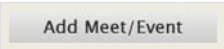
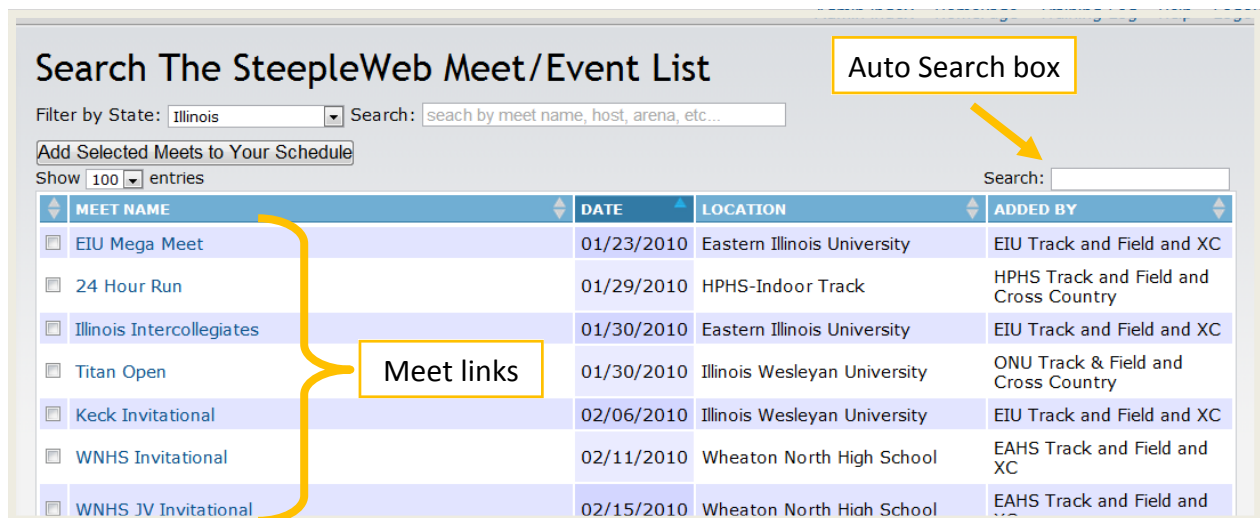


Add a Meet to your Schedule

SteepleWeb can track your upcoming meets and other events. Meet dates, times, and locations will automatically appear on your website once you have added them.

1. Login to the Control Panel.
2. Click the **Meets** button in the left hand menu.
3. Click the **Schedule** link. You will see the **Manage Schedule** menu.
4. Click the **Add Meet/Event** button. 
5. You will now see the *SteepleWeb* **Meet List**. The Meet List is a central database of track and cross country meets that take place throughout the country. Each time that a *SteepleWeb* user, like you, creates a meet, the meet is added to the database for other people to use.



MEET NAME	DATE	LOCATION	ADDED BY
<input type="checkbox"/> EIU Mega Meet	01/23/2010	Eastern Illinois University	EIU Track and Field and XC
<input type="checkbox"/> 24 Hour Run	01/29/2010	HPHS-Indoor Track	HPHS Track and Field and Cross Country
<input type="checkbox"/> Illinois Intercollegiates	01/30/2010	Eastern Illinois University	EIU Track and Field and XC
<input type="checkbox"/> Titan Open	01/30/2010	Illinois Wesleyan University	ONU Track & Field and Cross Country
<input type="checkbox"/> Keck Invitational	02/06/2010	Illinois Wesleyan University	EIU Track and Field and XC
<input type="checkbox"/> WNHS Invitational	02/11/2010	Wheaton North High School	EAHS Track and Field and XC
<input type="checkbox"/> WNHS JV Invitational	02/15/2010	Wheaton North High School	EAHS Track and Field and

6. Search for a meet by using the **Auto Search** box. You can search by date, location, or meet name. *SteepleWeb* will automatically update the list as you type, allowing you to find the meet you're looking for much easier. You can also restrict meets by state or use the traditional search box if you are more comfortable searching that way.
7. If your meet is listed in the database, click the name of the meet.
8. Click **Add Meet to Your Schedule**. You will now see the meet in the Manage Schedule menu.



MEET	DATE	CITY	NOTES	ACTIONS
IHSA 3A State Track & Field Prelims	05/25/2012	Charleston, IL		✘
IHSA 3A Boys State Track & Field Finals	05/26/2012	Charleston, IL		✘

Web Impact

By default, every Meet you add to your Schedule will automatically appear on your website. Team members can click on individual meets to find out news, notes, results, documents, or any other information you want to add related to the meet.



The screenshot shows the SteepleWeb website interface. At the top, there is a navigation menu with links for Home, Team Information, Training Log, Media, Athlete Area, ADMIN, and Logout. Below the navigation menu, the page title is "2011-12 Schedule & Results". There is a "Years:" dropdown menu currently set to "2011-12". Under the "Outdoor" section, there is a table with the following data:

Meet	Date	City	Arena
IHSA 3A State Track & Field Prelims	05/25/2012	Charleston, IL	IHSA - O'Brien Stadium
IHSA 3A Boys State Track & Field Finals	05/26/2012	Charleston, IL	Eastern Illinois University - O'Brien Stadium