Meet Manager Tutorial

Please remember that boys & girls results need to be separate

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Within your coach admin, go to your schedule/calendar page. Click the green button. Choose if the meet is a dual meet or Multi-Team. If you choose Multi-Team, you will be shown a list of meets that are already created. Ensure the meet you are creating does not already exist in MaxPreps. If so, scroll to the bottom and click 'Create New Meet.'

Fill in the meet details and choose which teams will be attending. If you know the meet manager, select Yes from the red circle. Click 'Save & Exit'. You will be shown a pop up to enter the meet manager's name & email. When this person creates their MaxPreps account (or if they already have one) they will have access to the meet. They will access the Meet Manager page the same way you enter your coach admin (by hovering your mouse over the user icon in the upper right corner of MaxPreps.com after signing in).
Once you’ve logged into the Meet Manager Admin, it will look something like this.
To edit the Meet Details, you can click on the “Meet Details” tab. 

Locking the meet prohibits anyone other than a Meet Manager from editing/entering information. Only a Meet Manager can edit meet details (including add/remove teams from meet), results and stats.

To add or remove teams to the meet, select the team from either list and click the appropriate button.
To enter the Results & Stats, click on the “Results & Stats” tab and either click on Import Hy-Tek or Manually Enter Results & Stats.
To enter the results from the meet, you can import or manually enter them. To Import, choose “Import Hy-Tek Results & Stats” from the drop down. To manually enter, choose “Manually Enter Results & Stats” from the drop down.

To import, choose a file from your computer and click on the green “Import File” button. **FOR SWIMMING: choose the Hy-Tek ZIP file.**

To manually enter the results, choose a team from the drop down menu.
How to Export from Hy-Tek

**Step 1:**
- a. Go to the pull down FILE menu
- b. Scroll over EXPORT
- c. Click on SEMI-COLON DELIMITED RESULTS

**Step 2:** The screen should look like this. Click OK.

**Step 3:**
- a. Click OK to create your meet results .CSV file.

Note: Export separate results file for the boys meet and one for the girls meet.
When Importing the Hy-Tek file, you will need to match up the teams/players. We will list the teams/players on the left, you will match with the drop down on the right.

You will also need to confirm all scores are correct for all teams.

If our system auto-matches the athletes names, they will be listed in the green section. If we do not have an exact match, you'll see those names listed in the red section.
Once the Results & Stats are entered, you can login into the opposite genders Meet Manager Admin to enter those stats as well. You can also Send Stats, View Stats or Prints Stats from this page. You can also click on the option you’d like from the “Results & Stats” tab.

Have meet results for the opposite gender? You can easily login to that meet by choosing the meet from the list and clicking “Login.”
Once the Results & Stats are entered, you can lock the results so that no one else can access them. To lock results, click on the Meet Details link (top photo) and check off the circle next to “Yes” (bottom photo).
To edit who has access to the Meet Manager Admin, click on the “Permissions” tab. To grant someone access, click on the “Send Access” button.
Questions?
Contact the MaxPreps Support Team

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