Meet Manager Tutorial

MaxPreps Support:
support@maxpreps.com
800-329-7324 x1
Table of Contents

Creating MaxPreps Membership Account
Adding Role to existing MaxPreps Membership Account
Login to Meet Manager Admin
Edit Meet Details
Enter Results & Stats
How to Export from Hy-Tek
Granting Permissions to Meet Manager Admin
Support Contact Info
If you already have a MaxPreps Membership Account, Sign In and skip to page 6. If you don’t have a MaxPreps Membership, click on “Join” and choose “AD/Coach Account”.
Once you’ve selected “AD/Coach Account,” on the proceeding page, enter your email address and fill out the captcha image text box.
On the next page, fill out the Membership Registration Form and when prompted, enter the Access Code for your Meet Manager Admin. (Skip to page 9 now.)
To add access to the Meet Manager Admin, place your mouse over “Hi, Your First Name” in the top right corner of MaxPreps. Once you see the drop down menu, click on your full name in the top left corner of the box.
On the MaxPreps Account page, click on “Admin Accounts”.
On the Manage Admin Accounts page, enter the Meet Manager Access Code and click “Submit”.

![Manage Admin Accounts page](image-url)
To Login to the Meet Manager Admin, place your mouse over “Hi, Your First Name” and in the drop down box, select the appropriate link under “Meet Manager Accounts”.
Once you’ve logged into the Meet Manager Admin, it will look something like this.
To edit the Meet Details, you can click on the “Meet Details” tab.

Locking the meet prohibits anyone other than a Meet Manager from editing/entering information. Only a Meet Manager can edit meet details (including add/remove teams from meet), results and stats.

To add or remove teams to the meet, select the team from either list and click the appropriate button.
To enter the Results & Stats, click on the “Results & Stats” tab and either click on Import Hy-Tek or Manually Enter Results & Stats.
To enter the results from the meet, you can import or manually enter them. To Import, choose “Import Hy-Tek Results & Stats” from the drop down. To manually enter, choose “Manually Enter Results & Stats” from the drop down.

To import, choose a file from your computer and click on the green “Import File” button.

To manually enter the results, choose a team from the drop down menu.
How to Export from Hy-Tek

**Step 1:**
- Go to the pull down FILE menu
- Scroll over EXPORT
- Click on SEMI-COLON DELIMITED RESULTS

**Step 2:** The screen should look like this. Click OK.

**Step 3:**
- Click OK to create your meet results .CSV file.
  Note: Export separate results file for the boys meet and one for the girls meet.
When importing the Hy-Tek file, you will need to match up the teams/players. We will list the teams/players on the left, you will match with the drop down on the right.

You will also need to confirm all scores are correct for all teams.

If the spelling of the name is correct, our program will auto-match the athletes for you. If we do not recognize or match the athlete names, you will have to choose either “Add to Roster” or “Do Not Import”.
Once the Results & Stats are entered, you can then Send Stats, View Stats or Prints Stats. Click on the option you’d like from the “Results & Stats” tab.
To edit who has access to the Meet Manager Admin, click on the “Permissions” tab. To grant someone access, click on the “Send Access” button.

Meet Manager Admin Permissions

What can I do with this Access Code?
An Access Code links a member account to a MaxPreps Admin. To grant someone access to this Meet, share the Access Code with them or send it by using the “Send Access” button below.

Access Code 39B64-401F9
This code grants permission into this meet's admin page.

Meet Managers

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Last Login</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelsey McCauley</td>
<td><a href="mailto:kmcccauley@maxpreps.com">kmcccauley@maxpreps.com</a></td>
<td>2/25/2013 1:57:23 PM</td>
<td>✗</td>
</tr>
</tbody>
</table>
Questions?
Contact the MaxPreps Support Team

support@maxpreps.com
800-329-7324 x1