

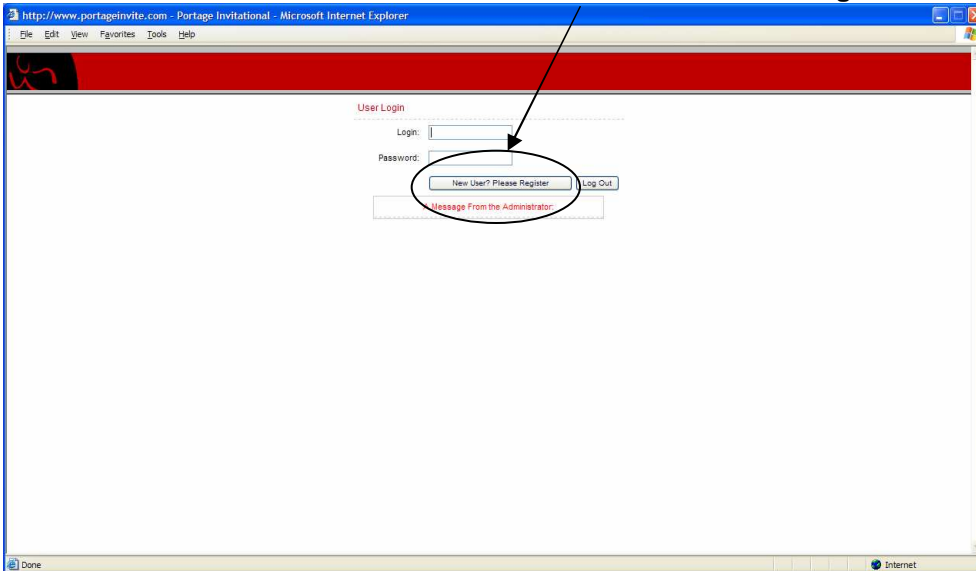
PORTAGE CROSS COUNTRY INVITATIONAL

ATHLETE REGISTRATION INSTRUCTIONS

Using the Internet, please go to the following website for athlete registration: www.portageinvite.com/login.php

Step 1: Logging In as a NEW USER

All coaches are NEW USERS. Please click on “New User? Please Register”



Step 2: User Registration.

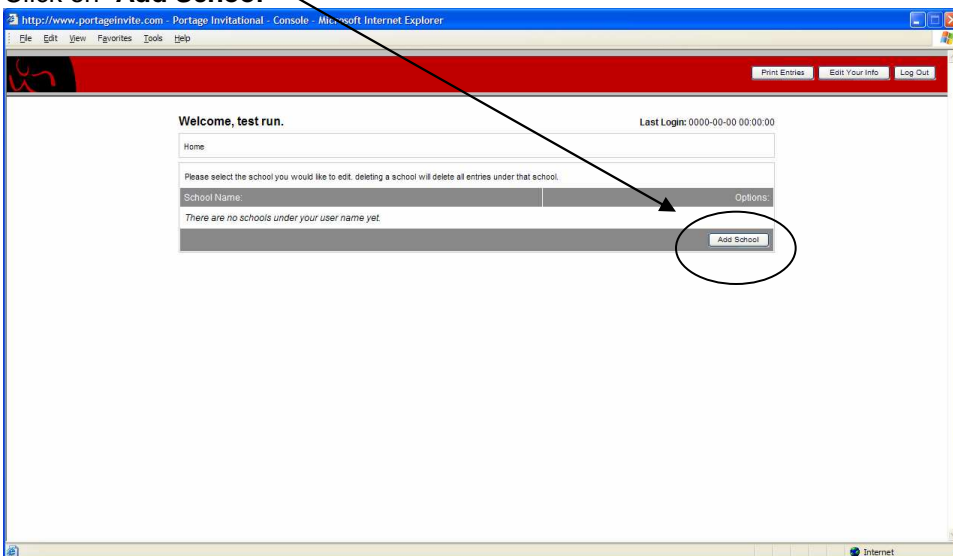
1. ID Code = **brooks**
2. You will create your own password. Your password must be at least 6 characters. Please record this for future reference. The system will email your username and password to you for your reference.
3. Please fill in all of the fields with an asterisk (*).
4. Select “**Submit**” when you have completed each required field.

Step 3: Logging In with your USERNAME.

1. Enter your username, which is generated by the registration system, and enter your password.
2. Click on Login

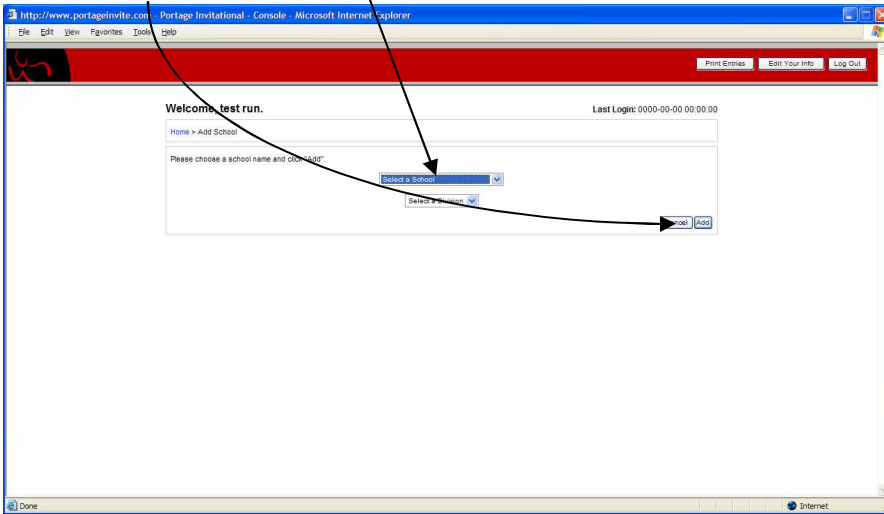
Step 4: Adding your school

Click on “Add School”



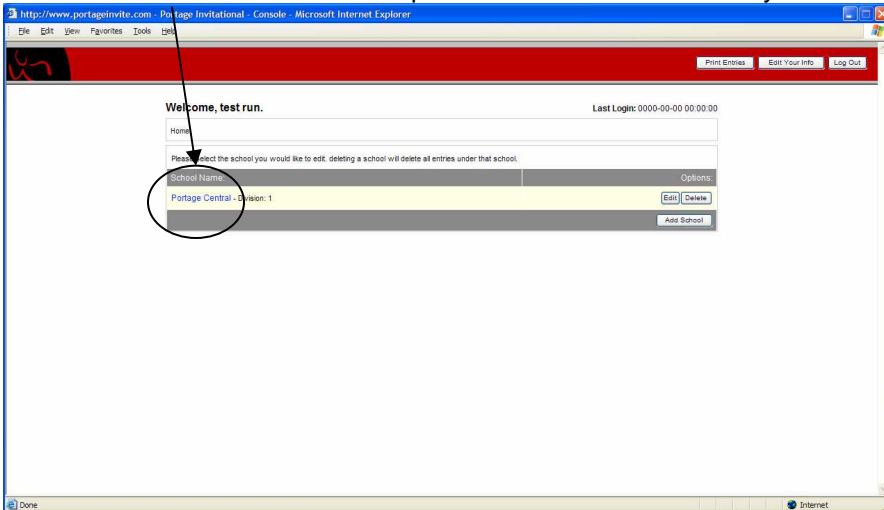
Step 5: Selecting your school.

1. Using the pull-down menu, select your school name and your division.
2. Then click on "Add"



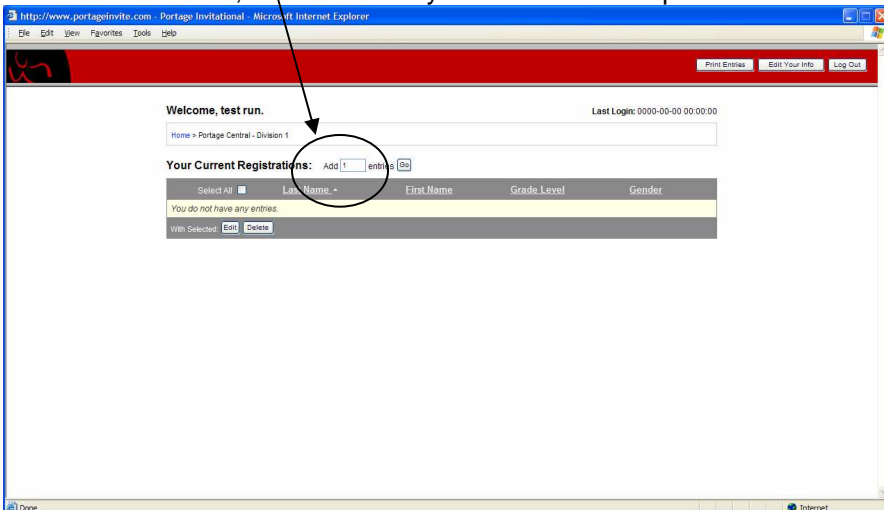
Step 6: Opening up your team entries page.

Your school name will now show up in blue text. Please click on your school name.



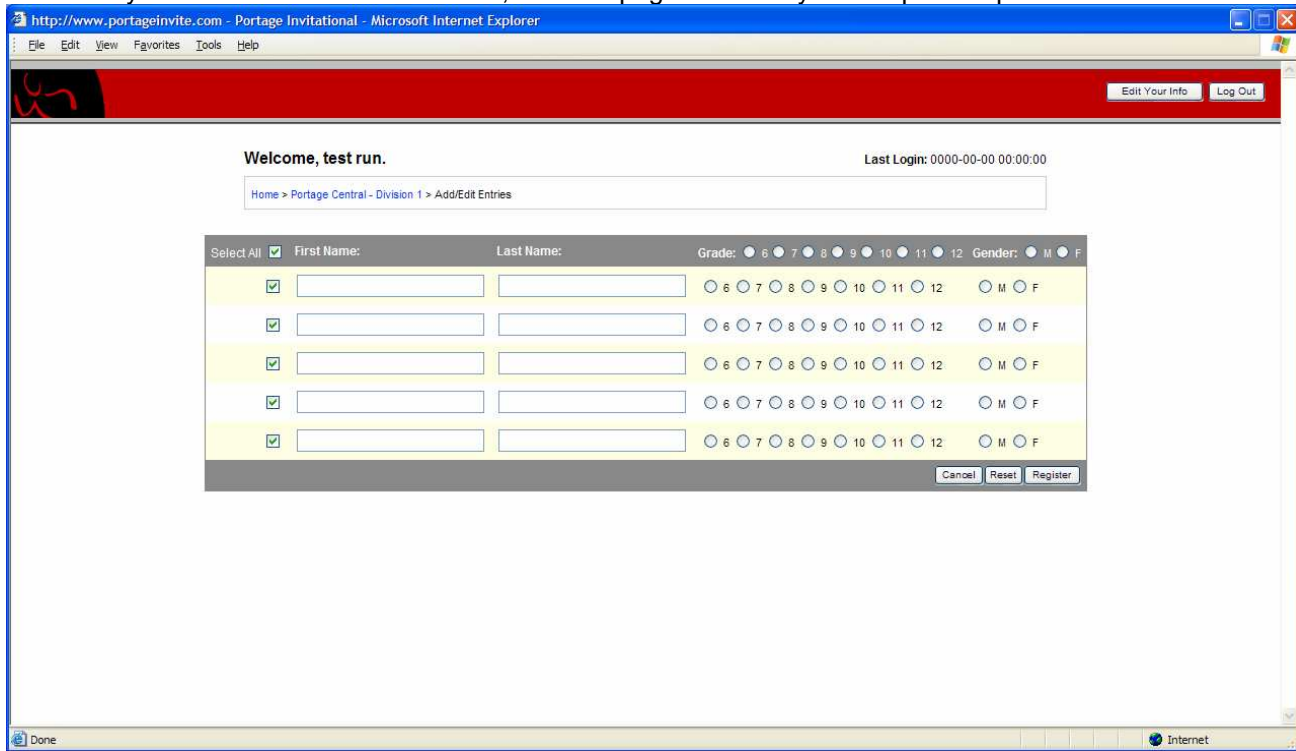
Step 7: Entering number of athletes to register.

1. Enter the number of athletes you will be registering.
2. Press "GO", and a new entry screen will show up.



Step 8: Entering your athletes.

1. Please enter your athletes in this section.
2. You must enter the athlete's grade and gender.
3. You may enter both male and female athletes at the same time.
4. Click on "Register" when you have finished.
5. If you need to enter more athletes, the next page will allow you to repeat steps 7 and 8.



Step 9: Editing Entries, Printing Entries, Edit Your Info.

1. At this page, you may edit entries, print entries, and edit your personal information.
2. Please print your entries for your own verification.
3. You may return to the registration system at any time to edit your entries.

