



Swimming & Diving Instructions



Swimming Coaches,

MaxPreps is excited to offer Arizona coaches its swimming application in 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
3. Declaring athletes for the state meet when the nomination window opens

Please do not create the state qualifying meets – those will be entered into MaxPreps for you. You will only assign your team to those meets. If you create any state qualifying meets it may cause issues during state declarations.

Please email your school/sport(s) to MaxPreps/AIA rep Josh Taylor at jtaylor@maxpreps.com to get access to your team page. If you already have a MaxPreps account, login with your email address and password at MaxPreps.com. Next, hover your mouse over the user icon in the upper right corner and click on your school name. That will take you to your coach admin.

RESULTS

As they were last year, meet managers for the state-qualifying meets will be solely responsible for entering 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 the user icon at the top right of any MaxPreps page after you are logged in. Then click on your school name.

Entering Roster: Once in your coach admin, click on "Roster" (as highlighted in picture below) in the menu bar. You can enter your roster manually or copy last year's roster which will advance everyone one year and remove last year's seniors. Then you will only need to add new roster members.

Agua Fria Owls
530 E Riley Dr., Avondale, AZ 85323
Boys Varsity Swimming Fall 19-20 ▾ | **Overall** 0-0-0 | **Section** 0-0-0

Home Roster ▾ Schedule ▾ Stats ▾ Messaging ▾ Rankings Standings ▾



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Entering Schedules: The AIA will provide MaxPreps the list of qualifying meets and they will be loaded into your schedule prior to the season start. 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 Qualifying Meets:

To add your team to one of the meets, click on the "Schedule" link in your coach admin and select "Schedule a Meet". You will then choose if this is a dual or multi-team meet. For multi-team meets, you will be shown a list of events already created. Please select the appropriate meet and remember not to create state qualifying meets, only attach your team to already existing ones.

Agua Fria Owls

530 E Riley Dr., Avondale, AZ 85323

[Boys Varsity Swimming Fall 19-20](#)
▼

Overall 0-0-0

Section 0-0-0

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Schedule

Key

● Conference	● Non-Conference	● Playoff
▲ Alert	✔ Stats Entered	— NO Stats Entered

Season 19-20

Overall 0-0 League 0-0 1st 2nd 3rd

Schedule a Meet

All Meets
Conference Meets
Non-Conference Meets
Playoff Meets

Date & Time	Opponent & Location	Details	Edit

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. [Boys Leaderboard](#) | [Girls Leaderboard](#)



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STATE NOMINATION PROCESS

When the state nomination window is open, you can login to your coach admin to make declarations.

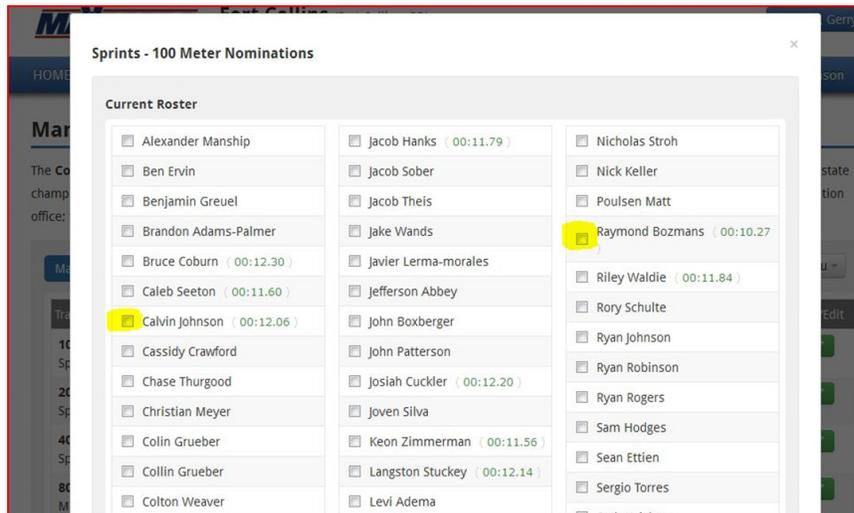


A large green box will appear (pictured above). Click get started.

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 (pictured below).



Your roster will display, along with the best time your athlete achieved in that event, as shown below.



Check the box next to that athlete's name and hit "Save". 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.

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", but remember to screenshot/PDF any changes.