

IMPORTANT INFORMATION FOR ENTERING USATF NEW ENGLAND JUNIOR OLYMPICS

The USATF Youth Committee has opted to institute a new online entry system for all levels of Junior Olympics this year. We recognize that this is on short notice, so want to work to make it as easy as possible for individuals and clubs.

First, all individuals being entered MUST have USATF membership before using the online system! That can be obtained online at <http://www.usatfne.org/member>. USATF also requires verification of age. Please send a copy of a Birth Certificate (or other document like a passport) to the NE Association office or bring it with you the day of the JO meet.

All club members MUST have their club listed for a coach/coordinator to enter them as part of a team roster. Know your Club Number or look it up online.

The system being used is Coach0 (www.coacho.com) You can go to the calendar and then to the meet date (**June 19**) and to New England, or use the direct link below.

You can find the instruction process at:
http://www.coachoregistration.com/cgi-bin/showhelp.pl?cd=ma_usatfyouthne&page=how2enterUSATFentryLevelMeet.html

If you can't sort this out, send us a message office@usatfne.org and we will try to help you out

CLUBS

All club entry must be entered by one individual after setting up their club on the registration page. You may share the PIN number, but you risk losing control over your entries. Be very careful who has the PIN.

One issue we have found - if you have individuals who are in the club but enter on their own, they cannot enter as a club member. Thus they may be entered as unattached; we will have to make individual entries to change them back to your club. You may need to update relays on meet day.

We ask that all youth coaches take the responsibility and enter their club members, even if only one or two individuals. Otherwise they will appear as unattached. We may also send along info on those who have mailed in paper entries and ask you to re-enter them

Go to
http://www.coachoregistration.com/cgi-bin/login.pl?cd=ma_usatfyouthne

do the following steps

- 1 - Add club to the list
- 4 - Enter athletes in events - repeat all that you sent in to us, individual and relay. All USATF member athletes will appear on a list so it will not be necessary to type in names and DOB.
- 6 - View and confirm entry
- 7 - Print waiver (all must be signed by parents)

All clubs will be sent a copy of the current waiver form; take care of this as soon as possible, not on meet day! It would be best for the coach to bring all waiver forms - in alphabetical order - to the meet.

No one may compete without a signed waiver! The signature must be from a parent/guardian, not the coach. Athletes 18 and over must sign their own waivers.

You are allowed to go back and make changes, additions, and updates until **Thursday night, June 17.**

INDIVIDUALS

Go to

http://www.coachoregistration.com/cgi-bin/login.pl?cd=ma_usatfyouthne

Do the following steps

- 1 - Add an unattached athlete to the list
- 4 - Enter athlete in events - repeat all that you sent in to us, individual and relay
- 6 - View and confirm entry
- 7 - Print waiver (all must be signed by parents)

Bring the signed waiver to the meet; without waiver the athlete cannot compete.

The individual will be listed as Unattached-FirstName-LastName.

REGIONAL MEET

After the NE Association meet on 6/19, Advancers to the Regional level will have to repeat the process in part.

The NE meet results will be used to create entries, and athletes (coaches/parents) will in effect be declaring their intent to compete and paying their fee by using Coacho.

Again, the Region I entry can be found on the Coacho.com calendar, **June 25-27, USATF Region I** meet. Region I requires payment by credit card.