Meet Manager Tutorial

MaxPreps Support:
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800-329-7324 x1
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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”.

![MaxPreps Account page with arrow pointing to Admin Accounts section]
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”.

![Diagram showing the Meet Manager Admin login process.](image-url)
Once you’ve logged into the Meet Manager Admin, it will look something like this.

Welcome to the Bulldog invitational Meet Manager Admin!
Within your Meet Manager Admin, you can do the following:
- Edit Meet Information (meet details & participating teams)
- Import Hy-Tek Meet Results & Stats for all teams
- Manually Add/Edit Meet Results & Stats for all teams
- Send Results to Media & Coaches

Meet Information

<table>
<thead>
<tr>
<th>Meet Name</th>
<th>Bulldog invitational</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date &amp; Time</td>
<td>9/21/2012 @ 2:30 PM</td>
</tr>
<tr>
<td>Location</td>
<td>Fresno, CA</td>
</tr>
<tr>
<td>Details</td>
<td>@ Community Pool</td>
</tr>
<tr>
<td>Participants</td>
<td>El Dorado, Oak Hills, Oak Park, Oak Ridge, Oakdale, Oakmont, Oaks Christian, Placer, Ponderosa, Union Mine</td>
</tr>
</tbody>
</table>

If you have any questions regarding your meet information, please contact the MaxPreps Support Team at support@maxpreps.com or 1-800-329-7324 ext 1.
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. For import, be sure to create a results file for each gender.
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. FOR SWIMMING: choose the Hy-Tek ZIP file.

To manually enter the results, choose a team from the drop down menu.
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.
Once the Results & Stats are entered, you can login into the opposite genders Meet Manager Admin to enter those stats as well. You can also Send Stats, View Stats or Prints Stats from this page. You can also click on the option you’d like from the “Results & Stats” tab.

Have meet results for the opposite gender? You can easily login to that meet by choosing the meet from the list and clicking “Login.”
Once the Results & Stats are entered, you can lock the results so that no one else can access them. To lock results, click on the Meet Details link (top photo) and check off the circle next to “Yes” (bottom photo).
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.
Questions?
Contact the MaxPreps Support Team

support@maxpreps.com
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