

# **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](mailto: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

The screenshot shows the MaxPreps Admin View for Varsity Girls Swimming at Xavier College Prep Gators. The page is titled "Roster Snapshot" and displays the following information:

- Athletes:** 2 Athletes. Team Photo Uploaded, Athlete Photos Uploaded (0/2), Athletes With Jersey #s (0/2). There is an "Upload Photo" link.
- Staff:** Last Admin Login: Oct 27, 2023. Staff members listed: Glen Coy (Head Coach) and David Smithers (Assistant Coach).
- Manage Roster:** A section with a "Do you have a team photo? Upload it [here](#)" prompt. Below is a table with columns for Athletes (2) and Staff (2). A "Sort/Filter" button and "Quick Add / Edit" button are present. A red "+ Add" button is also visible.
- Table:** A table with columns: #, Athlete, Grade, POS, HT, WT, Stats. Two athletes are listed: Erin Coy (Fr., -, -, ✓) and Susie Swimmer (Fr., -, -, ✓). Each row has a checkbox and an edit icon.
- Save time managing your team:** Two options are provided: "Quick Add" (Add your roster and edit Athlete details all in one place.) and "Upload CSV" (Upload your roster in CSV format and we'll do the rest for you.).

**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:

**Xavier College Prep Gators**  
**Varsity Girls Swimming**  
Phoenix, AZ | 24 Followers

2023-24 Overall **0-0** Section **0-0 (1st)**

2024-25 V. Swimming ▾ Home Schedule Roster Standings Photos News More ▾

Home / Girls Swimming / AZ Girls Swimming / Xavier College Prep Swimming

### Roster Snapshot ADMIN ONLY

**Athletes >**

**0 Athletes**

Team Photo Uploaded [Upload Photo](#)


Athlete Photos Uploaded **0/0**

Athletes With Jersey #s **0/0**

**Staff >**

	Last Admin Login
Glen Coy (Head Coach)	Oct 27, 2023
David Smithers (Assistant Coach)	

### AIA State Declarations

 **Tell Us Who Qualified For State**

The AZ Interscholastic Assn. uses MaxPreps to collect the names of all the athletes who have qualified to compete in state championships.

**Submission deadline: Nov 2, 2024**

[Get Started](#)

# 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:

### Manage Qualifying Athletes

The Arizona Interscholastic Association is using MaxPreps to collect the names of all athletes who have qualified to compete in state championships. You must designate your qualifying athletes between 6/11 8:00 AM and 11/2 3:01 PM (PST). You do not need to send your selections to the association office; they will run a report after the deadline has passed. Please double check your Roster View tab and ensure all nominated athletes have a class year/grade. If any athletes are missing a grade, please update it on your roster.

Team Participation

Manage Declarations Roster View Menu

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

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		

\* Relay Split Time  
™ This time has been converted to yards from a meet that was swam in meters.  
X State Association has not included this 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.

### 50 Free Declarations ×

The state is restricting declarations to athletes who have a time of 00:26.65 or less in a state qualifier meet.  
Note: Please select no more than 4 athletes for this event.

<input type="checkbox"/> Aaliyah Minkin	<input type="checkbox"/> Corbin Smiley	<input type="checkbox"/> Natalie Royce
<input type="checkbox"/> Adriana Lauterborn	<input type="checkbox"/> Ellie Desmond	<input checked="" type="checkbox"/> Noelle Elrod ( 00:26.48 )
<input type="checkbox"/> Ashley Gilchrist	<input type="checkbox"/> Emily Horst	<input type="checkbox"/> Olivia Edelstein
<input type="checkbox"/> Audrey McEwen ( 00:25.54 )	<input type="checkbox"/> Emma Ferguson	<input type="checkbox"/> Payton Farley
<input type="checkbox"/> Audrey Schaub	<input type="checkbox"/> Genevieve George	<input type="checkbox"/> Raleigh Kaul
<input type="checkbox"/> Ava Gill	<input type="checkbox"/> Ginger Mago	<input type="checkbox"/> Sophia Sweatlock ( 00:27.73 ) *
<input type="checkbox"/> Barbra Kukowski	<input type="checkbox"/> Jai Kemper ( 00:27.90 )	<input type="checkbox"/> Sophia Villanueva
<input type="checkbox"/> Bella Guerra ( 00:27.70 )	<input type="checkbox"/> Krista Tymkiw	<input type="checkbox"/> Sophie Dumanski
<input type="checkbox"/> Briella Whallon	<input checked="" type="checkbox"/> Lola Lysak ( 00:26.25 ) *	<input type="checkbox"/> Stella Vinokur
<input type="checkbox"/> Brooke Person ( 00:27.04 )	<input type="checkbox"/> Malena Lebedeff	<input checked="" type="checkbox"/> Victoria Larson ( 00:25.89 )
<input type="checkbox"/> Carter Cook	<input type="checkbox"/> Maya Superfon	

\* Denotes Relay Split Time

# State Championship Declarations (4 of 6)

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!

## Manage Qualifying Athletes

The Arizona Interscholastic Association is using MaxPreps to collect the names of all athletes who have qualified to compete in state championships. You must designate your qualifying athletes between 6/9 8:39 AM and 6/14 3:00 PM (PST). You do not need to send your selections to the association office; they will run a report after the deadline has passed. Please double check your Roster View tab and ensure all nominated athletes have a class year/grade. If any athletes are missing a grade, please update it on your roster.

The state has set a limit to the number of events per athlete. Please select no more than 5 event(s) per athlete.

Manage Declarations

Roster View

Menu

Diving Events	Declared Athletes	Add/Edit
One-Meter	Maya Superfon ( 401.30 )	
Three-Meter		X
Platform 5-Meter		X
Platform 7.5-Meter		X
Platform 10-Meter		X

Swimming Events	Declared Athletes	Add/Edit										
200 Medley Relay	<table><thead><tr><th>Team</th><th>Alternates</th></tr></thead><tbody><tr><td>1. Genevieve George ( 01:51.53 )</td><td>1A. Audrey McEwen</td></tr><tr><td>2. Adriana Lauterborn ( 01:51.53 )</td><td>2A. Aaliyah Minkin</td></tr><tr><td>3. Carter Cook ( 01:51.53 )</td><td>3A. Krista Tymkiw</td></tr><tr><td>4. Victoria Larson ( 01:51.53 )</td><td>4A. Raleigh Kaul</td></tr></tbody></table>	Team	Alternates	1. Genevieve George ( 01:51.53 )	1A. Audrey McEwen	2. Adriana Lauterborn ( 01:51.53 )	2A. Aaliyah Minkin	3. Carter Cook ( 01:51.53 )	3A. Krista Tymkiw	4. Victoria Larson ( 01:51.53 )	4A. Raleigh Kaul	
Team	Alternates											
1. Genevieve George ( 01:51.53 )	1A. Audrey McEwen											
2. Adriana Lauterborn ( 01:51.53 )	2A. Aaliyah Minkin											
3. Carter Cook ( 01:51.53 )	3A. Krista Tymkiw											
4. Victoria Larson ( 01:51.53 )	4A. Raleigh Kaul											
200 Free	Audrey McEwen ( 02:02.52 ) Emma Ferguson ( 02:00.65 ) Malena Lebedeff ( 02:06.16 )											
200 Individual Medley	Aaliyah Minkin ( 02:20.37 ) Adriana Lauterborn ( 02:19.73 ) Krista Tymkiw ( 02:23.54 )											
50 Free	Lola Lysak ( 00:28.25 ) * Noelle Elrod ( 00:28.48 ) Victoria Larson ( 00:25.89 )											



# 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).

The screenshot shows a web browser window displaying the 'Manage Qualifying Athletes' page for 'Xavier College Prep (Phoenix, AZ) Girls Varsity Swimming Fall 23-24'. A green arrow points to the left edge of the browser window. The page title is '6/11/24, 1:08 PM'. The page content includes a header with the school name and logo, followed by a section titled 'Manage Qualifying Athletes'. Below this section is a table with columns for 'Athlete' and 'Declared Events'. The table lists several athletes and their declared events, such as 'Aaliyah Minkin (9)' with events like '100 Breast (01:09.99)' and '200 Free Relay - 1st Team'. A print dialog box is overlaid on the right side of the browser window. The print dialog shows '2 sheets of paper' and various settings: Paper size (Letter), Pages per sheet (1), Margins (Default), Quality (600 dpi), Scale (Default), Two-sided (checked), Print on both sides (checked), Flip on long edge (dropdown), Options (checked), and Background graphics (unchecked). A green arrow points to the 'Options' section of the print dialog, specifically to the 'Headers and footers' checkbox. At the bottom of the print dialog are 'Print' and 'Cancel' buttons. The browser's address bar shows a URL starting with 'https://admin.maxpreps.com/'.

Athlete	Declared Events
Aaliyah Minkin (9)	100 Breast (01:09.99) 200 Free Relay - 1st Team 200 Individual Medley (02:25.31) 200 Medley Relay - Alternate
Adriana Lauterborn (16)	100 Breast (01:09.99) 200 Free Relay - Alternate (01:41.84) 400 Free Relay - 1st Team (03:44.36) 200 Individual Medley (02:19.73) 200 Medley Relay - 1st Team (01:31.52)
Ashley Gilchrist (9)	
Audrey McEwen (19)	100 Free (02:05.08) 200 Free (02:02.52) 200 Free Relay - Alternate (01:41.84) 400 Free Relay - 1st Team (03:44.36) 200 Medley Relay - Alternate
Audrey Schaub (12)	
Ava Gill (12)	100 Breast (01:11.52)
Barbra Kukowski (9)	
Bella Guerra (12)	
Briella Whallon (9)	
Brooke Person (12)	
Carter Cook (11)	100 Fly (01:51.98) 400 Free Relay - Alternate 200 Medley Relay - 1st Team (01:31.53)
Corbin Smiley (19)	
Ellie Desmond (No grade)	

# State Championship Declarations (6 of 6)

- 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.