

How Do I Register My Runners in the CAA Track Meet?

Follow these directions to download the Track Event Registration Form to your desktop, complete it, and email it back to the CAA. The process must be completed by 4:00PM on Wednesday, April 29, 2009. You will need a computer with internet access, an email account, and Microsoft Word. Should you not be able to follow these procedures, your school's secretary or computer teacher should be able to help you.

1. Visit the CAA Website at www.stpaulcaa.org
2. Visit the Downloads Page.
3. Right click on the link to Track Meet Event Registration Form.
4. Choose Save Target As... Keep the file's existing file name and save it to your desktop.
5. Close the internet.
6. Double Click on the file. It's a Microsoft Word file, so your computer with Microsoft Word installed on it should open it right up.
7. Fill in every empty event slot for which your school will have an entry. Type your athletes into the empty cells, and include an approximate time.
8. When you've entered every competitor and relay team member, save the file and print a couple copies for your own use.
9. Email the form back to the CAA as a file attachment. The address you should send it to is: caa.director@hotmail.com
10. Make the subject of your email something obvious like: **My School's 2009 Track Meet Registration**
11. Thanks for helping us streamline this process.