On-Line XC Registration Instructions

The registration process will be completely on-line through the RUNHIGH.COM website. Go to the MAIN MENU and click on CROSS COUNTRY EVENT REGISTRATION.

If you have used this service in 2005 and/or 2006, it has not changed.

You will initially add your school to the master database of schools. You will need to set a password (your e-mail address will be your user ID and you can change the password to whatever you like).

The name of your school must be shortened to a maximum of 21 letters and spaces. Do not use the words "boys", "girls", "varsity", "high school", "middle school", etc. Keep it short. ie Slippery Rock, Mt Lebanon, etc. Also, don't use the apostophe " '" or the " & " sign in the team name,

You will then add your roster to this database. Please include the names of all runners who may potentially run ANY or ALL of the events on the schedule of UPCOMING EVENTS. Include your varsity, JV, and middle school rosters all to the same roster unless your rosters are really big and you want to keep them separated. (ie boys and girls or varsity and Jr Hi)

Use 1 for Freshmen, 2 for Sophomores, 3 for Juniors, 4 for Seniors and the actual grade for all others.

Once you have entered your roster, you won't have to enter the names again for other events as in the past. This is a real "plus" especially for large schools. You can make changes to your master roster at any time (add, delete, or edit).

After your roster is entered into the database, you can register your school for any of the events listed in the menu. Initially, your entire roster will appear as participating in that event. You can then go through and deselect those who may not be participating. Some meet directors will be charging you by the number of runners registered, so you don't want to include too many that may not be running.

At any time, you can view an event and see which schools and which runners have registered. This is a "plus" for the coaches and the meet director.

As in the past some meets may manage their own databases before sending the rosters to us. (PIAA State Championships, OH State Championships, etc) These events will not be listed in the "events list". For these events, you will need to follow the instructions of the meet director.

We continue to strive for excellence and state-of-the-art technology. This on-line registration service can easily expand to anyone hosting a XC meet, invitational, or championship, even if Runner's High is NOT providing the timing services for the event. Feel free to mention the service to any of your upcoming meet directors who still use the old paper format.

Questions? smc@runhigh.com