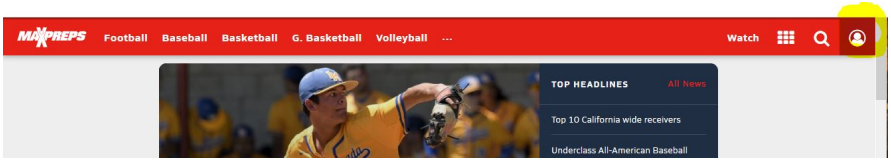
IDAHO HIGH SCHOOL ACTIVITIES ASSOCIATION



MaxPreps is excited to offer Idaho coaches its swimming application. Idaho is one of a handful of states around the country to use the swimming platform, per our partnership with the IHSAA.

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, Idaho coaches will be responsible for:

1) Entering complete rosters into MaxPreps
2) Assigning their teams to the regular-season meets they are hosting or participating in through the MaxPreps scheduling tool

Those items should be completed BEFORE the season.

To get access to your team page, go to MaxPreps.com and follow the steps to create your free, personal account.

You can obtain access to your coach admin from your MaxPreps Idaho rep Alisa Dancer (adancer@maxpreps.com). If you already have a MaxPreps account, login with your email address and password to access your coach admin.

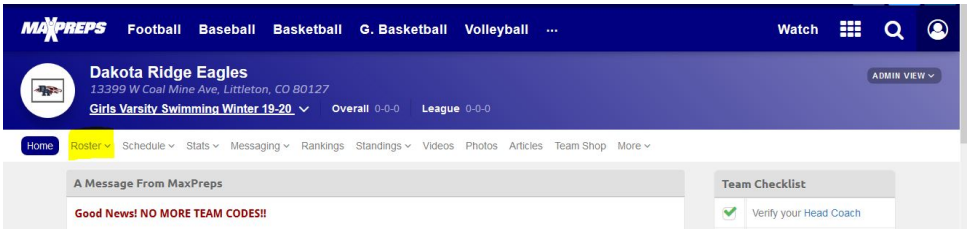
RESULTS

Host coaches and/or meet managers will be responsible for importing the Hytek results file into MaxPreps, but they will not be able to do so efficiently unless a complete roster has been entered and the team has been assigned to the meet. Host coaches and meet managers can refer to the Meet Manager Tutorial posted on the Idaho state association swim page for instructions on importing results.

All results from the regular-season meets will be posted on each school's swim team page, as well as on the MaxPreps leaderboards.

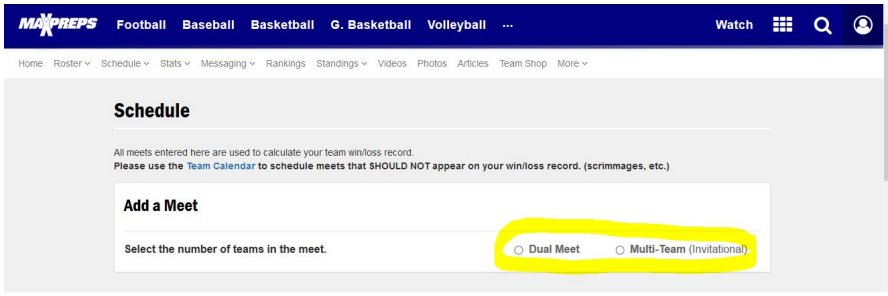
ROSTERS & MEET SCHEDULES: Once you have created your MaxPreps account, to enter your roster & meets in your coach admin, hover your mouse cursor over the person icon at the top right of MaxPreps.com (shown above). A popup box will appear: click on your team name under "Admin Accounts" to go to your coach admin.

Entering Rosters: Once in your coach admin, click on the “Roster” link (shown in the graphic below).

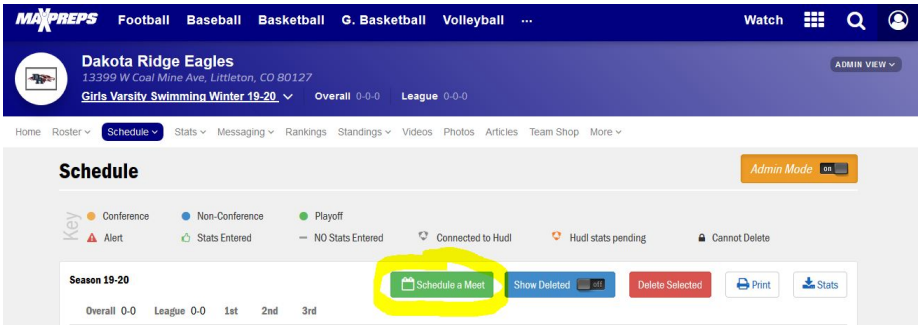


You can enter your roster manually by click on the green +Athlete button shown in the graphic below. This online tutorial provides instructions.

Or, if you have the roster saved in an Excel format you can import it in one click. Click on the Menu button and follow the prompts in the coach admin when importing a roster from Excel. Most important, the headers atop the respective columns in your roster file must match with what MaxPreps requires. Those category headers are listed in MaxPreps.

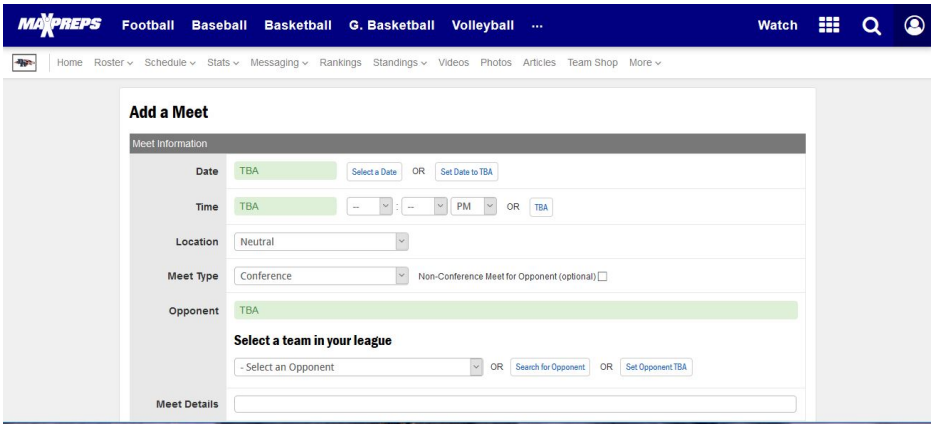


Entering Schedules: If you are hosting a regular-season dual or multi-team meet on your schedule, you can enter that by clicking on the Schedule link in the menu bar and choosing the green **Schedule a Meet** button as shown below.



Once you click the **Schedule a Meet** button, you will have the option to create a dual or multi-team meet, as shown below. Check off either the Dual Meet or Multi-Team circle and click the green Continue button.

On the ensuing screen you will be able to select the date and time of the meet, in addition to selecting the location, status and the teams participating, as shown below. In addition, once you save the meet you also will be able to designate the Meet Manager for the respective event.



Assigning Team to Multi-Team Meets: To add your team to one of the regular-season, multi-team invitational meets, click on the Schedule link in your coach admin and select the green **Schedule a Meet** button. Next, check off the "Multi-Team (Invitational)" circle and click on the green Continue button that will appear.

This will take you to a page where you can search all the meets entered by the host schools. Click the green "Add Team to Meet" and your team will be set up for that meet. Repeat the process for each meet you are competing in.

STATE LEADERBOARDS

All results imported by host schools and meet managers will be viewable on MaxPreps.com. To view the statewide leaderboards go to the [MaxPreps Idaho page], and at the state page select Stat Leaders on the left side of the page.



From there you can select any sport/gender available in Idaho. The leaderboards are searchable by event and division/classification/district/etc.

As you get started, please feel free to contact MaxPreps Idaho rep Alisa Dancer with any comments or questions at adancer@maxpreps.com



You also may contact the MaxPreps Coach Support Team at coachsupport@maxpreps.com or (800) 329-7324 ext 1. MaxPreps also offers an interactive help/support site at support.maxpreps.com.