

Track & Field Coaches,

MaxPreps is excited to again offer Arizona coaches its track and field application. Arizona is one of only a handful of states in the country to use the platform, per our partnership with the AIA.

With the system, MaxPreps will provide state track and field 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 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, or the meet manager will not be able to enter your results for that meet.**

### **GET STARTED NOW:**

All coaches should have received an email from MaxPreps regarding setting up an account. If you did not receive your access code and login instructions, please contact MaxPreps Arizona rep Gerry Valerio at [gvalerio@maxpreps.com](mailto:gvalerio@maxpreps.com). For returning coaches, your username is the email address you used to create the account and the password is whatever you set at that time.

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 “MaxPreps Accounts”.

### **ROSTER**

**Entering Roster:** Click on the “Roster” link and choose “Edit Roster” from the pull-down menu. You can enter your roster manually (this [online tutorial provides instructions](#)), or if you have it saved in an Excel format you can import it in one click. Follow the prompts in the coach admin when importing a roster from Excel.

### **SCHEDULE**

**Assigning Team to State-Qualifying Meet:** To add your team to one of the state-qualifying meets, click on the “Schedule” link and select “Schedule a Meet” from the pull-down menu. Check off “Multi-Team (Invitational)” and click on the green “Create New Meet” button.

This will take you to a page where it lists all the state-qualifying meets. Click “Add Team to Meet” and your team will be set up for that meet. Repeat the process for each meet you are competing in. [This online tutorial](#) also will help with the scheduling process.

## RESULTS

**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.

*Also, do not enter results from non-state qualifying meets, per the AIA.*

All results from the state-qualifying meets will be posted on each school's team page, as well as on the MaxPreps leaderboards.

**Please do not create or add additional meets. The listed meets were provided by the AIA. If a meet is not listed, please contact the AIA for it to be included.**

## COACH TOOLS

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.

We hope you will find the track and field application easy to use and very intuitive. While, at minimum, it will provide you a place to post your team schedule and roster, we hope you will take the opportunity to use the other coach utilities we have provided to make your Team Page more personal and your job easier.

The site is live, so you may enter your meet schedules and rosters now. As you get started, please feel free to contact MaxPreps Arizona rep Gerry Valerio with any comments or questions. You also may contact the MaxPreps Coach Support Team at [coachsupport@maxpreps.com](mailto:coachsupport@maxpreps.com) or (800) 329-7324 ext 1.