



Swimming Coaches,

MaxPreps is excited to offer Arizona coaches its swimming application. Arizona is one of a handful of states around the country to use the swimming & diving platform, per our partnership with the AIA.

With the system, MaxPreps will provide state swimming and diving coaches with a team page and database access to display and maintain all their team information for a respective season.

For this season, Arizona coaches again will be responsible for:

- 1) Entering complete rosters into MaxPreps
- 2) Assigning their teams to the state-qualifying meets they are participating in through the MaxPreps scheduling tool

Those items must be completed BEFORE the state-qualifying meets.

To get access to your team page, go to MaxPreps.com/cl and follow the steps to create your free, personal account.

In Step 1, you will enter your email address. Step 2 asks for you to register this email and create your own personal password. On Step 3, you will be prompted to enter an access code for your team that will link your swim team to your email. Once you are linked, you will be able to access your team account.

You can obtain your access code from MaxPreps Arizona rep Gerry Valerio (gerry.valerio@cbsinteractive.com). If you already have a MaxPreps account, login with your email address and password to access your coach admin.

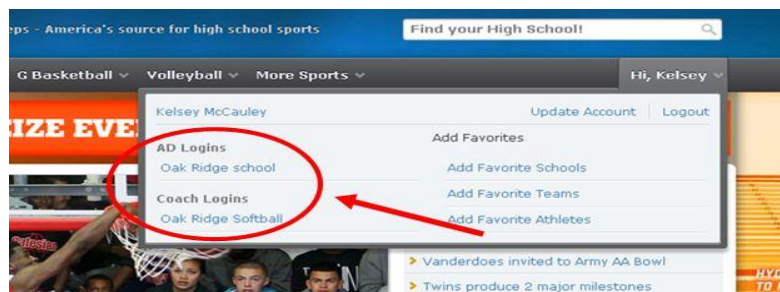
RESULTS

As they were last year, meet managers for the state-qualifying meets will be solely responsible for entering the results, but they will not be able to do so unless a complete roster has been entered and the team has been assigned to the meet.

All results from the state-qualifying meets will be posted on each school's swim team page, as well as on the MaxPreps leaderboards. **Per the AIA, do not enter individual results from non-state qualifying meets. They will be deleted from the system.**

ROSTERS & MEET SCHEDULES

To enter your roster & meets click on "Hi, Coach Name" at the top right of any MaxPreps page. Then click on your team name under "Coach Logins" as shown in the graphic at the right.





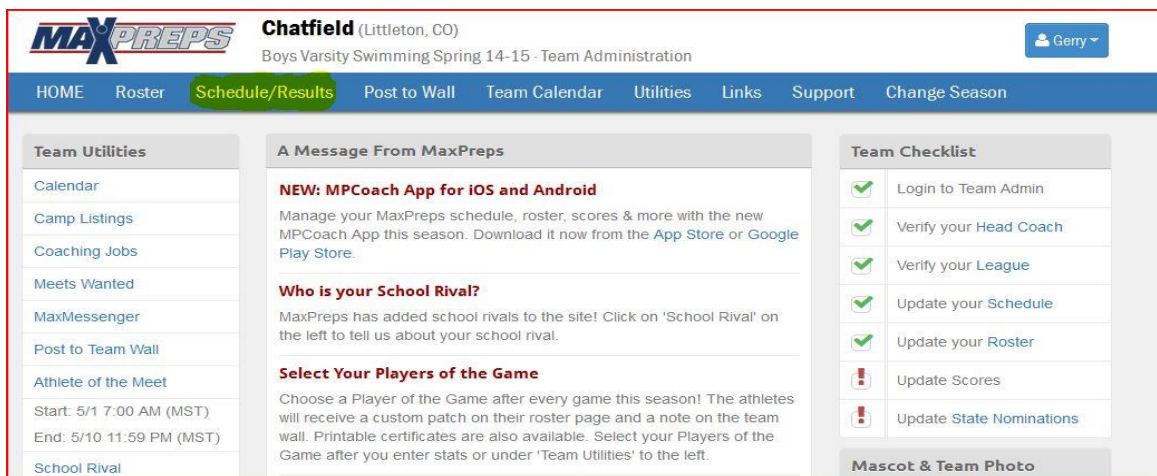
Entering Roster: Once in your coach admin, click on the “Roster” link and choose “Edit Roster” from the pull-down menu. You can enter your roster manually by click on the green +Athlete button shown in the graphic below. This [online tutorial provides instructions](#).



Or, if you have the roster saved in an Excel format you can import it in one click. Click on the Menu button shown in the graphic above and follow the prompts in the coach admin when importing a roster from Excel. Most important, the headers atop the respective columns in your roster file must match with what MaxPreps requires. Those category headers are listed in MaxPreps.

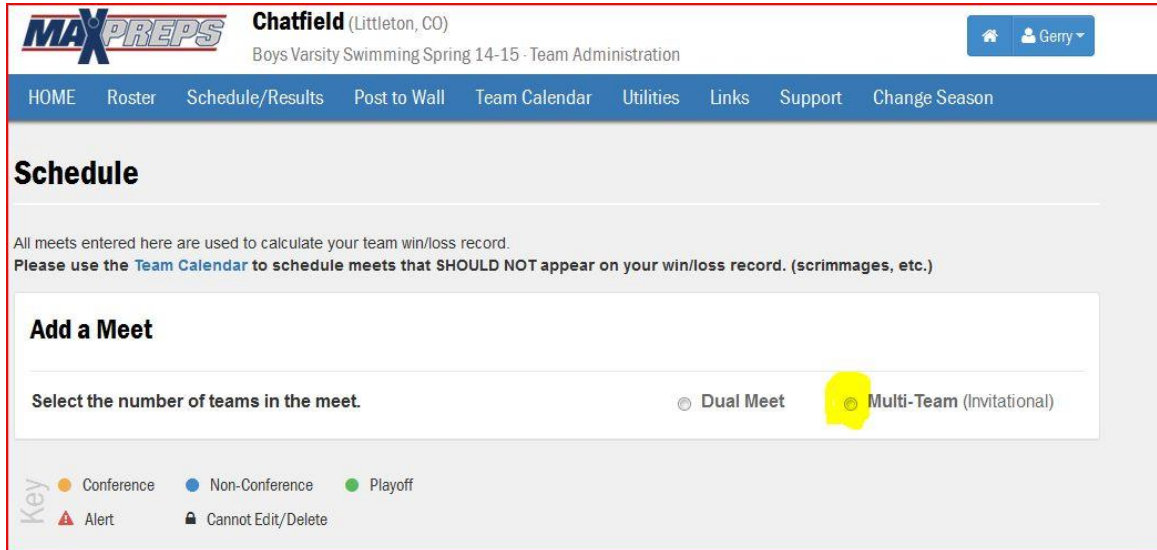
Entering Schedules: The AIA has provided to MaxPreps the list of certified state-qualifying meets and they already have been pre-loaded into our database. **Please do not create or add additional meets.** If a state-qualifying meet is not listed, please contact the AIA for it to be included.

Assigning Team to State-Qualifying Meets: To add your team to one of the state-qualifying meets, click on the “Schedule/Results” link in your coach admin and select “Schedule a Meet” from the pull-down menu.





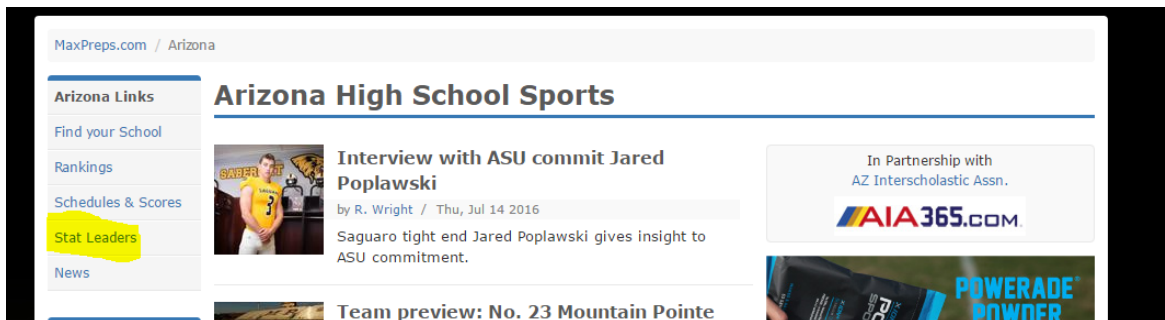
Next, check off “Multi-Team (Invitational)” circle, then click on the green “Continue” button that will appear.



This will take you to a page where you can search all the state-qualifying meets provided by the AIA. Click the green “Add Team to Meet” and your team will be set up for that meet. Repeat the process for each meet you are competing in.

STATE LEADERBOARDS

All results imported by meet managers will be viewable on MaxPreps.com. To view the statewide leaderboards go to the [MaxPreps Arizona page](#), and at the state page select Stat Leaders on the left side of the page.



From there you can select any sport/gender available in Arizona. The leaderboards are searchable by event and division/classification.



TEAM UTILITIES

Also, within the MaxPreps system, coaches also have the ability to maintain a Team Wall, where they can post and display pertinent program information and a team calendar with practice schedules and team events. Coaches can upload team and individual photos, as well as utilize MaxPreps' team communications tool MaxMessenger, among other web site utilities. Those utilities can be found in the coach admin.

As you get started, please feel free to contact MaxPreps Arizona rep Gerry Valerio with any comments or questions at gerry.valerio@cbsinteractive.com.

You also may contact the MaxPreps Coach Support Team at coachsupport@maxpreps.com or (800) 329-7324 ext 1 and MaxPreps also offers an interactive help/support site at support.maxpreps.com.