



Powered By: **MAXPREPS**

HOW TO GUIDE

- Signing up for a MaxPreps Account
- Schedule & Score Management Information & Links
- MaxPreps Mobile App Options & Links
- Frequently Asked Questions
- Helpful Links throughout

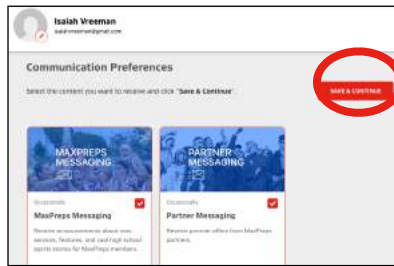


Updated: August 1, 2023

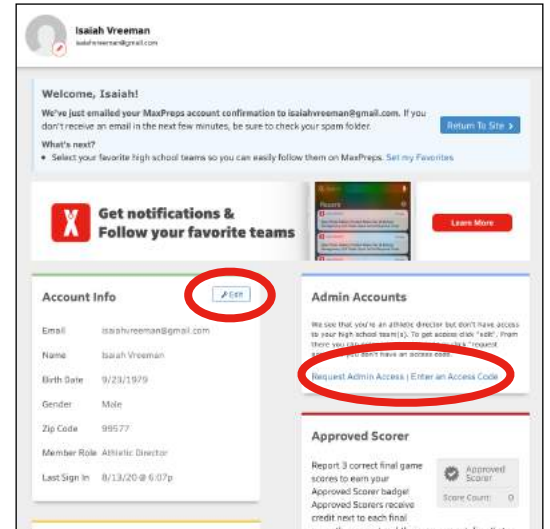
Please follow the following steps to set up your MaxPreps Account.



- **STEP 1:** Click this link - [MaxPreps Account Sign Up Page](#), Scroll down to see a lot of the features having an MaxPreps account offer coaches, athletes, and parents.
- **STEP 2:** Click the COACH SIGN UP BUTTON. This will take you to the AD & Coach Registration page.
- **STEP 3:** Enter your email and click Continue



- **STEP 4:** Enter the information requested to finish setting up your account. In the Member Role please select Athletic Director or High School Coach. You should only select the AD if you are an AD. Then after you save make sure to click SAVE & CONTINUE again.
- **STEP 5:** When you sign up you will need to click the REQUEST ACCESS for access to your school. This dialogue box will show up and you will see your account page behind



AD & Coach Admin Access Request

What does having "access" to a team account mean? Having access allows you to update and add information for a specific team/school such as rosters, schedules, scores and stats. In addition, you will have access to all of the MaxPreps features to help manage your team/school. Finally, by requesting access you are agreeing to receive AD/Coach announcements & reminder emails specific to your school/team. You can edit your subscription settings in your account after you gain access.

Please complete the form below to proceed. All fields are required.

Admin Account Type: Athletic Director Coach

Your Name: Isaiah Vreeman

School Name or Zip:

School Role:

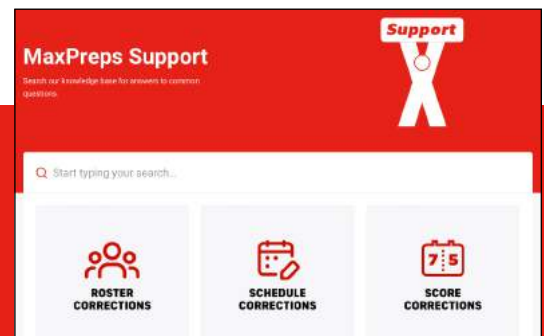
Daytime Phone: Ext. (Numbers Only)

Additional Details?:

- **STEP 6:** Select the Admin Account Type - Athletic Director or Coach. This will change what you need to fill out in the rest of the online form.
 - Athletic Director chose AD or School Admin.
 - Coaches chose the sport, level, and type of coach (Head/Assistant/etc)
- **STEP 7:** Once you have completed Step 6 hit the SEND REQUEST button.
- **STEP 8:** The request will have been sent and you need to allow 1 business day for a response.

Get help with team/school management, posting schedules & rosters, and logging into admin and more please visit the following help page:

[MaxPreps Support Help Page](#)





SCHEDULE/SCORE MANAGEMENT

Please review the following for instructions on setting up schedules and rosters.

Team Admin Access

Are you a Head Coach or Athletic Director?

If so, you are able to be granted access to your Team Admin to add/edit any information regarding your program!

The Team Admin is the Heart and Soul of MaxPreps

Head Coaches and other approved staff members can be granted access to their team's specific admin pages. It's here where you can enter and publish endless amounts of information about your program.

Your Admin Report

Amador
2023-24

Schedule: 11 Scheduled Games, 4 League Games

Roster Snapshot: 25 Players

Manage Team Admin

Add Team Admin

Volunteer Request Settings

JV & Freshman Teams

Below are some benefits of having Team Admin Access:

Team Admin Perks	Description
Schedule Management	Add/Edit/Delete games from your schedule to give your community a comprehensive breakdown of your season.
Score Management	Enter scores to track your record while contributing to your placement in the MaxPreps Rankings!
Roster Management	Manage your roster to increase your athletes exposure to college.

Scroll down on the MaxPreps Support main page to find the [Team Admin Management](#) help area. This is a great place to start for answering any questions you have.

[Team Admin Access](#) is the heart and soul of MaxPreps! School Admin, Head Coach, and other approved staff can be granted access to their teams specific admin pages. This is where you can enter and publish endless amount of info on your programs!

Schedule Management for Team Admins

Looking to make updates or corrections to your team's schedule?

Schedule Management via Desktop

- + Adding a Game
- + Editing a Game
- + Deleting a Game

Score Management for Team Admins

Looking to make updates or corrections to your team's final scores?

Not an Admin for your team?
Fans, parents, media members, etc. are able to submit schedule updates & corrections to our support staff. Head to our [Submit a Score Correction](#) article for instructions.

Score Management via Desktop

- + Adding a Final Score
- + Correcting a Final Score
- + Deleting a Game with Results

Score Management via MaxPreps app

- + Adding a Final Score
- + Correcting a Final Score
- + Deleting a Game with Results

SCHEDULE/SCORE MANAGEMENT

ASAA requires ALL TEAM SPORTS to enter their schedule and results into MaxPreps. Please see your particular sports policies in the ASAA Handbook for more details.

- In the [Schedule Management](#) you can see step by step instructions on entering your schedule, removing a game, and more via Desktop or Mobile!
- Please go to the [Schedule Management](#) help page if you are having questions/issues entering your schedule.
- In the [Score Management](#) you can see step by step instructions for TEAM ADMINS on adding & editing scores via Desktop or Mobile! If you are having questions/issues entering your schedule please contact the MaxPreps Support Help Page.

Get help with team/school management, posting schedules & rosters, and logging into admin and more please visit the following help page:

[MaxPreps Support Help Page](#)

MaxPreps Support

Search our knowledge base for answers to common questions.

Start typing your search...

ROSTER CORRECTIONS

SCHEDULE CORRECTIONS

SCORE CORRECTIONS



MOBILE APPS & LIVE SCORING

Please review the following for instructions on mobile app & live scoring options.

MAXPREPS MOBILE APP OPTIONS



MaxPreps

Follow your Favorite High School

- Stay up-to-date on your favorite teams with exclusive push notifications
- Update your career profile and follow your favorite athletes
- Contribute live scores when attending games
- Create custom Scoreboards to suit your needs
- Coaches can manage the roster, schedule, and statistics
- Download the MaxPreps App on Apple App Store or Google Play.



MaxPreps works with many different types of stat programs for various sports. For instance it syncs with Hudl for football and other various basketball stat programs like iScout. Please review the [Click here to view MaxPreps stat partners](#) to see if the stat program you are currently using will sync with MaxPreps.

Discover and get help on MaxPrep stat partners, see the latest on our mobile apps, plus learn all about submitting live scores:

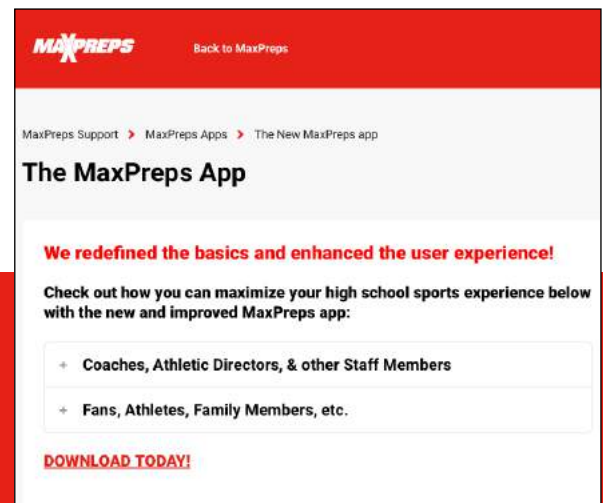
[**MaxPreps Mobile App & Live Scoring Help Page**](#)



MaxStats iPad

Digital Stat Keeping for your BBall Team!

- Simple in-game scorekeeping with an interactive court and scoreboard
- Sync your team schedule and roster for easy pre-game setup
- Stats upload directly to MaxPreps
- Live shot charts and stat totals
- Real-time player combination and impact reports
- Download the MaxStats for iPad on Apple App Store.





While the ASAA's partnership with MaxPreps has many benefits, the main goal of the partnership is to collect and highlight member school information as efficiently as possible. MaxPreps is the industry leading platform that provides schools with various desktop, tablet, and mobile options to keep their team information accurate.

FREQUENTLY ASKED QUESTIONS

1. What ASAA initiatives will MaxPreps data power? MaxPreps is the Official Scores and Statistics Provider of the ASAA. All information entered into MaxPreps is automatically sent to the ASAA to manage regular-season results, media publications and much more. In order to manage initiatives and Board requirements, all ASAA member schools are REQUIRED to enter their team schedules & scores. Entering your team statistics are highly encouraged but not required by ASAA.

2. Where do I enter my roster, schedule, scores and stats? Each member school will enter their roster, schedule and scores into the MaxPreps platform to be displayed on your team pages. Each member school will then be responsible for updating their stats on MaxPreps after each game throughout the season. Instructions on how to enter a schedule, roster, etc., can be found on the [MaxPreps support web site](#).

3. What do Athletic Directors need to do? Since ASAA member schools need to keep accurate stats on MaxPreps, the AD needs to ensure each team coaching staff has access to enter stats. ADs or any coaches currently not using MaxPreps should contact MaxPreps at 800-329-7324 x1 or support@maxpreps.com to sign up or get access.

4. Which sports are included in the partnership? Football, Volleyball, Cross Country, Basketball, Ice Hockey, Swimming, Soccer, Baseball, Softball, Tennis and Track & Field.

5. How do I sign up to get access to my administrative account on MaxPreps for the first time? Athletic Directors/Coaches can follow [this link on MaxPreps](#) to become a free MaxPreps member and follow the prompts to gain access to your team. Make sure to select "Head Coach or Athletic Director" as your role for the team.

6. Can Athletic Directors control their MaxPreps team pages? Yes! Athletic Directors can control every single team from their free School Administration page on MaxPreps.

7. Can coaches allow a team statistician or assistant coach to help manage their team information? Yes! Once the coach has access to their team admin page, they can give other individuals access to their page to help keep their team information accurate.

8. Is MaxPreps compatible with other stat programs? In addition to MaxPreps own mobile, tablet, and desktop tools, MaxPreps is compatible with over 80 different stat companies across multiple sports. [Click here to view MaxPreps stat partners](#).

9. Does MaxPreps have an app to manage team information? Yes! The app is called MaxPreps! It is available to download for both iPhone and Android devices [here](#). ADs and Coaches are able to communicate directly with athletes and parents, sync their game schedule to their phone's calendar, and update complete schedules, rosters, scores, stats and more.

10. Who can I contact with additional questions? ADs and coaches may contact ASAA MaxPreps representative Alisa Dancer at adancer@maxpreps.com or 530-957-1575.