

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

Hopefully you have an account already, if not then you must sign up before you start the process.

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



Step 3: You will see the following -



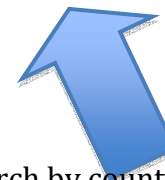
Team List (OH)

Team Parameters

Type: All High School Middle School Elementary College JuCo

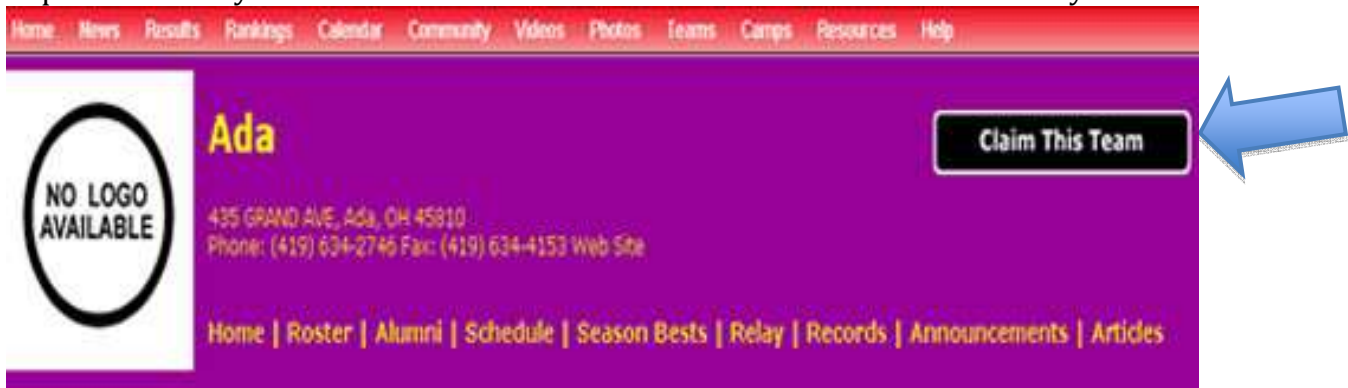
County:	Adams	Allen	Ashland	Ashtabula	Athens	Auglaize	Belmont
	Butler	Carroll	Champaign	Clark	Clermont	Clinton	Columbiana
	Crawford	Cuyahoga	Darke	Defiance	Delaware	Erie	Fairfield
	Franklin	Fulton	Gallia	Geauga	Greene	Guernsey	Hamilton
	Hardin	Harrison	Henry	Highland	Hocking	Holmes	Huron
	Jefferson	Knox	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: To Claim your team click on the "Claim This Team" button across from your team name



Step 5: Click on Coach

Claim This Team

What is your relationship with this team?

Coach

A coach is also a team admin, you don't need to sign up for both.

Team Administrator

This is if you are a parent or student athlete appointed to administer your team.

Athlete

Parent

Fan

Step 6: Finalize your team claim. If you are the High School coach and are listed on the OHSAA website as the team coach (<http://www.cdab.org/members.asp>) there is no need to fill in the text box, just click on the gray button that says "Yes, I am a coach of this team"

Claim This Team

I'm a Coach

Coaches are able to make announcements on the team page, has some administrative abilities, and access to private team announcements and news. They are also authorized to register the team for meets that use our online registration system. Requests to be team administrator must be approved by the webmaster, so will take some time to process. Please identify yourself in the space below as to what your position is on the team and if applicable how we can verify your position.

Step 7: Wait for a confirmation email from MileSplit saying that you are approved to be a Team Coach or Team Admin. Most requests are approved within 24 hours, if you have not received the email within 24 hours, please check your junk or spam folders for the email.

If you have questions please feel free to contact Jim Findlay, the OHRunners Webmaster at jimfindlay1@gmail.com.