MaxPrep Instructions & Requirements

Track and Field

Creating Rosters

Verifying Qualifier Results

Completing Division & State Championship Declarations

Accessing MaxPreps for the First Time

If you are a new coach, please email MaxPreps/AIA rep Alisa Dancer
adancer@maxpreps.com with your school & sport 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, click user icon in the upper right corner and click on your school name. That
will take you to your coach admin page.

Due Date: February 14

Although this presentation uses Swim and Dive, it applies to Track and Field too!

Rosters

- To enter your roster click on the user icon at the top right of any MaxPreps page after you are logged in. Then click on your school name.
- Once in your coach admin, click on "Roster" (as highlighted in the 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.
- Please note- the way a name is entered into MaxPreps is how it will show up on the MaxPreps performance lists and in all documents related to the state championship.
- It is VITAL that your roster names are entered exactly how you & your athletes want them displayed.
- It is also VITAL that your MaxPreps roster names match your rosters in your Hy-tek Team Manager database if you use Hy-tek for qualifier entries throughout the season.
- Hyphenate multiple last names and/or remove spaces

Due Date: February 14

Meets & Schedules

- DO NOT enter any meets into MaxPreps!
- The only meets & results that will end up being listed in MaxPreps are approved qualifiers.
- Qualifier meets will be added into the system by MaxPeps/AIA Staff.
- Qualifier results will be uploaded by qualifier meet hosts and/or MaxPreps/AIA staff.
- You should NEVER add any sort of meet or results to the MaxPreps system!
- Errors in qualifier results must be presented to the meet host & Mary Wimmer within 48 hours of the conclusion of the meet, so it is vital that you check your team's results ASAP after the conclusion of the meet.

State Championship Declarations (1 of 6)

While logged into your coach admin page, click on the "Get Started" in the "AIA STATE Declarations" box:

State Championship Declarations (2 of 6)

From this Screen, you can start making your state entry declarations by clicking on the green pencil buttons next to each event:

State Championship Declarations (3 of 6)

When you click the green pencil button, this screen will pop up & you will be able to select the eligible athletes that you want to enter into the event. Once you have selected the athletes of your choice, click save.

You are now be taken back to the page where all events are listed.

When you go back to this screen, any athlete properly selected will show up for that event.

If they are not listed when you go back to this screen, you have not properly declared them into the event!

State Championship Declarations (5 of 6)

Once you have done this for all events, you can review your entries in "Roster View" as well. If you print from this screen on a computer as your final verification, make sure that your printout includes a timestamp. This can be done in the Print Option section of your print screen on most browsers (choose to include headers & footers).

- You are limited to a maximum of 4 athletes per individual event.
- An athlete may only be entered into 4 events, relay alternates do not count as an event.
- You should list as many relay alternates as possible (up to 4).
- When making your selections, if you do not see a time that you believe should be available, contact Mary Wimmer. There is NO guarantee that errors found after the 48 hour window will be revised in time for the declaration deadline.