



# ENTERING STUDENTS IN THE STATE CROSS COUNTRY MEET



- Login to **TAPP**ster
- Select **ENTRIES**
- Click on **Appropriate Meet**
- Boys and Girls Meets are Separate (Select only ONE at a time)
- Click on **ADD NEW ENTRY**
- Only the students on the Eligibility Form are Shown
- Click on the **STUDENT NAME**
- Click on **SAVE**
- You will receive a pop up screen showing **SAVED**
- Click **OK**
- Congratulations you have added your first student
- A school may enter up to 7 runners for the meet
- Alternates must be on the school's eligibility form, but are not entered in TAPPster.
- Prior to the deadline posted on the TAPPS Calendar, schools may change runners in TAPPster.
- To change a runner prior to the deadline, click on **EDIT ENTRY**
- Click on the runner to be replaced
- Click on the new runner
- Click on **SAVE**
- The **Registered** in Meet will change from NO to YES once TAPPS enters in the meet on October 15.