



Cross-Country Meet Management By Gopher State Events (GSE)

Having a meet you are participating in managed by GSE carries some advantages not found with any other cross-country meet management system. They are listed here:

I. GSE Meet Management Advantages

- 1) Line-up confirmation is emailed to you the morning of the meet.
- 2) Results are placed online as the meet progresses.
- 3) Coaches are notified of results uploads via email during the meet.
- 4) Finish line pictures are posted within 24 hours of the meet for free download.

In order to make the system work for you and your participants please follow the instructions below.

II. Pre-Meet Instructions

In order to have your meet managed by GSE there are **two main processes** that we need coaches to take care of for us:

- 1) We need you to **upload your roster** to us AT LEAST 72 HOURS prior to the meet. **THIS ONLY HAS TO BE DONE ONCE-EVER!** If you have EVER done this all you will need to do is delete those no longer on the team and add new runners.
- 2) We need you to **designate your meet line** up **BY 7:00 AM THE DAY PRIOR TO THE MEET**. This includes every meet timed by GSE that your team participates in.

III. Submitting Rosters For Batch Upload

If you do not have a roster on file, send us one and **we will upload it for you**. Due to the high volume of events we manage, we must insist that you follow the guidelines below for **ROSTER** submission. (NOTE: We will not set your **LINE-UP** for you. Once your roster is on file you must log in and set your line-up before each meet.):

- 1) Use Microsoft Excel or Compatible Spread Sheet
- 2) Use a different sheet for each gender
- 3) Include ONLY first name, last name, and grade (numeric, not %sophomore+) as indicated:

	A	B	C	D
1	First Name	Last Name	Grade	
2	John	Doe	10	
3				

IV. Meet Day Instructions

There is little to deal with on meet day for the coaches but a couple of things are **VERY IMPORTANT**:

- 1) You will receive a packet that includes a bib for each participant. If you need safety pins they are available when picking up your packet.
- 2) It is **imperative that your athletes compete in the race that you assigned to them**. A limited number of race changes can be made on meet **but WE CAN NOT ADD ATHLETES TO YOUR ROSTER ON SITE**. Please ensure that anyone that MIGHT participate in the meet is on your roster prior to 7:00 am the day before the meet.
- 3) Every athlete must **wear the bib assigned to them, horizontally, un-modified, on the front of their jersey**.

V. During the Meet

Please have a manager check the results online as the meet progresses for any athlete whose bib did not get read by the system. Our RFID Technology is over 99.6% accurate but occasionally a chip is not read. Please report any %no reads+to the finish line tent asap.