who could potentially compete in the meet, including those only on relays.**
- You may make as many changes as you like up until the deadline. After the deadline however, you will not be able to get into any of the data entry screens to make changes. You will still be able to view/print the receipt screen though. **Do not chance that your watch and the server are at the same time.**
- The website has been tested and works with Netscape Navigator, but it is best used with Internet Explorer.
- Avoid using your browser's Forward and Back buttons as this may cause problems for some screens. It may also cause some data to be displayed, stored, retrieved or updated incorrectly.