

## Getting Started with XCStats

### 1. How to Create an Account

Accounts in XCStats are created by athletes and in doing so, add your parents in the process. Here's what you'll need to register:

1. Your schools' registration code - get this from your coach. It allows access to the registration page.
2. Your parents email addresses.
3. Access to your email - you need to click a link in an email that comes immediately upon submitting the registration form. If you don't receive it, check your junk folder.

#### Athlete Registration Process

1. Go to [www.xcstats.com](http://www.xcstats.com) and click on "Subscribing Schools", then your schools name. You'll see the form shown (in the upper right corner of that page). If you don't see the form, tell your coach. To start the registration process click on "CREATE ACCOUNT".

RUNNER/PARENT/COACH LOGIN  
Email:   
Pass:   
LOGIN  
CREATE ACCOUNT  
Lost Password?  
How to Register

2. Enter your registration code to access the registration form.

ENTER YOUR REGISTRATION CODE:  
  
SUBMIT

3. You now will see the registration form! The form displays different options depending on your selections. Follow though the questions, entering the information requested, including your parents names and email addresses. Please note that the same email address cannot be used for both athlete and parent. If in doubt on the question "Have Results in XCStats?", enter Yes, then scan the pulldown list for your name. If not there, select No.

REGISTRATION FORM  
USER TYPE:  Runner,  Coach  
GENDER:  Boy,  Girl  
HAVE RESULTS IN XCSTATS?:  Yes,  No  
CLASS OF:  2014,  2013,  2012,  2011

After submitting the form, you'll receive a confirmation email. If you don't receive it, check you junk folder. Also, add "xcstats.com" as a safe sender in your spam filter. Click on the link within that email to activate your account. Parents will also be sent an email to activate their accounts. This email will also contain a parent password which can be changed once the login. If you have any problems ask your coach, submit them on the "contact us" form on XCStats or write us at [xcsupport@xcstats.com](mailto:xcsupport@xcstats.com).

### 2. How to Log In

Once activated, parents and athletes can login to XCStats to access additional functionality and features You can login using a form in either of two places:

XCStats home page  
([www.xcstats.com](http://www.xcstats.com))

or

Your schools XCStats Home Page:

LOGIN Email:  Password:  SUBMIT  
LOGIN

RUNNER/PARENT/COACH LOGIN  
Email:   
Pass:   
LOGIN  
CREATE ACCOUNT  
Lost Password?  
How to Register

### 3. Additional Functionality for Registered Athletes

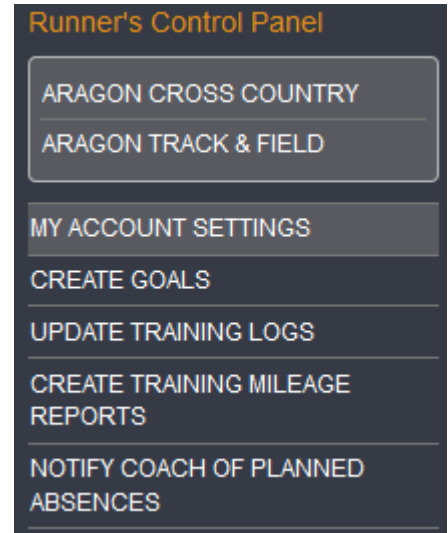
Once you login, a whole new set of features and capabilities are exposed!

From your "Runners Control Panel" you can:

- Update your account settings - add/remove parents, change email address and password
- Create goals for XC or Track & Field events, as applicable
- Enter training logs and create training log reports
- Notify your coach of planned absences.

All these functions are simple to use - just go to that page and fill in the form information.

To navigate to the public portions of the site, click on Cross Country or Track & Field links. To return to your Control Panel, click on XCStats Account & Tools

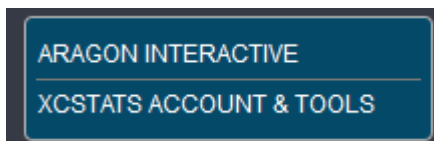


### 4. Additional Functionality for Registered Parents and Athletes

You schools INTERACTIVE page has many more functions for registered parents and athletes. They are

- Set your communication preferences
- Send an email to a coach
- Notify the coach of upcoming absences
- View your assigned tasks
- Enter a web link to share with the team, such as for videos, photos or articles
- Post a message to the school-only discussion forum
- Change your password (parents only, athletes see above)

To navigate to the INTERACTIVE page, go to either your Cross Country or Track & Field home pages, and then click on the INTERACTIVE menu option.



### Tools & Resources

A screenshot of a web interface titled "Tools & Resources". The main section is "Email Your Coach" with a dropdown arrow. It contains a "To:" field with a "Select Recipient" dropdown, a "Frm:" field with a blacked-out name, and a "Sub:" field. Below these is a large text area for the message, with a "Msg:" label and a small icon in the bottom right corner. A "SEND EMAIL" button is at the bottom. Below the email form is a list of menu items: "Notify Coach Of Planned Absence - NEW!", "Share A Link", "My Task List", "Communications Preferences", "Team Documents", and "XCStats Instructions & Help".