

Coach,

Welcome to RunnerCard! Glad to have you use RunnerCard for your registration and meet management! We help you setup a meet director account, which allows you to create your meet on the web site. You control everything that is posted from your meet director account, including meet information and the message you display. You can post separate file(s) that might include a meet schedule, directions to your facility, etc. If you post more than one file, you will need to also post an index page to provide access to the other files. Another option would be to point the schedule link to your own web page.

To create your account, go to [www.runnercard.com](http://www.runnercard.com) . On the right side of the screen is a link highlighted in gold named Create Account. Click on this link. At the bottom of this screen, under the heading **Meet Directors and Administrators:**, enter the Account Creation Code of: **Speedy** . This will allow you to create a meet director's account in the high school classification.

Follow the steps to create your account. Be sure to write down the username and password that you select for your meet director account. Once you are in your account, click on the Help link for instructions to create meets. You can create cross country meets, track meets, or even a road race. You can select in which classification you would like to have this meet displayed by clicking on the Advanced link. This account can only be used to handle meet director functions. To register your own team, you must have a coach's account.

The Help file is located in the bottom left corner of the screen. It contains instructions for creating your meet and setting it up for registration. You can set a Meet Access Code which will restrict access to the meet. You can even set a password for any race or event where you would like to limit access.

Once registration is finished, you will use RunnerCard Track to bring the data onto your computer. RunnerCard Track will handle meet management chores such as creating heats and flights, printing heat sheets and field event sheets, entering times and marks, and printing results. It will even print team scores!

Once the meet is finished, you will post the results of the meet to the RunnerCard web site, making results available to everyone. We do not remove meet results from our site.

Welcome aboard!

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