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TRACK QUALIFYING REPORTING PROCEDURE

Please report your qualifiers no later than 5 days after the meet.

Go to ndhsaa.com, click on Athletics, Boy's Track and Field or Girls' Track and Field and then "State Qualifying Reporting Site". Enter login and password assigned by the NDHSAA office and press enter or click the login button. (Passwords are case sensitive)

Go to **Add Performances**

Go to the **Event** box.

Select the event qualified in from the pull-down list.

- If it is an individual event select the athlete qualifying from the pull-down list in the **Athlete Name** box.
- If it is a relay, select the athletes names from the **Athlete Name 1, Athlete Name 2, Athlete Name 3, Athlete Name 4** pull-down lists in the **Relay Information** section. Make sure you include all four athletes that ran on the relay.

If the athletes name is not in the pull-down lists, do the following:

- Go to **Add Athlete**, if an athlete has not previously been entered.
- List only qualifiers on the roster.
- Type in names in normal way, not all caps or all small (ex. Sally Smith).
- Enter the required information. Use the tab key to move through the fields. Do not use the enter key until you are done filling in all the information, as that will prematurely submit your entry.
- Once they have been added to the roster, they need not be added again as they will be a part of a pull-down menu of your listed athletes.

Go to the **Performance Information** section.

- Choose the **None** radio button if the performance is a field event.
- The **Manual** radio button will be removed for all timed track events.
- Choose the **FAT** radio button if needed to report the Fully Automatic or Converted Manual Time
Input the time, distance or height in the space provided in the **Performance Information** section.
- Enter qualifying time, distance or height only if one of 2 best times except relays – enter each time qual.
- If qualifying time, distance or height is less than the two listed on site, do not enter.

Handheld: All handheld times will be rounded up to the next tenth and then add .24

Example #1: In the Girls' 100 Meter Dash, a handheld time of 12.75 will be 12.8 plus .24 which is 13.04 which is exactly qualifying (see 2010 Track Minimum Standards chart)

Example #2: In the Boys' 400 Meter Dash, a handheld time of 52.01 is rounded up to 52.1 plus .24 which reported as a 52.34 and not qualifying.

F.A.T.: All Fully Automatic Timing will stand as is.

Example #1: In the Girls' 100 Meter Dash, a F.A.T. time of 12.81 will be reported as **12.81**

Example #2: In the Boys' 800 Meter Run, a F.A.T. time of 2:01.21 is reported as **2:01.21**

Field Event: All field qualifiers are entered as reported. Please remember, **Discus and Javelin is rounded down to the lower inch. NO FRACTIONS.**

Example #1: In the Girls' Javelin, a measurement of 114' 11½" is 114' 11" and would not be a qualifying performance.

Example #2: In the Boys' Long Jump, a jump of 20' 9 ¾" remains exactly as is.

Go to the **General Information** section.

Fill in the **Meet Site Name** box.

Next to **Performance Date** select the date of the meet from the pull-down lists.

Click on the **Verify Performance** button at the bottom of the page.

Review the qualifying information in the **Verify Performance** area on the new page that will appear.

If the information is not correct click the back button in your browser and edit any information that is incorrect. After you have edited the information click the **Verify Performance** button and review the qualifying information again.

If all information is correct click the **Save Performance** button. **YOU WILL NOT BE ABLE TO EDIT THE QUALIFYING PERFORMANCE ONCE YOU HAVE CLICKED THE SAVE PERFORMANCE BUTTON!!!!**

Log Out when you are finished.

Errors: If you have incorrectly submitted any information, you are unable to correct yourself. Please contact the NDHSAA immediately at 845-3953 or email sheryl.solberg@sendit.nodak.edu **DON'T WAIT!!!**

NOTE: This site will be closed Sunday, May 20th, 2012 at 12:00 noon (Central Time). Additions after May 20th until May 22nd at 5:00 pm (Central Time) will be accepted with a \$50 fine. No additions allowed after the declaration deadline of 5:00 pm (Central Time) May 22, 2012

Declarations may be made by email to sheryl.solberg@sendit.nodak.edu or telephone 845-3953. You will receive a reply to verify receipt.

ALSO:

1. If a track qualifier runs a better time, enter.
2. Field events need best two qualifying performances
3. Relays with previous better performance must be added if new athletes involved.