Getting Started: IDHSAA Rosters & Results

<u>Getting into your Coach Admin on MaxPreps:</u>

1. Go to MaxPreps.com and sign in to your account. If you do not have an account, please create an account and then email Alisa Dancer at alisa.dancer@paramount.com with the school and sport for which you need access.
2. Once signed in, you will see a user icon in the upper right corner. Hover your mouse over the icon and click on your school to be taken to the coach admin. **Please Note - you have a different admin for boys and girls as rosters/results must be kept separate.**
3. In your coach admin, click on the Roster tab. You can copy last year's athletes (make sure to remove any possible duplicate names), and add new team members as needed.
4. Once in your coach admin click on your schedule to verify a meet is listed/modify the meet details.
5. If the meet isn't on your schedule, click 'Schedule a Meet' and choose "Dual" or "Multi-Team meet", and click continue.
6. For a dual meet, enter the meet details and opponent and then Save & Exit.
7. For Multi-team meets, check to see if the meet already exists.
8. If the meet already exists, click "+ Add Team" to add your team to the meet.
9. If the meet doesn't exist, go to the bottom and click "Create a New Meet" to enter details/add schools to the meet.

<u>Reporting Results (results can be uploaded/entered by each coach or a designated meet manager)</u>

1. Click the button under the Add/Edit column (screenshot below).

If you are uploading results from Hy-tek, make sure you have different files for boys & girls

2. Select if the meet was swam in meters or yards and if there was diving.
3. Then click 'Save & Enter Scores" to manually enter results or select 'Import from Hy-Tek' to upload results.
4. If you click 'Import from Hy-Tek' you will have the choice to import results for your team only, or all teams in the meet.
5. If your Hy-Tek file does not contain results for all teams, select 'No' under Import all teams (screenshot) and then click Do Not Import on the next screen for other schools.

6. Click 'Import File' and then proceed to match your school and then athletes during the import process.
7. Make sure you do not add athletes to the roster during the import process if they are already listed (for instance Matt will not automatically match to Matthew and you will need to find the athlete's name as entered on the roster from the dropdown).
8. **PAY CAREFUL ATTENTION NOT TO ADD/UPLOAD BOYS NAMES & RESULTS WHILE IMPORTING GIRLS' RESULTS AND VICE VERSA**