

# Utah High School Activities Association

199 East 7200 South  
Midvale, Utah 84047



## State Track & Field Meet Internet Entry Instructions

1. Please go to **www.runnercard.com** and click on **registration**.
2. If you already have an account with RunnerCard enter your username and password and go to item #6 below. If you need to create a new account, please click on Create Account.
3. Read the instructions and click on **Signup**.
4. Under the coaches section, click on the GO button next to your classification: high school.
5. Enter the username that you would like to use for this account. Enter the password that you would like to use, twice, to verify spelling. The password can be anything that you prefer. Enter your personal information. Follow the wizard to complete all of the necessary steps to process your registration.
6. The meet access code is **state**
7. Registration is not complete until the Print and Verify option displays your meet roster. *It is always good to print out the meet roster and take it to the meet with you.*

Only one account is needed to register. One account and one team can handle both male and female athletes **IF** you are sure to click appropriate gender buttons as you enter. Otherwise, simply create an account for boys and one for girls.

Please process your initial registration early, allowing Meet Management to plan the event. Log back into your account to make any registration changes before registration ends. If you need to add or delete an athlete(s), changes can be made at any time of day up until the Monday, May 11 noon deadline.

**For assistance call Doug Padilla 801-367-6578  
or email [doug@runnercard.com](mailto:doug@runnercard.com)**