



Track & Field Nominations

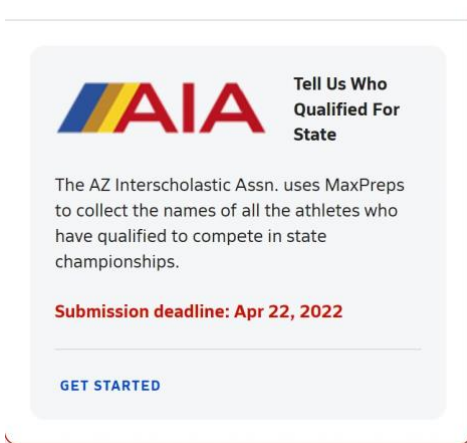


Track & Field Coaches,

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 adancer@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 box for State Nominations. *If you do not see this box, please email Alisa Dancer at adancer@maxpreps.com with your school name and what Division your school competes in.* Click 'Get Started



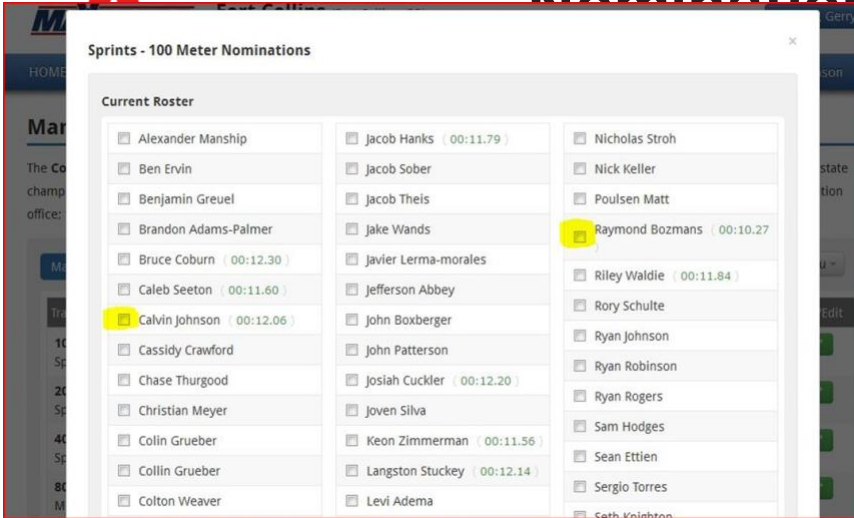
STATE NOMINATION PROCESS

When the state nomination window is open, you can login to your coach admin to make declarations. Click the Get Started button in the AIA State Declarations box.

EVENTS

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 to the right).

Swimming Events	Declared Athletes	Add/Edit
200 Medley Relay		
200 Free		
200 Individual Medley		
50 Free		



NOMINATE ATHLETES

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

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.