



IF YOU HAVE ALREADY CREATED AN ACCOUNT IN THE PAST, DO NOT CREATE A NEW ACCOUNT. YOUR ORIGINAL ACCOUNT IS GOOD FOR ALL SPORTS. YOU CAN SIMPLY CONTROL ROSTERS FOR TRACK AND CROSS –COUNTRY AND CONTINUE TO UPDATE THEM FROM YEAR TO YEAR.

IF YOU HAVE FORGOTTEN YOUR PASSWORD, PLEASE USE THE “FORGOT MY PASSWORD” FEATURE TO RETRIEVE IT. DO NOT OPEN A NEW ACCOUNT.

Create An Account (First Time Users)

1. Direct your web browser to <http://register.alphatiming.net> or from our home page click the logo in the middle of the page.
2. Click on “Create New Account” below the login box.
3. Enter your First and Last Name.
4. Select your school/team affiliation. If your team or school is not listed, contact us at support@alphatiming.net to have it added to the list.
 - a. **MS coaches** should register using the school name with MS after it if there is a HS with the same name. (Ex: Edinburgh: Edinburgh HS = Edinburgh; Edinburgh MS = Edinburgh MS; Cascade: Cascade is the HS; Cascade MS adds the MS; Doe Creek is simply Doe Creek, no HS with same name)
 - b. **HS coaches** will use simply the school name: Edinburgh, Cascade, Plainfield etc.
 - c. **Unattached** athletes will use unattached.
5. Click .
6. Enter and confirm your email address, this will also be your username.
7. Create and confirm your password. Be sure to also enter a security question and answer. These will be used to retrieve your password if you should forget it. Password shall be 6 characters.
8. Be sure to remember or store your password in a secure place to retrieve later. (We cannot retrieve your password. If it is lost you will have to choose “Forgot Password” on first page.)
9. Click .
10. If successful, you will get a confirmation page.
11. Click .

Login to Your Account

1. Enter your username (your email address).
2. Enter your password.
3. Click .

Read the “Announcements” on the right side of the page for any new messages!

Create Your Roster

1. Click on the tab at the top of the page.
2. Click .
3. Select the Sport you want to create a roster for.
4. Select the Gender you want to create a roster for, boys, girls or both.



5. Click .
6. If you are entering both genders, you will need to complete one and then follow these same steps to complete the other. ****You will have a roster for each gender and each sport that you register/input.****
7. NOTE: You may enter rosters in different sittings, but entry into a meet by one person with control under one username/password requires you to enter the meet all at one time unless you do not click "Finalize Registration".

Manage/Update/Preview Your Roster

1. On the tab, click the button next to the roster you want to manage.
2. You can also delete an entire roster by clicking on next to the roster you want to remove.
3. Enter the First and Last Name of your athlete.
4. The Birth-date field is optional. However, your meet instructions will state whether you should include it for your athletes, if asked for please enter; required for USATF/AAU/Road Races.
5. Enter the grade of your athlete. All high school, middle school, CYO and elementary meets require this. If the grade is inapplicable to the meet, choose "N/A."
4. Click to add that athlete to your roster and move on.
5. Repeat this process until you have entered all of your athletes for that roster. (Note: You can also edit or remove athletes from your roster by using the or buttons next to each athlete's name.)
6. This is how you can maintain and alter your roster from year to year without having to create the roster from scratch every year.
7. When done adding/managing your roster, click .

NOTES/ Information Worth Reading

COMPLETING THIS ROSTER ENTRY step DOES NOT MEAN YOU HAVE ENTERED A MEET, please see next steps for MEET ENTRY.

Your roster is stored. Each time you log in, it will be there to use meet to meet or year to year. Simply update your roster each season.

Once you have started your meet entry you cannot add any new names to your roster without first unregistering for the meet so be sure to enter all team members before beginning your meet entry.

You can register /unregister/re-register for a meet as many times as you like prior to the meet deadline set.

Register for a Meet

****NOTE: DO NOT click until you are certain your registration is complete (this includes both a boys and girls roster if you are registering both teams). If you Finalize, you will be locked out and have to Unregister all you have done and start over with registering each athlete into their events.**

1. Click on the **Meets** tab at the top of the page.
2. Click the **Register Now** button next to the Meet you wish to register for.
3. Select whether you want to enter both a Boys and Girls Roster or just one or the other.
4. Then select which Boys and/or Girls Roster you would like to use in registering your team, using the drop down box. Note: Please be sure the box says “Boys” and/or “Girls” depending on your situation.
5. Click the **Register for Meet** button.
6. The next page will show a complete list of all athletes on your selected roster(s).
7. Depending on the Meet, this screen will offer different options.
8. Some meets (usually cross-country meets) will allow you to only submit a Roster. Some meets will require just the Roster, while others will give you the option of entering athletes into an event with their seed times. The screen will indicate if a Roster Only submission is an option or required.

Submit Roster ONLY (Mandatory)

1. This box does not appear if a Roster registration is mandatory. You need only click the **Finalize Registration** button.
2. A confirmation box will appear. Click “OK” if you are certain you want to register.
3. If your registration is correct, you will then see a confirmation screen.
4. **Congratulations, you have now registered!** You will receive an email from support (if your server allows it) confirming the meet registered you for, how many athletes total, # of males, # of females.
5. You can view your registration later after Finalizing by looking under My Registered Meets.

Submit Roster ONLY (Optional)

If you have the option to register your entire roster or enter athletes individually into events, follow these steps to enter the roster only.

1. There will be a check box with text that says “Bypass entering seed information and submit my roster only.” You **MUST** check this box in order to use this option.
2. You must then click the **Finalize Registration** button to submit your registration.
3. A confirmation box will appear. Click “OK” if you are certain you want to register.
4. If your registration is correct, you will then see a confirmation screen.
5. **Congratulations, you have now registered!** You will receive an email from support (if your server allows it) confirming the meet you registered for, how many athletes total, # of males, # of females.
6. You can view your registration later after Finalizing by looking under My Registered Meets.

Register Athletes into Events (with or without seed times) – TYPICALLY USED IN TRACK

1. If you choose or must enter the athletes into individual events, read on.
 - a. Every athlete listed must be registered in an event before you can finalize your registration.
 - b. If an athlete will not compete in this particular meet, click the “Remove” button next to

- the athlete's name. This will remove the athlete from THIS MEET ONLY.
- c. The athlete will remain on your roster for registration in future meets.
 2. To register an athlete in an event, click the **Events >** button next to the athlete's name.
 3. Select the event you want to enter the athlete in by using the drop down box.
 4. Enter the seed time or mark for the athlete using the provided format.
 - a. If no seed time is available, click the box next to "No Seed Time/Mark." Cross Country will use this option, no time is necessary.
 - b. If an athlete will be registered as an Alternate in this event, designate the athlete/event as such by checking the box next to "Alternate."
 12. Remember, your meet may have restrictions regarding the number of Active and/or Alternate Athletes that can be registered in each event.
 - a. Refer to your Meet Instructions or Information Sheets for such restrictions.
 13. When you have entered the required information, click the **Add Seed** button. (The athlete is not in the event until this is done, and this has to be done for each event entering.)
 14. The system will then reset to show you the events in which the athlete is registered and give you the chance to enter the athlete in more events.
 - a. Once an athlete has reached the maximum number of events he or she is eligible for in the meet, the system will not allow you to enter the athlete in any more events unless you remove them from another.
 - b. To remove an athlete from an event, click on the "Remove" button next to the event in the summary section of the athlete's entry.
 15. To register another athlete, click on the "Events >" button next to the athlete's name.
 16. Once all athletes have been entered into events or removed from this list, click on the **View Registration Summary** button. This will provide a list of your entries event-by-event.
 - a. DO NOT SKIP THIS STEP!!
 - b. Some meets may not allow you to adjust your registrations after the deadline. Others may charge fees to make changes. This will be in your meet information.
 - c. Be sure to check everything including the spelling of names, the events in which an athlete is registered, the seed times provided, and whether the athlete is an alternate in an event.
 17. Once you have verified your entries, close the Summary box.
 18. You should again see your meet entry list where you entered all of the information.
 19. Click on the **Finalize Registration** button. (REMEMBER: Once you have done this, your entry is 'locked' and you cannot change it unless you unregister for the meet and begin again entering athletes into events.)
 20. A confirmation box will appear. Click "OK" if you are certain you want to register.
 21. You will then see a confirmation page.
 22. **Congratulations, you have now registered!** You will receive an email from support (if your server allows it) confirming the meet registered you for, how many athletes total, # of males, # of females.
 23. You can view your registration later after Finalizing by looking under My Registered Meets.

Notes on Meet Registration

1. You do not need to complete your roster entry in one sitting.
2. You can manage your registrations up until the meet entry deadline or you click the [Finalize Registration](#) button.
3. To manage your registration prior to the deadline, click on the [Meets](#) tab at the top of the page.
4. Next to the name of the meet you want to manage the entries, click the [Manage](#) button.
5. You can also unregister for a meet.
 - a. To do this, click on the [Meets](#) tab at the top of the page.
 - b. Next to the name of the meet you want to unregister for, click the [Unregister](#) button.
 - c. ONLY DO THIS IF YOU WANT TO START YOUR REGISTRATION FROM SCRATCH AND YOU HAVE SUFFICIENT TIME TO COMPLETE YOUR REGISTRATION BEFORE THE ENTRY DEADLINE!!

Change Your Password

1. To change your password, log in to the system.
2. Click on the [My Account](#) tab at the top of the page.
3. Enter your current password.
4. Enter and confirm your new password.
5. Click [Change Password](#).