

START LIST PROCEDURE 2010-2011

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FOR EVERY RACE

Please create your race roster in an excel database file in the format described below and send it to **both** email addresses listed above (**this is new for the current year**).

Database format is very important: first column is for the racer's position, A1 A2 etc; second column for the racer's name – please use this format in the second column (this is the most common not followed format!) “**last name, first name**”, third column for school and last column indicate M or F. Here is a sample of a prior year roster.

A1	Anderson, Greta	Dimond	F
A2	Richie, Jillian	Dimond	F
A3	Hippe, Ariel	Dimond	F
A4	Hippe, Brittany	Dimond	F
A5	Strauch, Ashley	Dimond	F
A6	Bennett, Marisa	Dimond	F
B1	Tittle, Sara	Dimond	F
B2	Mattle', Kristina	Dimond	F
B3	Chan, Sarah	Dimond	F
B4	Dickey, Kalie	Dimond	F
C1	Unruh, Holly	Dimond	F
C2	Lenorman, Megan	Dimond	F
C3	Nieder, Bailie	Dimond	F
C4	Tang, Zelynn	Dimond	F

Please submit your team's race roster by **7:30 pm two days before the race**; i.e. Thursday night for a Saturday race. If you can submit it earlier that is greatly appreciated. If you have questions please don't hesitate to give me a call.

VERY IMPORTANT: Please provide a cell phone number in case I need to contact you regarding your roster, it's much easier to resolve questions **before** the roster is posted than the day of the race! (Or to get a reminder in case you forgot to submit!!)

FOR THE RACE YOU HOST

The host school's coach must provide me with details about the race. I need to know: location; distance; style and starting instructions (for example. Boys 10k Girls 7.5 k freestyle at Kincaid. Individual starts every 30 seconds. Start order: Boys A, Girls A, five minute hold Boys B etc. etc.)

I look forward to working with all of you and hope for a great snow year. Let me know if you have any questions.

LINDA