

Step 1: Go to <http://oh.milesplit.us> and sign in.

You should have already received your approval as Team Admin/Team Coach to

Step 2: Click on "Teams" in the red toolbar -



Step 3: You will see the following -



## Team List (OH)

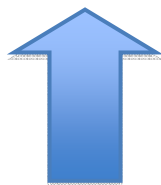
**Team Parameters**

Type:  All  High School  Middle School  Elementary  College  JuCo

County:

Adams	Allen	Ashland	Ashtabula	Athens	Auglaize	Belmont
Butler	Carroll	Champaign	Clark	Clermont	Clinton	Columbiana
Crawford	Cuyahoga	Darke	Defiance	Delaware	Erie	Fairfield
Franklin	Fulton	Gallia	Geauga	Greene	Guernsey	Hamilton
Hardin	Harrison	Henry	Highland	Hocking	Holmes	Huron
Jefferson	Knox	Lake	Lawrence	Licking	Logan	Lorain
Madison	Mahoning	Marion	Medina	Meigs	Mercer	Miami
Montgomery	Morgan	Morrow	Muskingum	Noble	Ottawa	Paulding
Pickaway	Pike	Portage	Preble	Putnam	Richland	Ross
Scioto	Seneca	Shelby	Stark	Summit	Trumbull	Tuscarawas
Van Wert	Vinton	Warren	Washington	Wayne	Williams	Wood

ABCDEFGHIJKLMNOPQRSTUVWXYZ



Use the letters to find your team, then click on your team name -or- search by county

Step 4: Enter the Admin Mode for your team by clicking on the “Team Administration” button across from your team name.

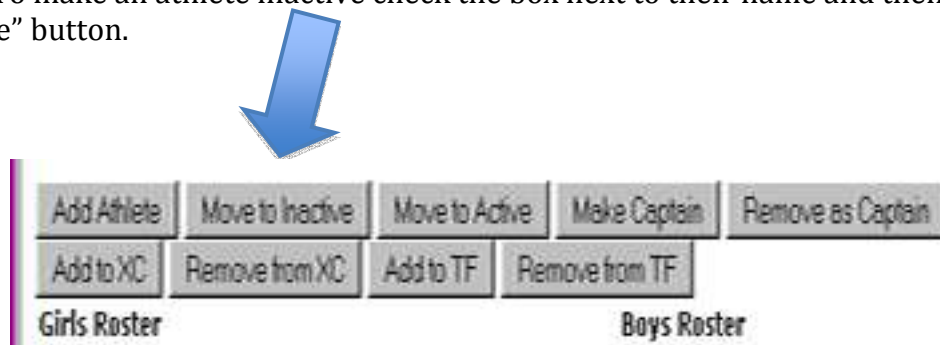


Step 5: You are now in the Admin Mode. To change your roster click on “Roster” on the left hand side of the page

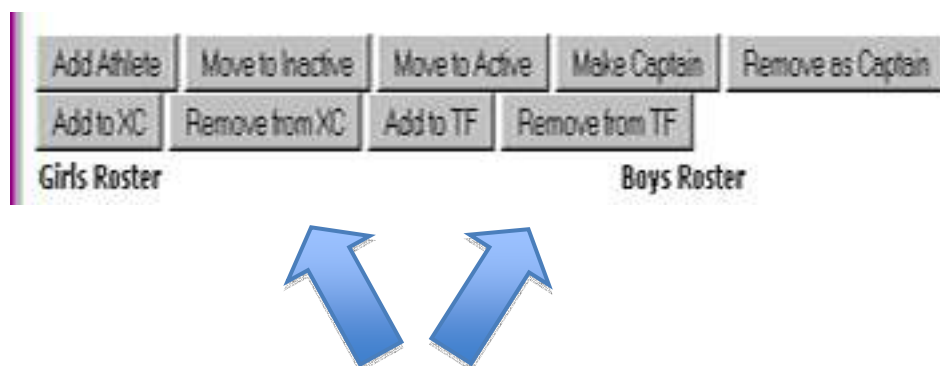


Step 6: Now you will see a screen with both boy and girl athletes associated with your team. Look through the list --- you may find many athletes that should be inactive or athletes that should only be on the Track Roster or only on the Cross Country Roster. If the athlete has already graduated, click on their name and change their graduation year, they will be moved off of the roster page within a week.

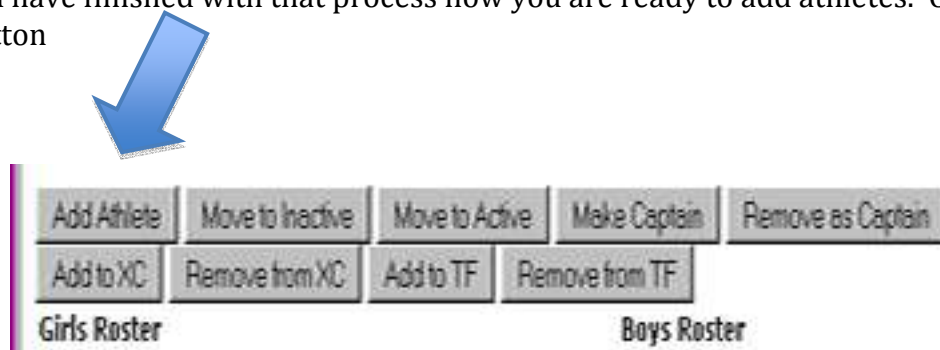
Step 6a: To make an athlete inactive check the box next to their name and then click on the "Move to Inactive" button.



Step 6b: To remove an athlete from a specific roster, check the box next to their name and then click on either "Remove from XC" to remove them from cross country roster or "Remove from TF" to remove them from the Track roster.



Step 7: Once you have finished with that process now you are ready to add athletes. Click on the gray "add athlete" button



Step 8: You will see the following screen. Fill in the First Name, the Last Name, select the gender and then High School Class. Once you have done all that click on the gray "Add New Athlete" button –

**Edit Roster**

Moved athletes to active roster.

[Back to Active Roster](#)

First Name:

Last Name:

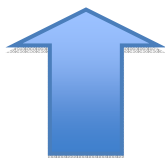
Gender:  Male  Female

High School Class Of:

Nickname:

Specialty:

Athletic Honors:



Step 9: Continue to repeat step 7 and step 8 until you have added all of your athletes.

If you questions please feel free to contact Jim Findlay, the OHRunners Webmaster at [jimfindlay1@gmail.com](mailto:jimfindlay1@gmail.com).