



NOTE: Results must be entered into MaxPreps to be used for state nominations. If you need access to your coach admin for the first time please email Josh Taylor: jtaylor@maxpreps.com with your school/sport you need access for.

Reporting Swim Results for Virtual Meets

Getting into your Coach Admin on MaxPreps:

1. Go to MaxPreps.com and sign in to your account.
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. Once in your coach admin click on your schedule to verify the meet is listed/modify the meet details.
4. If the meet isn't on your schedule, click 'Schedule a Meet' and choose "Dual" or "Multi-Team meet", and click continue.
5. For a dual meet, enter the meet details and opponent and then Save & Exit.
6. For Multi-team meets, check to see if the meet already exists.
7. If the meet already exists, click "+ Add Team" to add your team to the meet.
8. If the meet doesn't exist, go to the bottom and click "Create a New Meet" to enter details/add schools to the meet.

Please Note – Schedules are due on MaxPreps by Thursday - December 3, 2020.

Reporting Results

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

Date & Time	Opponent & Location	Details	Edit	Results	Stats	Add/Edit
10/07/20 - Wed. 1:00 PM	Cholla (Tucson, AZ) Neutral, Conference					

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).
6. Click 'Import File' and then proceed to match your school and then athletes during the import process.
7. Ensure to select 'Do not import' for any other schools in the Hy-Tek file.
8. 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).
9. Each school will be responsible to upload/enter their own results.

Upload your Hy-Tek Zip file to quickly import your stats into MaxPreps.

Import CSV File

Import All Teams Yes No

Is Data in Meters? My team swam in meters

Include diving?

No file chosen