

If you have a MaxPreps account, go to MaxPreps.com and sign in. Hover your mouse over and click on the user icon in the upper right corner and click on your school to be taken to your Coach Admin. Follow the steps below to edit your roster, schedule and results.

If you need access to your coach account for the first time please email Eric Frantz (efrantz@maxpreps.com) with the school and sport(s) you need access for.

**How to Enter your Tennis Schedule in MaxPreps**

*Note: Any matches, tournaments or invitationals where athletes from the same school may play each other should be entered on UTR. MaxPreps does not allow entry of results for athletes from the same school.*

1. In your coach admin, Go to **Schedule** on the taskbar and select **Games.**

2. Click the green Schedule a Match button, then select Dual or Multi-Team and hit continue. For dual matches go to step 3. For Multi-Team matches, check to see if the match already exists. If so, click ‘Add Team’ to add your team to the match. If not, scroll to the bottom and select ‘Create a New Match’ and continue on to step 3.

3. Enter the date, time, location, and opponent(s).

4. Click Save & Exit or Save Meet & Add Another

**How to Enter your Roster in MaxPreps**

*Note: must be done before the season starts and be kept up to date during the season*

1. In your coach admin, Select **Roster** on the taskbar

2. Select the blue **Add+** buttonto add athletes and enter their name and grade. Click Save in the bottom right corner when done.

**How to Enter your Results in MaxPreps:**

1. In your coach admin, Go to **Schedule** on the taskbar and select **Games.**

2. To **Add/Edit** your score, select **+**, under the **Add/Edit** column.

3. Select the team place from the dropdown under the Place column and enter the team Points for each team in the Points column. Click Save & Next.

4. To begin adding individual results click ‘Add Result’. Select the position (1st/2nd/etc. singles/doubles), round and opponent’s team. Select each athlete and enter the set scores.