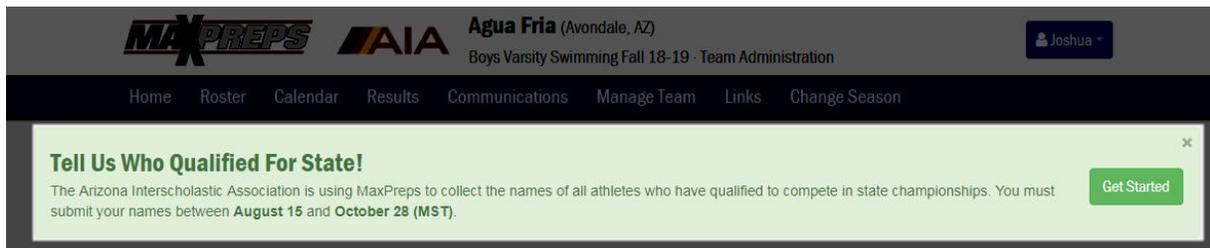


Swim Coaches,

The AIA again is using the MaxPreps state qualifier system this season, to help make it easier for coaches to select their state qualifiers.

All state nominations will be done through MaxPreps in your coach admin.

1. Go to MaxPreps.com
2. Click sign in, in the upper right hand corner
3. Once Signed in, hover your mouse over the user icon in the upper right hand corner and then click on your team name to enter your coach admin
 - a. If you are a new coach, and/or do not have access to your team in MaxPreps please email jtaylor@maxpreps.com with your school name & sport (remember to include boys and/or girls) you need access for.
4. Once in your coach admin you will see a large green box for State Nominations. *If you do not see this box, please email Josh Taylor at jtaylor@maxpreps.com with your school name and what Division your school competes in. Click 'Get Started'.*

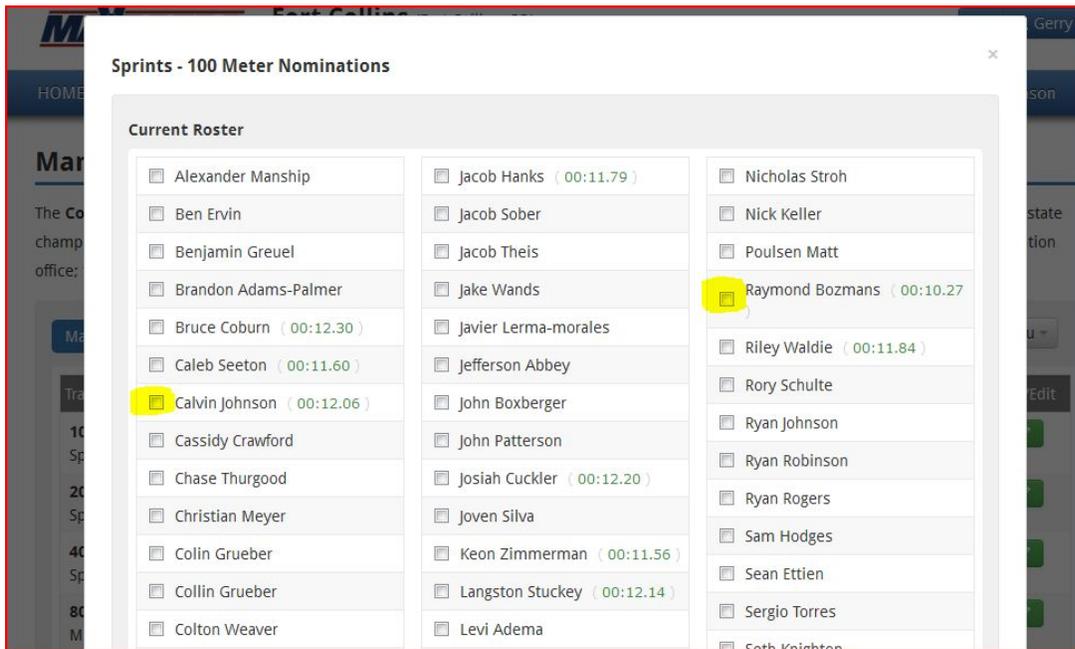


5. To make a state entry in an event (meaning you are entering that athlete into that event), click on the green pencil icon next to that event. Your roster will display, along with the best time your athlete achieved in that event, as shown below.

The screenshot shows the 'Roster View' for swimming events. The interface includes a 'Team Participation' tab and a 'Menu' button. The table is divided into two sections: 'Diving Events' and 'Swimming Events'. Each section has columns for 'Declared Athletes' and 'Add/Edit'.

Diving Events		Declared Athletes	Add/Edit
One-Meter			
Three-Meter			
Platform 5-Meter			
Platform 7.5-Meter			
Platform 10-Meter			

Swimming Events		Declared Athletes	Add/Edit
200 Medley Relay			
200 Free			
200 Individual Medley			
50 Free			
100 Fly			
100 Free			
500 Free			
200 Free Relay			
100 Back			
100 Breast			
400 Free Relay			



6. Check the box next to that athlete’s name and hit “Save” and that entry will be saved. Complete for all events in which you have a competing athlete. **Please note: it is your responsibility to ensure that you enter only athletes who have achieved state qualification standards as determined by the AIA. Only times that meet the qualifying standard as determined by the AIA at [a listed qualifying event](#) should appear on the nominations page.**
7. **Please print or take a screenshot of your nominations once you are done making nominations using the Menu-Print option. This is your verification you completed the process as directed in case there are any questions.**



You can edit the selections as needed through the **deadline**. You can double check your declarations by clicking the “Roster View” link as shown below.

