



MileSplit/TSSAA Onboarding Quick Start Guide

In 2021, MileSplit will be the exclusive registration platform for the TSSAA. Onboarding onto MileSplit can be easily accomplished in three quick and easy steps. Claiming your team, updating your roster, and having your athletes claim their profiles.

Claiming Team

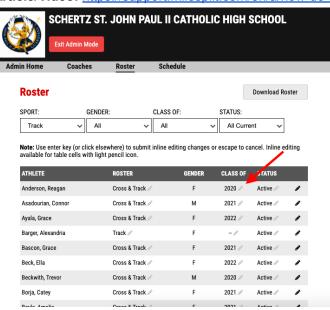
- 1. If you do not already have an account, create a free one at https://tn.milesplit.com/register
- 2. Once your account is created go to https://tn.milesplit.com/teams
- 3. Find your team on the list, click on it, and click the claim team button.

Helpful Article/Video: https://support.milesplit.com/en/a/how-do-i-claim-my-team

Updating Your Roster

Update your roster to reflect this year's list of athletes. I.e. Update grad years so that athletes have graduated are removed from your active roster, change their status to inactive if they quit the team, moved away, etc.

Article/Video: https://support.milesplit.com/en/a/how-do-i-edit-my-teams-roster



Athlete Onboarding

Provide athletes the following instructions.

- 1. Create a login on MileSplit by going to https://tn.milesplit.com/register
- 2. Search for your athlete profile by clicking search in the upper right corner.
- 3. Type your first/last name and click on your athlete profile.
- 4. Click the "Claim Profile" button.



***If you need any further assistance, please contact registration@milesplit.com.

Hosting a Meet

MileSplit will be providing all TSSAA member schools with an account manager to handle meet setup for coaches in 2021. If you're hosting a meet this season, connect with MileSplit's ACAA Account Manager Jeff Oncken at registration@milesplit.com and he'll be happy to get registration set up for you!

