



NEW MEXICO  
ACTIVITIES ASSOCIATION



### MileSplit/NMAA Onboarding Quick Start Guide

In 2021, MileSplit will be the exclusive registration platform for the NMAA for all regular season qualifying meets and postseason meets. 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://nm.milesplit.com/register>
2. Once your account is created go to <https://nm.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>

**SCHERTZ ST. JOHN PAUL II CATHOLIC HIGH SCHOOL**

Exit Admin Mode

Admin Home Coaches Roster Schedule

**Roster** Download Roster

SPORT: Track GENDER: All CLASS OF: All STATUS: All Current

Note: Use enter key (or click elsewhere) to submit inline editing changes or escape to cancel. Inline editing available for table cells with light pencil icon.

ATHLETE	ROSTER	GENDER	CLASS OF	STATUS
Anderson, Reagan	Cross & Track	F	2020	Active
Asadourian, Connor	Cross & Track	M	2021	Active
Ayala, Grace	Cross & Track	F	2022	Active
Barger, Alexandria	Track	F	--	Active
Bascon, Grace	Cross & Track	F	2021	Active
Beck, Ella	Cross & Track	F	2022	Active
Beckwith, Trevor	Cross & Track	M	2020	Active
Borja, Catey	Cross & Track	F	2021	Active
Borja, Amalia	Cross & Track	F	2021	Active

#### Athlete Onboarding

Provide athletes the following instructions.

1. Create a login on MileSplit by going to <https://nm.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.

**Jeffrey Oncken**

San Antonio Churchill • Class of 2009 • San Antonio, TX

Claim Athlete

\*\*\*If you need any further assistance, please contact [registration@milesplit.com](mailto:registration@milesplit.com).

**Hosting a Meet**

MileSplit will be providing all NMAA 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 NMAA Account Manager Jeff Oncken at [registration@milesplit.com](mailto:registration@milesplit.com) and he'll be happy to get registration set up for you!

