

## Regional Entry Information

All Regional meets will use [www.RaceTimeEntry.com](http://www.RaceTimeEntry.com) to enter their Regional meet. All Region meets will also use the Hytek computer program. This makes it easier on everybody and has all Regions doing the same thing. The Old WVSSAC Regional entry form is no longer required and unnecessary. Disregard the Old WVSSAC Region Entry form. Please make note of the following:

1. Only enter 10 boys and 10 girls for the Regional meet. RaceTimeEntry will be set, so coaches can not add more than 10 runners.
2. Only 7 runners per team may compete in the Regional meet with the other 3 as alternates.
3. Send your WVSSAC Eligibility sheet to your Regional Director, so they can check to make sure all runners are on the WVSSAC Eligibility sheet.
4. Any questions on RaceTimeEntry, contact Matt Lucas at [mlucas1215@gmail.com](mailto:mlucas1215@gmail.com)
5. Entry deadline is determined by Regional Directors

### All Regional Directors make note of the following:

1. Check Eligibility sheets to make sure all runners in your Region are on the WVSSAC sheet.
2. Before hosting your regional, contact Matt Lucas at [mlucas1215@gmail.com](mailto:mlucas1215@gmail.com) to receive the regional hy-tek file that you will use for your regional. This file will have all the correct settings, races, and teams already set-up so that there are no problems with importing your regional results."
3. Email your back-up Hytek file to [mlucas1215@gmail.com](mailto:mlucas1215@gmail.com) by **9:00pm** after your Regional meet on Thursday (October 23rd). This process only takes a few minutes and allows us to start the long process of preparing for the State Meet. We have to email qualifying teams and athletes to Butch Powell by Friday morning, so he can prepare for the State Meet Program. If you can get your Hytek file and qualifying teams emailed to us earlier than **9:00pm**, it would be greatly appreciated.
4. **When emailing your Hytek backup file, indicate in the email how many boys teams and how many girls teams along with the number of individuals that have qualified from your Region. Your results may not indicate full teams or total runners starting the race because a team may start with 5 runners and only end with 4 runners finishing. Since we cannot be at all Regional meets, we have no clue how many teams start the race unless you indicate that in your email when sending your Hytek file. The same goes for individual qualifiers since the new 20% rule. Your email must indicate how many individuals have qualified for each Region race.**
5. Pass out State Meet qualifier information sheet to all state meet qualifiers.
6. Any questions on RaceTimeEntry or Hytek, contact Matt Lucas at [mlucas1215@gmail.com](mailto:mlucas1215@gmail.com).
7. Follow all guidelines set by the WVSSAC for Regional Directors. However, you DO NOT need to submit the WVSSAC Cross Country meet reports. You only have to submit the Financial Region Report to the WVSSAC and participating schools in your Region. The Hytek backup file and email stating how many teams & individuals qualified for the state meet is all you have to submit to [mlucas1215@gmail.com](mailto:mlucas1215@gmail.com).