

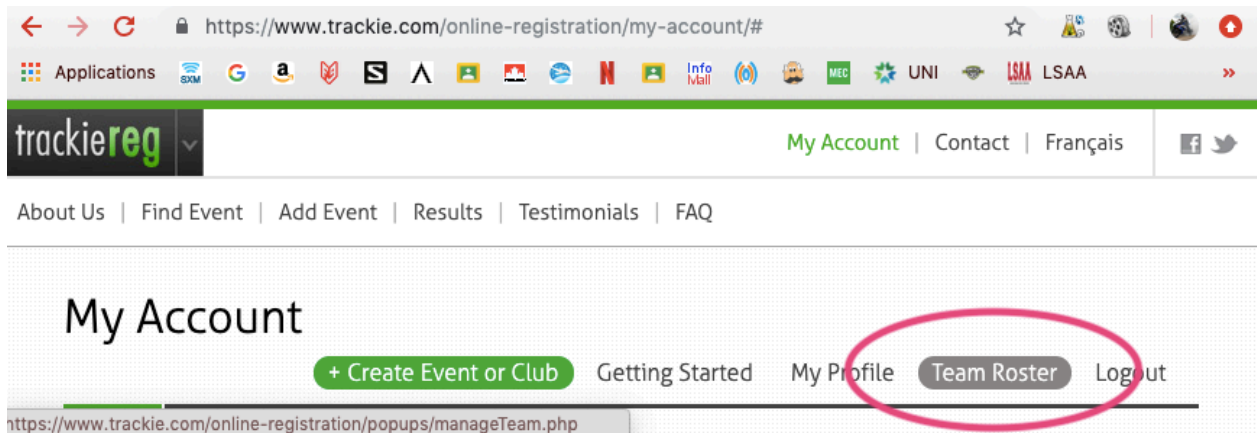


## Step 2 – TrakieReg registration process

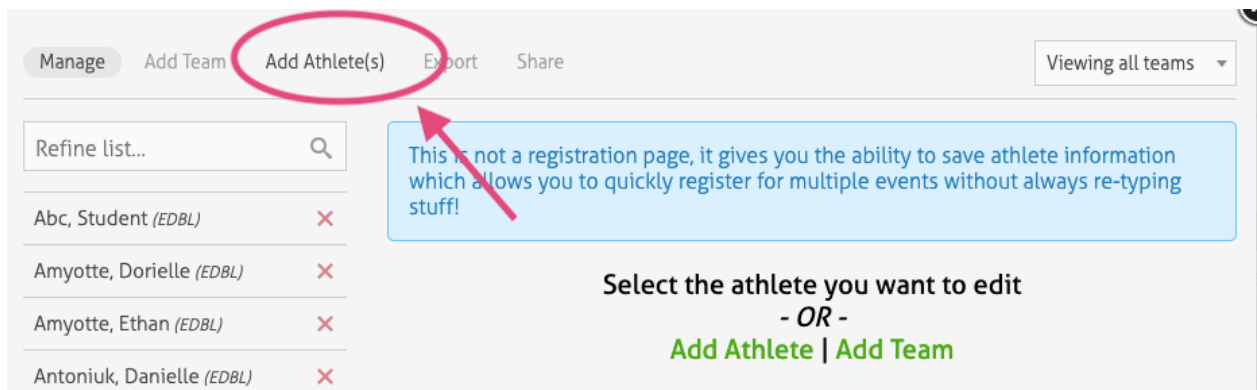
### Adding your Roster

a) Once your Account creation is completed (Step 1), you must now create your team roster.

- Select Team « Roster » tab



b) Select « Add Athlete » tab



- c) You now have 3 choices. You can add athletes individually. You can import them using the supplied template form the website. You can import them from your old Team Manager file (if you choose this option, please follow the steps mentioned in the website. When you email TrakieReg for them to import your roster in your account, please make sure you specify your school and code. Also, if you choose this method, I would clean your athletes in Team Manager and remove students who are not at your school anymore). It's pretty basic but if you need help, please call me and I will guide you in this process.

Manage Add Team **Add Athlete(s)** Export Share

Add Single Athlete  Import Athletes  Import from Hy-Tek Team Manager

First Name \*

Last Name \*

Gender \*  
 Male  Female

DOB \*  
yyyy / mm / dd

Hometown

Member #

Team:  
Ne:Ecole Des Beaux Lacs

**Default Seed-Marks**  
[+ Add Event](#)